



DEER CREEK HOMEOWNERS ASSOCIATION  
C/O Around the Clock Inc.  
716 W Meeker St. #101 Kent, WA 98032  
253-852-3000 fax 253-852-1417  
jennk@aroundtheclockinc.com  
www.deercreekpuyallup.com

## Application for Home Improvements and modifications

Dear Resident,

Enclose please find an Architectural Control Application for your home improvement or modification. Please note what is needed for your type of improvement and include with your completed and signed application and necessary forms, such as photos, paint samples, drawings, brochures, lot survey, etc. in order for the Architectural Board/Committee members to expedite processing of your application. If these items are not submitted with your application, your request is denied and returned to you for completion. Please read the application carefully.

- ◆ A lot survey is an architectural drawing of your property showing your home, easements and building lines. A copy usually comes with your closing papers.
- ◆ Please SHOW on the survey in a distinguishable color other than black ink, the location of your project.
- ◆ Faxed pictures come across as a solid black picture, so please mail or e-mail pictures. Faxed pictures cannot be used.

**The completed and signed application should be submitted to Deer Creek HOA by mail or in person to Around the Clock, Inc. 716 W. Meeker St. #101, Kent, WA 98032, or by email to [jennk@aroundtheclockinc.com](mailto:jennk@aroundtheclockinc.com).**

You will be notified by letter after the ACC committee has made a decision. They have at least 30 days to review and respond to your application.

If you have any questions regarding the forms or requirements, please contact the board at [jennk@aroundtheclockinc.com](mailto:jennk@aroundtheclockinc.com).

Sincerely,

Jennifer Trecker-Karpowicz  
Association Manager

### **IMPORTANT:**

**WITHOUT PROVIDING EVERYTHING NEEDED YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU FOR COMPLETION AND RESUBMITTAL. THIS WILL DELAY THE PROCESS.**



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**PLEASE ALLOW AT LEAST 30 DAYS TO RECEIVE A RESPONSE. YOU WILL RECEIVE A SIGNED COPY OF THIS FORM BY MAIL OR E-MAIL.**

In an effort to provide and protect each individual homeowner's rights and property values, it is required that any homeowner or group of owners considering improvement(s) and/or change(s) to their home or property submit an **"Application for Home Improvements and Modifications"** to the Architectural Control Committee. If any change is made that has not been approved, the Association has the right to require the homeowner to remove the improvement(s) and/or change(s) from the property. Approved projects must be completed within 90 days of approval or must be re-submitted.

### HOMEOWNER INFORMATION

NAME	EMAIL
ADDRESS	UNIT/DIV LOT
PHONE NUMBER	PHONE NUMBER

**REQUIREMENTS LISTED BELOW FOR: IMPROVEMENT OR MODIFICATION** \*With the exception of painting, siding, shutters, screens, roof and door **EVERYTHING ELSE** requires a lot survey with the location of project drawn on survey. Color samples, materials, dimensions and details **ARE** required on all improvements or changes and **MOST** need pictures (see below).

**WITHOUT NECESSARY ITEMS YOUR APPLICATION IS DENIED** and returned for completion and resubmittal.

**CHECK BOX IMPROVEMNTS** below (*Requirements Needed are Listed In Each Box-Plus a Lot Survey*)

<input type="checkbox"/> <b>Solar Screens/Window Tint</b> Screen/Tint Sample, Indicate which windows will be replaced	<input type="checkbox"/> <b>Roof</b> Shingle Sample, # of Years Warranty	<input type="checkbox"/> <b>Patio Cover, Gazebo, Room Addition</b> SEE BELOW	<input type="checkbox"/> <b>Landscape, Tree Removal, Tree Planting</b> Lot Survey
<input type="checkbox"/> <b>Yard Art, Bench, Pots, Fountain, Bird Bath, Swing, Statue</b> Dimensions, Picture	<input type="checkbox"/> <b>Pool/Spa</b> Drawings Imposed on Lot Survey by Pool Co.	<input type="checkbox"/> <b>Wood Fence</b> Height, Materials, Stain Sample	<input type="checkbox"/> <b>Satellite Dish</b> Lot Survey, Location, Size
<input type="checkbox"/> <b>Gutters, Siding, Shutters, Hardiplank</b> Color Sample	<input type="checkbox"/> <b>Deck</b> Drawing, Dimensions	<input type="checkbox"/> <b>Wrought Iron Fence/Gate</b> Picture, Dimensions	<input type="checkbox"/> <b>Landscape Lights</b> Picture
<input type="checkbox"/> <b>Patio Slab, Sidewalks, Landscape Border, Driveway Extension</b> Picture, Dimensions, Material Used	<input type="checkbox"/> <b>Storage Shed</b> Picture, Dimensions, Brochure	<input type="checkbox"/> <b>Basketball Goal (Permanent)</b> Picture, Dimensions	<input type="checkbox"/> <b>Sprinkler System</b> Location of Sprinkler Heads
<input type="checkbox"/> <b>Play Equip, Fort, Swing Set, BB Goal, Trampoline</b> Picture, Dimensions, Height, Lot Survey	<input type="checkbox"/> <b>Replace Front Door/Storm Door</b> Picture, Color Sample	<input type="checkbox"/> <b>Exterior Painting</b> (Even if Same Color) Paint Sample	<input type="checkbox"/> <b>Other</b> Complete Below

**IF OTHER, please describe:**

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<b>Who Will Do the Actual Work on this Improvement?</b>	<b>Phone Number</b>
Any <b>PAINTING</b> (Even if Same Color) or <b>STAIN</b> Must Provide <b>COLOR SAMPLES</b> or Your Application Will be Returned	
<b>Painting or Stain-Please State New Paint Color/Provide Sample</b>	<b>Portion of House to be Painted</b>
<b>Trim Color</b> (Includes Soffit, Fascia, Window Trim)-Provide Sample	<b>Color of Brick</b>
	<b>Accent Color</b> (Includes Shutters, Windows Hood, Exterior Doors) Provide Sample

Room Addition, Enclosed Patio, Storage Building, Patio or Patio Cover, Gazebo or Arbor Applications **MUST HAVE:** Photo, Brochure, or Drawings; Dimensions; Materials Used; Paint, and Screen Samples; and a Lot Survey Showing Locations of Improvements or Your Application Will be Returned

Height of Project at <u>HIGHEST PEAK</u>	Width	Length	Square Footage of Building/Patio
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**PROVIDE A LOT SURVEY** and draw **ON** the survey where on your property your modification, project, building, change, or addition is located. **THIS IS ESSENTIAL.**

- ◆ A lot survey is a drawing of your property showing easements and building lines. This came with your closing papers.
- ◆ We need to know how your improvement will look when finished.

**Materials Necessary for Proposed Improvement or Modification**

Check what you will use in your project:

- |                                     |                                   |                                 |
|-------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Lumber     | <input type="checkbox"/> Brick    | <input type="checkbox"/> Cement |
| <input type="checkbox"/> Pipe       | <input type="checkbox"/> Screen   | <input type="checkbox"/> Fence  |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Shingles | <input type="checkbox"/> Other  |

If OTHER, please describe:

Lumber Type	Brick Type	Screen Type <i>(Name and Sample of Screen)</i>
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Fencing Material (Provide Lot Survey) If Stain-Must Have Color Sample	Height of Proposed Fence
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**PLEASE READ BELOW AND FOLLOW INSTRUCTIONS SO APPLICATION WILL BE PROCESSED TIMELY. IF THE NECESSARY ITEMS ARE NOT PROVIDED, YOUR APPLICATION WILL BE DENIED AND RETURNED FOR COMPLETION AND RESUBMITTAL.**

All applications must include a lot survey, which shows the house lot lines and easements. In addition, plans, sketches, drawings, illustrations, photographs, dimensions, and material samples should be provided to sufficiently describe the project in detail. A copy of any applicable city/county permits must be included. Please include a sample of all improvements! (Example: Paint chips/swab/swatch, roofing shingles, siding sample, solar screen sample, etc.) If you should have any questions, please contact Deer Creek HOA at [jennk@aroundtheclockinc.com](mailto:jennk@aroundtheclockinc.com).

In signing this application, I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete. I understand that any misstatements, falsification or omission of information shall be grounds for denial of this application. I further understand that the Architectural Control Committee **has at least thirty (30) days upon receipt** to review my application and I agree not to begin property improvements or modifications until the Committee **notifies me, in writing, of their decision.** I have answered, truthfully, all questions pertaining to the proposed mentioned improvement or modification and have attached all samples, plans and permits required.

**HOMEOWNERS SIGNATURE**

**DATE**

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**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

Date Received by Committee

Recommendation of the Committee

☐ APPROVED    ☐ DENIED

COMMENTS:

ACC SIGNATURE 1:

DATE:

ACC SIGNATURE 2:

DATE:

ACC SIGNATURE 3:

DATE: