

**Sunland Division 17 Owners Association**  
**P.O. Box 1655**  
**Sequim, WA 98382-4328**  
**www.SunlandNorthOwnersAssociation.com**

January 18, 2021

**MEMORANDUM FOR RECORD: DIVISION 17 ACC REQUESTS - AMENDMENT 1**

**SUBJECT: Changes to the existing MFR titled “ Processing of Division 17 Architecture Control Committee (ACC) Requests by SLOA Office and SLOA ACC.”**

**REFERENCE:**

1. Original ACC Memorandum for Record, dated May 5, 2018, Subject: Processing of Division 17 Architectural Control Committee (ACC) Requests by SLOA Office and SLOA ACC.
2. Verbal Agreement of changes to the processing of Division 17 ACC Requests by SLOA based on 19 November 2020 meeting between Div 17 ACC Coordinator (Richard Helmenstine), Division 17 President (Susan Hamman), and SLOA ACC Coordinator (Mike Mullikin).

**PURPOSE:**

1. To update / revise the previously established procedures regarding the submission and processing of Division 17 ACC Requests by Division 17 ACC, SLOA Office, and the SLOA ACC. (See paragraph 2 under the “Process” heading for the revision.)
2. To establish a simple, standardized process for the submission, processing, review, coordination, and approval/denial actions to be followed by BOTH Division 17 and SLOA Architecture Control Committees when dealing with Exterior Change Requests from Division 17 residence owners.

**BACKGROUND:**

Division 17 Governing Documents (CC&Rs, ByLaws, and Rules & Regulations) are based on SLOA’s governing documents.

In many cases, the governing documents from Division 17 are more restrictive than SLOA’s, especially in the areas of architectural modifications and landscaping.

Exterior changes to attached townhomes can have a more significant impact on the attached neighbors than exterior changes to single family buildings in SLOA.

Under Division 17 governing documents, most items permanently modified or affixed to the structures become Division 17’s responsibility for maintenance, upkeep, and replacement – not the owner’s responsibility - which might impact the Association’s operating budget and annual assessment levels.

Since Division 17 is composed of attached townhomes, it is important that a uniform neighborhood appearance be retained, especially in fencing, decks, and other major exterior modifications.

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**PROCESS:** (Revision Effective 18 January 2021)

1. All Exterior Change requests from Division 17 owners will be submitted directly to the Division 17 ACC Committee for tracking and initial comprehensive review/coordination with owners. Division 17 ACC will notify the owner that the request has been received and will provide a status report within 30 days from the time the Division 17 ACC receives the request. During the review, owners will be provided periodic updated status reports.

Any Exterior Change Requests from Division 17 owners that are submitted directly to the SLOA Office or SLOA ACC will be forwarded (without SLOA action) to the Division 17 ACC for initial review and coordination with the owner. All contact with the Division 17 owner will be done through Division 17 ACC channels.

2. *Only significant modifications to the exterior of a Division 17 unit/building will be forwarded to the SLOA office for final approval, e.g. addition of solar tubes, skylights. The following changes will be exempt from SLOA review: 1) fences (Division 17 has a standard for fences within the division), 2) handrails or deck railings, 3) screen doors, 4) painting, and 5) roofing. Division 17 does not permit the addition of sunrooms, enclosed decks or any other architectural feature that would significantly change the exterior of the building from its original design/footprint.*

*Division 17 will submit the SLOA cover sheet for all ACC requests, but will only attach a complete package for significant modifications such as solar tubes or skylights (sketches, drawings, or photographs).*

3. Division 17 ACC will attach a written *recommend approval* notice to the request that SLOA must review after the initial review is completed. The request “package” will then be sent to the SLOA Office for recording and forwarding to the SLOA ACC for final review and approval/denial.

**NOTE:** During the initial review, if the Division 17 ACC believes an External Change Request should be denied, the submitted “package” will NOT be forwarded to SLOA ACC for additional review. The Division 17 ACC will notify the owner of the denial and the reasons for the decision.

4. Once SLOA has completed a final review, the SLOA ACC / SLOA Office will return the Exterior Change request “package” to the Division 17 ACC with a written approval judgement.

5. Division 17 ACC will log the judgement into its tracking database and contact the Division 17 requestor to communicate the results either by email or by phone.

6. Questions from SLOA about any portion of the Exterior Change Request will be submitted to the Division 17 ACC – not directly to the owner.

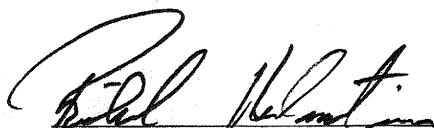
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**SUBMISSION REQUIREMENTS:**

All Exterior Change / ACC Requests from Division 17 owners will be submitted on the Division 17 standardized forms available on the Division 17 website:

[www.sunlandnorthownersassociation.com](http://www.sunlandnorthownersassociation.com). Division 17 Exterior Change requests must include the items listed below. (This criteria list is also displayed on the request form.)

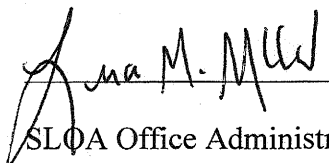
- a. Written detailed description of the proposed exterior change
- b. Scale drawing of the proposed change and a list of materials to be used
- c. Owner-signed Hold Harmless Form
- d. Neighbor-signed Consent Form
- e. Business license information and Certificate of Liability Insurance form for the contractor to be performing the work.

 1.26.21

Richard Helmenstine / Date  
Division 17 ACC Chair



Michael Mullikin / Date  
SLOA ACC Coordinator

 1/22/2021  
/Date  
SLOA Office Administrator

This Memorandum for Record (**DIVISION 17 ACC REQUESTS- AMENDMENT 1**) has been Reviewed and Approved by the Boards of Directors Division 17 and SLOA.

 1/26/2021

Susan Hamman / Date  
President, Division 17 HOA

 1-22-2021

David Walp / Date  
President / SLOA HOA