



## Sunrise Master Association

15807 134th Avenue E

Puyallup, WA 98374

Phone: 360-872-8137

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### **Architectural Guideline Highlights**

Sunrise Master Association has in place an Architectural Review Committee (ARC) which reviews and approves requested modifications to the exterior of residents' homes. The ARC is appointed by the Sunrise Master Association Board of Directors to assist in maintaining a uniform, high aesthetic design standard for your community. The Board approved Architectural Design Guidelines are the basis for ARC decisions.

### **Requirements for ARC submittal:**

- ARC application- signed by applicant and by three neighbors who are adjacent and/or most impacted by the project
- Explanation of materials, product specs and/or dimensions with impervious calculations
- Site map – Property lines and setbacks need to be identified in relationship to proposed work including home and lot square footage
- Pictures or diagrams depicting proposed work along with pictures of the area where the work will be performed
- Paint Projects: a sample of the paint color - paint chip, brand, color name, picture of home/project showing which colors go where
- Roof Projects: a sample of roof shingle - roof style, shingle brand and shingle color
- Approved County permit where required
- Other items as requested by the ARC for complete application

### **Helpful Reminders**

- ❖ This review does not constitute approval from local jurisdiction. Each homeowner has sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, local ordinances and restrictions association with this modification.
- ❖ The ARC process is in place to ensure that all homes are in compliance with community rules and regulations.
- ❖ It is important to include all required components of the application because the ARC must keep the process consistent and universal in order to be fair and impartial. The purpose is to evaluate the request, not determine which application needs all the required elements and which does not.
- ❖ A site map helps the ARC make educated decisions that are specific to the lot and keeps them from having to guess about important features.





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- ❖ Adjacent neighbor signatures are required and are necessary for each application. Communicating with your neighbors about your projects helps ensure consistency in your community. Even if the modification is simple and appears to have little or no impact on your neighbors, fulfilling this piece is in everyone's best interest and promotes consistency in the process.
- ❖ When neighbors sign your ARC application, it does not constitute approval or disapproval. Signing the application means that person has been informed of the project and is aware that they have three days to contact us with any concerns.
- ❖ **The ARC has thirty (30) calendar days to review and make a determination on any complete ARC application.** If an application is incomplete, it will be returned to you, the applicant, to supply the missing items. **The thirty (30) calendar days will not begin until the application is complete.** You will be notified of the ARC decision. Please keep your notification as proof of the Association's decision. A copy of the decision also goes in your permanent file at the Community Association office.
- ❖ Upon completion of an exterior modification, you are required to send a photo of the completed project. The Association reserves the right to inspect any modification to assure compliance.

**For the complete Architectural Design Guidelines, please visit our website at:  
[www.SunriseMasterAssociation.com](http://www.SunriseMasterAssociation.com)**





**Sunrise Master Association**

**Architectural Review Committee Application**

**Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Detailed Description of Work:** (use additional pages if necessary)

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- ✓ Only COMPLETE applications will be reviewed by the ARC.
- ✓ If your application is deemed incomplete, it will be returned with a list of missing items.
- ✓ A clear, comprehensive description of the proposed work is required.
- ✓ Sketches with dimensions must be shown on a site plan whenever the footprint of the home or property is being altered; including outdoor living spaces and/or accessory structures added to the property.
- ✓ All relevant information about materials and color(s), including samples is required.
- ✓ The ARC has thirty (30) calendar days to review a complete ARC application and make a determination. The thirty (30) calendar days does not apply to incomplete applications.
- ✓ Review the ARC Guidelines available on the Sunrise website at:  
[www.SunriseMasterAssociation.com](http://www.SunriseMasterAssociation.com)
- ✓ Upon completion, you are required provide the HOA with a photo of the finished work.

Three (3) signatures of neighbors who are adjacent, who have a view of the proposed work, or are most impacted by the work in any way are required:

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note to property owners affected:** Your signature does not constitute nor indicate approval or disapproval, but merely indicated awareness of the applicant’s intent. If you have any concerns with this application, notify the SMA in writing within three (3) days of your signature.

**Acknowledgement of applicant:** In signing this application, I/WE have read and acknowledged the SMA Architectural Guidelines and SMA Governing Documents. I/WE hereby give permission for the SMA to come onto our property to inspect prior, during, and after completion for inspection purposes only.

**Homeowner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SMA USE ONLY:**

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Samples: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Date Work Completed: \_\_\_\_\_ Picture Attached: \_\_\_\_\_