



Ridgecrest Homeowners Association (RHA)
ARCHITECTURAL CONTROL COMMITTEE (ACC)
ARCHITECTURAL FORM INSTRUCTIONS

Dear Ridgecrest property owner,

In accordance with RHA Article Nine of the By-Laws and Article Five of the Covenants the following architectural instructions are provided by the ACC to assist you filling in ACC Form 0101A.

1. Article Five of the covenants direct that no construction shall be commenced until the plans and specifications are submitted to the ACC and return approval in writing as to the harmony of external design and location. The ACC has 30 days to reply; however it usually is much faster than that.
2. Please submit ACC Form 0101A for all external permanent modifications to your residence structure or lot.
3. You may contact any of the ACC Members or a Board Member if you have any questions. Attached ACC Form 0201 has a listing of points of contact (POC). Information that fences cannot be over 6 feet is your responsibility to find out but an ACC Member could be of some help.
4. Please attach brochures, sketches and manufacturers product numbers to help clarify your project. The more details provided the ACC the easier and faster it will be able to respond to your request.
5. It is in your interest to read the covenants for guidance and note the word “harmony” as it relates to external modifications within the plat of Ridgecrest.
6. Describe the type of project you are intending to undertake, such as re-roofing, building a shed, changing color of your residence, building a fence, etc.
7. IMPORTANT NOTE: Submit one form per project.
8. Describe how it is to be done, therefore by a contractor or yourself. If it is a contractor include his name, address and telephone number.
9. Include START and COMPLETION dates of construction. It is understood that some projects may take longer than expected but the goal here is to ensure we don't have infinite construction.
10. Please include in your description the types of material such as roofing, siding or paint descriptions. Providing samples from the contractor or manufacturer is the easiest for you and the ACC. Samples automatically include the color, texture, and manufacturers identification model information.
11. Attach Drawing or Sketch. Do the best you can in providing visual to ACC, i.e. a photo, brochure, etc.
12. Only the owner(s) of record can submit the ACC Form 0101A.
13. To ensure that you're ACC Form 0101A receives immediate attention it is recommended you present it personally to an Architectural Control Committee Member. You will receive a response within a few days via mail.
14. It is your responsibility to obtain the necessary information and building permits, where government and ACC requirements may differ the local government regulations will apply.
15. All original requests, notes, sketches and samples are retained in RHA ACC files. You will receive approval correspondence referencing the request.

Submit Form in person to one of the ACC Members on attached list or via U.S. Mail to:
Ridgecrest Homeowners Association, Architectural Control Committee
8760 Deeridge Place SE, Port Orchard, WA 98367-9518