

AMHURST COMMONS CONDOMINIUM ASSOCIATION  
C/O RPM Services  
5620 NE Gher Rd. Suite H, Vancouver, WA 98662  
Phone 360 693-6260 Fax 360 693-6491

## **Architectural Approval Process**

### **1. How do I obtain approval?**

You must submit a "Request for Architectural Approval Form" to our property management company, RPM Services. The form itself can also be obtained from RPM. **There is no charge for the forms or for processing your request.**

### **2. What is required with the Approval Request form?**

You must complete all sections of the form that are applicable to your project. You also need to submit clear and complete plans for any project or modification. Plans may be hand-drawn or computer generated. Giving the dimensions of your project, as well as color, etc. will result in a faster decision.

**Remember: You can't give too much information, but if you provide too little, your approval could be delayed.**

### **3. Where do I send my completed package?**

All documents should be mailed or hand delivered to: RPM Services at the address listed above.

### **4. How long does it take to obtain approval?**

The Architectural Review Committee has 45 days from the time the management company receives your application. However, you will normally receive written response within two (2) weeks. Submitting a COMPLETE application will ensure you receive a prompt response. If sent by mail, we encourage you to follow up with RPM Services to make sure your package has been received and is in process. A log is kept of all requests.

### **5. How will I be notified of the Committee's decision?**

RPM Services will normally contact you via telephone and written correspondence. However, you may also receive a visit from a member of the Modification Review Committee prior to its decision.

**6. What if I disagree with the Committee's decision?**

You have the right to appeal any decision to the Amhurst Commons Association Board.

*The first step is to notify the Board within ten (10) days of receiving a "Notice of Denial."* Your "Notification of Appeal" must be submitted *in writing* to: RPM Services.

**7. What action will follow my "Notification of Appeal"?**

You will be contacted in writing by RPM Services and given a date and time for your appeal hearing. This will be scheduled as soon as possible. You should bring to the meeting all documentation, including any additional information applicable to your appeal.

**8. Once my project is approved, what is the final step for compliance?**

In certain instances, a member or members of the Modification Review Committee will visit your property on behalf of the Board of Directors. They will inspect the completed project to ensure it meets the basic design criteria and also complies with the approval given. You will then receive a signed-off copy of your original application or a written summary of any additional work required before you can receive final approval. In either case you will be informed through RPM Services.

**9. What if I modify my property without prior approval?**

You will likely be notified in writing and asked to apply for an architectural change that was not pre-approved. You will then be advised of any modification(s), or if possible removal is required. If you do not respond or fail to take any of the required steps, your Board has the power to turn the matter over to legal counsel for compliance.

**It is important to note that it is not the Board's desire to seek legal counsel for compliance, but rather to be reasonable and flexible.** To that end, communication is essential. Ignoring the Board's request for compliance will only create additional expense for you personally and for your association.

We thank you for taking the time to read this material. We are your neighbors and want our community to represent the type of surroundings within which each of us desires to live. If you have any questions concerning either the appropriate design criteria or the approval process, please contact Elizabeth at RPM Services.