

Monthly Newsletter



GREEN MOUNTAIN PHASE 1 HOA

In this newsletter you can expect:		
ARC Approval Basics	The ARC Review Process	Common Misunderstandings
ARC Roles and Limits	Documentation Requirements	FAQ's

Architectural Review: What It Is – and Why It Matters

Every homeowner interacts with the Architectural Review Committee (ARC), whether they realize it or not. ARC exists to ensure that exterior changes – from fences and paint colors to patios and landscaping – follow our community standards and help protect property values.

ARC is not about personal preference or control. It is a formal process required by our governing documents and reinforced by Washington State law. Following ARC procedures protects homeowners, the Board, and the Association by ensuring decisions are consistent, documented, and fair.

As discussed in January and February, HOA decisions must now be made using clear standards, proper documentation, and transparent processes. ARC is one of the most common ways homeowners experience those requirements in practice.

If you read nothing else, remember this:

Submitting an ARC request *before* making exterior changes protects you from enforcement issues and supports fairness across the entire community.

*Architectural Control
Committee*



What Typically Requires ARC Approval

What Requires Approval and ARC's Role

ARC approval is generally required when a project:

- Changes the exterior appearance of a home
- Is visible from neighboring lots or common areas
- Involves structures, fencing, paint, hardscaping, or permanent landscaping

Common examples include:

- Fences, walls, and gates
- Exterior paint or siding changes
- Decks, patios, pergolas, or hardscaping
- Permanent landscaping or structural features

When unsure, ask before starting. Early clarification prevents delays later.

WHAT ARC DOES – AND DOES NOT DO

Why Standards Exist and Why This Matters to Homeowners

Clear standards help homeowners understand expectations before starting a project and reduce the risk of disputes, delays, or enforcement later.

ARC does not review projects based on personal preference. Applications are reviewed against adopted architectural and community standards designed to:

- Protect property values
- Maintain consistency across the neighborhood
- Ensure fairness between homeowners
- Prevent arbitrary or uneven decisions

These standards apply equally to all homeowners and help ensure predictable, transparent outcomes.

ARC DOES:

- Review applications using adopted standards
- Ensure rules are applied consistently
- Document decisions for transparency and fairness

ARC DOES NOT:

- Create new rules or standards
- Approve projects without a written application
- Grant exceptions outside governing authority

ARC CHECKLIST

◆ WHAT THIS CHECKLIST IS FOR

Use this checklist before purchasing materials, hiring contractors, or starting any exterior project. This checklist is intended to help homeowners prepare complete submissions. ARC review and decisions are governed by the Association's governing documents and applicable resolutions.

Completing these steps helps prevent delays, rework, or enforcement issues later.

■ STEP 1 – DOES MY PROJECT REQUIRE ARC APPROVAL?

ARC approval is typically required if your project:

- Changes the exterior appearance of your home
- Is visible from neighboring lots or common areas
- Involves structures, fencing, paint, hardscaping, or permanent landscaping

When in doubt, ask before starting

■ STEP 2 – GATHER REQUIRED INFORMATION

A complete ARC application usually includes:

- A description of the proposed change
- Drawings, sketches, or site plans (as applicable)
- Colors, materials, and finishes
- Contractor information (if applicable)
- Photos of the existing area

Incomplete applications may delay review

■ STEP 3 – SUBMIT THE ARC APPLICATION

Submit your application through the HOA or management company

Keep a copy for your records

Do not begin work until written approval is received

Verbal or informal approvals are not valid

■ STEP 4 – WAIT FOR WRITTEN APPROVAL

ARC reviews applications using adopted architectural and community standard.

All decisions are documented and communicated in writing to ensure clarity and consistency

■ STEP 5 – COMPLETE WORK AS APPROVED

Follow the approved plans exactly

Any changes require additional approval

Approved work may be reviewed to confirm it matches what was submitted



COMMON ARC MISUNDERSTANDINGS

- “My neighbor did this, so I can too.”
- Each application is reviewed individually against adopted standards.

- “It’s in my backyard – it doesn’t count.”
- Permanent exterior changes may still require approval.

- “I didn’t know approval was required.”
- Approval is required regardless of awareness or intent.

- “Once approved, anything goes.”
- Approved work must match what was submitted and approved.

FAQ CORNER — MARCH

Q: How long does ARC review usually take?

A: Timelines vary depending on the project and completeness of the application.

Q: Where do I find ARC forms and guidelines?

A: ARC materials are available through the HOA and management company homeowner portal.

Q: What happens if work starts before approval?

A: Starting early may result in enforcement action or required corrections.



NEXT MONTH PREVIEW — APRIL 2026

Landscaping & Enforcement: How Standards Are Applied

Coming next month:

- How landscaping standards are enforced
- What “notice and opportunity to cure” means
- How due process protects homeowners
- Why consistency matters for everyone

Thank you for reading!

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