



Architectural Control Committee (ACC)  
c/o Phillips Real Estate  
711 6th Ave North suite 200  
Seattle, WA 98109  
Phone: (206) 622-8600 Fax: (206) 622-9991  
Homeowner improvement Approval Submittal Check List

Homeowners Name Last: \_\_\_\_\_ First: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Home Phone Number :(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Number :(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Brief description of proposed work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Estimated End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Not to exceed 1 year)

### Required Attachments:

- Manufacture information listing make & model, List of materials and color samples.
- Photo of Proposed Location, area prior to improvement.
- Plat map showing exact location of purposed project, with respect to house, landscaping, common areas and adjacent structures with dimensions labeled.
- Pictures, drawings or blueprints labeled with dimensions.

### Neighbor Project Notification

Adjacent Neighbor (print name): \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ -- \_\_\_\_

Adjacent Neighbor (print name): \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ -- \_\_\_\_

Rear Neighbor (print name): \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ -- \_\_\_\_

Facing Neighbor (print name): \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ -- \_\_\_\_

**\*\* NOTE: Comments on this application can be made to the ACC at <http://www.pinehurst-hoa.org>**  
**Additional information may be required by the ACC depending on the complexity of the purposed improvement submitted for evaluation and approval consideration.**  
**The Homeowner is responsible for obtaining signatures from all affected neighbors.**