

ARCHITECTURAL CONTROL COMMITTEE
Eaglemont Community Homeowners Association



Permit for Renovations to Exterior or Landscaping

Eaglemont Address: _____	Date: _____
Homeowner: _____	Email: _____
Contractor: _____	Telephone: _____
Start Date: _____	License No.: _____
	Completion: _____

Please describe your project in detail, including what is to be renovated and all materials to be used. Wherever possible, please provide a sample or picture of the material, copy of the product brochure, or web site address of the manufacturer. For construction or landscaping projects, please provide site and design plans, to scale if possible.

1. Homeowner and Contractor state they have reviewed the requirements of the CC&Rs for Eaglemont, including the Design Guidelines, and have prepared this Permit for Renovations in accordance with them.
1. Washington law (RCW 18.27) provides protections to Homeowners when they hire contractors who are licensed, bonded and insured.
2. This permit is to be submitted to the Architectural Control Committee (ACC) prior to obtaining any building permit that may be required by the City of Mount Vernon.
3. The Homeowner is ultimately responsible for the performance of work by his/her contractor, in accordance with the CC&R s and Design Guidelines for the Eaglemont Community. Homeowner understands and agrees that any fines for non-compliance, any subsequent costs to bring the project into compliance, and any costs to repair damages to existing Eaglemont improvements caused by the Homeowner, his/her contractor, or his/her subcontractors during the performance of the project are the responsibility of the Homeowner.

Deliver completed permit to:

Debra Wheeler, Eaglemont HOA Manager
1521 Brentwood Lane, Mount Vernon, WA 98274
brentwoodenterprises@comcast.net
(360) 770-7334

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- 4. This permit expires if the renovations approved under this permit are not completed within 90 days of approval, unless a longer time is agreed to in advance by the ACC and the Homeowner. If a permit expires, the homeowner must submit another permit for renovations before continuing.

Signature of Homeowner: _____ **Date:** _____

All applications will be reviewed within 7 to 10 days of receipt.

*****For Committee Use*****

ACC remarks:

ACC Member: _____

Dated: _____

Approval: This permit is approved by the ACC.

ACC Member: _____

Dated: _____

Final Approval: The project is complete and meets the ACC requirements.

Dated: _____

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Procedure Following Submission of Permit for Approval

When a Homeowner submits a permit for painting or renovation to the Architectural Control Committee (“ACC”) for Eaglemont, the ACC expects that the Homeowner and contractor have reviewed the CC&Rs, including the Design Guidelines, and that they believe the project as submitted is in accord with the CC&Rs, and is also in accord with the laws and ordinances of the City of Mount Vernon and the County of Skagit.

The ACC will do its best to review all permits within 7 to 10 days of receipt. Following review, if not approved, then the Homeowner can expect to receive, in writing, a list of items that need to be changed before approval can be given or, sometimes, a request for a site visit. Once all items have been determined to meet the Design Guidelines and other requirements, whether as originally submitted or following revisions, the Homeowner can expect to receive a return of their permit as submitted with “approved” signed off by a member of the ACC.

The Homeowner may see Debra Wheeler, the Eaglemont HOA manager, driving or walking by their property to check on progress of the project. She may even speak with the Homeowner, as needed. The ACC appreciates the cooperation of the Homeowners with Debra. It is always easier to assure something is done right in the first place rather than undo and redo something that is not being done in accord with the project as approved.

When the Homeowner’s approved project has been completed, the Homeowner should contact Debra Wheeler at (360) 770-7334 or brentwoodenterprises@comcast.net to advise her that it is done. The ACC will review the project to determine that it has been completed as approved, and the Homeowner will receive, in writing, a final approval.

The ACC will do its best to act within the timeline of the above procedure on all requests submitted. In return, the ACC appreciates the cooperation of the Homeowners in also responding promptly to requests for clarifications or revisions so that the process goes smoothly for both the Homeowners and the ACC.

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