

# Remington HOA Project Request Form

**NOTE:** This is a 2-page document. The instruction sheet (page 2) does not need to be submitted.

Please email completed Request form, with any necessary attachments, to:

[acc@remingtonhoa.com](mailto:acc@remingtonhoa.com) and [james@aroundtheclockinc.com](mailto:james@aroundtheclockinc.com)

Or...mail/fax to: Around the Clock Inc., 716 West Meeker St. Suite 101 Kent, WA 98032 Fax: 253-852-1417

**Please fill out form completely – the Request cannot be processed until it is complete. Please make copies for your records.**

## CONTACT INFORMATION

\* If Division/Lot# is not known, please see [Lot Numbers](#) on website

Name:		Date Submitted:	
Address:		E-mail:	
Div./Lot #:	*	Phone #:	

Estimated time frame:	Start Date	End Date
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**TYPE OF PROJECT** please check appropriate box(es), below

<b>HOUSE PAINTING</b> See <a href="#">Painting Guidelines</a> , on the website.		
Paint #/color:	Body:	Trim(s):
Paint brand:	<b>Please state location of paint samples in NOTES section, below.</b>	

<b>ROOF REPLACEMENT</b> See <a href="#">Approved Roofing Materials</a> , on the website, for pre-approved styles/colors		
SHAKE	COMPOSITION	Manufacturer, style and color:

<b>FENCE INSTALLATION</b> <b>Must submit site plan, showing house and fence.</b> See <a href="#">Fence Guidelines</a> , on the website.		
Three Rail	Estate Style. With Lattice Top?	YES NO

<b>OUTBUILDING INSTALLATION</b> See <a href="#">Structure Guidelines</a> , on the website.	Type:	Sq. Ft.:
<b>Must submit: 1) Site plan, showing house and proposed outbuilding; 2) Architectural drawings.</b>		

<b>SATELLITE DISH</b> See <a href="#">OTARD Satellite Dish Policy</a> , on the website. <b>State details (including dish location) in NOTES section.</b>
<b>OTHER:</b> <b>Please state details in NOTES section, below.</b>

**NOTES:**

<b>HAVE YOU DISCUSSED THIS Project WITH YOUR NEIGHBORS?</b>	YES	NO
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Their comments:

**Required response.** This is my electronic signature. I agree to the terms above, and on the Instruction Sheet (pg. 2), and certify that any information I provided is accurate, up to date and complete. **Check the box if you agree to these terms.**

- It is the responsibility of the homeowner to verify/obtain any permits required by King County.

For RHOA Board use only:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Initials:	Signature:	Date:
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Board Comments:

# Remington HOA Project Request Form Instruction Sheet

## Tips for filling out the Request Form

The **Project Request form** is available on our website (remingtonhoa.com) – as is the **Tree Cutting Request form**. While in the website, open the Request form and save it to your computer. Exit the website and fill out the saved form. Links to our Lot # map, Policies and Guidelines are included in the Request form, for ease in finding needed information. Please use the current date in the “Date Submitted” field – update it if there is a delay between filling out the form, and submitting it.

## General Information

**Almost any alteration to your Property requires an approved Request before starting work.** Replacing house doors or windows; or minor landscaping work, are two of the exceptions to this requirement.

**A Site Plan (or Plot Plan)** is required for several Projects. It is a map (hand drawn or computer generated) of your lot, showing the house and where the proposed Project would be placed.

An **approved Request** is valid for 9 months from the approval date. If the County Permit process significantly delays the start time, let ACC know if you’ll need extra time to finish – they can ask the Board to grant an **Extension**.

**Alterations** to approved Project plans require Board approval PRIOR TO commencing work. Contact ACC ASAP.

**Project completion** requires ACC ([acc@remingtonhoa.com](mailto:acc@remingtonhoa.com)) notification within 30 days, so a follow-up verification visit (if needed) can be scheduled. The **violation process** may be initiated if ACC is not notified of completion.

## Project Information

- **Please check with the ACC if you are not sure whether your project needs Board approval.**
- **Please read the Policy or Guideline that relates to your Project, before filling out your Request.**

**House Painting** 1) Outbuildings must also be painted, to match the house.  
2) Paint samples must be made available, at the time of Request submittal, as follows:  
Please paint, on the house or a board, a 2 foot x 2 foot sample of the body color, and a 1 foot x 6 inch sample of each trim color.

**Roof Replacement** Outbuilding roofs must also be replaced, to match the house roof.

**Fence Installation** A **Site Plan** must be submitted with the Request, and must state set-backs as required. If stain will be used, please state brand, color#/name in Notes, on Request.

**Outbuilding Installation** A **Site Plan**, and **Architectural Drawings** must be submitted with the Request. If **trees must be removed** to allow for the installation, this may be noted on the Project Request form – a separate Tree Cutting Request is not needed.

**Satellite Dish** A **Site Plan** must be submitted ONLY if the Dish cannot be placed on the house.

**Other** “Other” should not be used for Tree Cutting Requests (which have their own form). It could be used for replacing garage doors, widening or adding a driveway, etc. (Of these three mentioned Projects, only the driveway Projects would require a Site Plan.)

***Thank you for your attention. Please feel free to contact ACC with any questions.***