

# The Lookout at Sky Island – Division II

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## ACC Instructions to Applicant:

1. Residents are required by the CC&R's to submit an ACC Request Form for approval prior to any exterior modifications to your property. This includes home painting, structural additions, fences, sheds, pools, etc.
2. Consult the Lookout at Sky Island - Division II ACC committee to answer any questions you might have.
3. Submit application form, drawings, samples and other required documentation to:  

**The Lookout at Sky Island, Division II  
c/o HOA Community Solutions  
5500 Olympic Drive, Ste. D-105 - Gig Harbor WA 98335**
4. Read and sign the section below entitled Homeowner Agreement.
5. ALLOW thirty (30) days FROM RECEIPT FOR REVIEW: Your modification request will be reviewed by the Architectural Control Committee (ACC). Please allow at least thirty (30) days from date of receipt of your modification request for this review. If the ACC has any questions on your request, they will contact you.
6. APPROVAL OF REQUESTS EXPIRE AFTER 6 MONTHS: Approval of ACC request forms expires after six (6) months. Approved work not completed within 6 months must have a new request form submitted for approval.

## Homeowner Agreement:

1. I agree that compliance with CC&R's (Article VII) of The Lookout at Sky Island- Division II and approval by the ACC does not constitute compliance with Pierce County building and zoning codes. ACC approval will not be constituted as a waiver or modification of any code restriction. The owner is responsible for obtaining the necessary building permits prior to commencement of construction.
2. I agree that work will not be started until written approval of the ACC has been received by me, and that if changes are made without approval, I will be required to return the property to its former condition at my own expense and pay full legal fees incurred if this application is disapproved.
3. This request is subject to restrictions by the CC&R's and a review process as established by the ACC & Board of Directors. Any variation from the original application must be resubmitted for approval.
4. I further understand that the ACC may need to employ engineers, architects, or other professionals to review plans. Therefore the ACC may charge a fee to review plans (in an amount not to exceed \$250 per plan review).
5. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not been completed within six (6) months after approval is given.
6. I agree to repair/restore any common area property that I or my agent/contractor may damage during the completion of this modification/project for which I am applying.
7. I agree that I or my agent/contractor will properly dispose of, off-site, any construction debris generated by this modification/project.
8. I have read and understand the above.

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_