

**LATITUDE CONDOMINIUM ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION
For Changes to Common or Limited Common Elements**

An approval is required for any change inside the home or on the exterior that affects the commonly owned elements of the building. This form is required for approval. Please complete prior to start of the project and send to **Windermere Property Management, 13106 SE 240th Street, #200, Kent, WA 98031**. Please attach diagrams, sketches, product information and contractor name as applicable.

Community Name: **Latitude Condominium** Unit #: _____

Owner: _____

Address: _____

Telephone: _____ email: _____

Project Description:

Product (materials) information:

Contractor Name and address:

Start and estimated completion dates:

**Attach a sketch if applicable.
Obtain neighbor acknowledgment if applicable (see page 2)**

ACKNOWLEDGEMENT

Acknowledgment of Property Owners Who Are Affected because they are adjacent and/or have a view of the proposed work.

Note to Property Owners Affected:

Your signature does not constitute nor indicate approval/disapproval but does indicate an awareness of applicant's intent. If you have any concerns with this application, please contact the Manager in writing via letter or e-mail within 7 days of your signature below.

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Name: _____ Date: _____ Address: _____

Latitude Condominium Home Alteration Request Disclaimer

The Latitude Condominium Board and the Architectural Control Committee (ACC) approve projects requested by a homeowner only to insure that the project(s) comply with the existing rules as defined in the Covenants Conditions and Restrictions (CC&R's) of the condominium. Neither the Board nor the ACC research applicable County, City or State requirements.

Applicant's signature below relieves Latitude Condominium Association, the Board of Directors, and the ACC of all responsibility with regard to compliance with County, City, State and Federal regulations.

The above information is complete and accurate to the best of my knowledge.

Applicant's Signature: _____ Date: _____

ACKNOWLEDGEMENT OF APPLICANT:

1. I understand that construction of certain major projects require that I obtain a County building permit. Approval of a project by the ACC does not affect or alter that requirement.
2. I understand that no construction activity shall take place prior to the approval of the ACC. The ACC will take a minimum of eight (8) days and a maximum of thirty (30) days to approve the project. If alterations are made prior to approval, I may be required to return property to its former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee are permitted to enter the unit, with notice, to make inspection if deemed advisable.
4. It is understood that I am aware of the Covenants, Conditions and Restrictions and Architectural Controls with regard to the review process.
5. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within six (6) months of commencement of the project.
6. I understand that any approval is contingent upon changes being completed in a workman-like manner as per plans submitted.
7. I understand that if I disagree with the ACC ruling, an appeals procedure is provided directly through the Board of Directors.

DATE: _____ SIGNATURE OF APPLICANT: _____