

# Seasons Homeowners Association RPA: Frequently Asked Questions

## **What is an RPA?**

An RPA is a ***Request for Plan Approval*** form. This form must be submitted to the Seasons Homeowners Association's Architectural Control Committee (ACC) prior to beginning any home improvement project.

## **What is the ACC?**

The ACC consists of volunteer members of the Seasons appointed by the Board of Directors. The *Declaration of Covenants, Conditions and Restrictions* ("Covenants") that are part of your home purchase agreement give the Architectural Control Committee (ACC) the authority to determine whether a homeowner's project meets the standards established in the Covenants.

As a rule of thumb, ***always*** check with the ACC before starting on **any project that alters the exterior of your property**. Cutting down trees, replacing a fence and painting your home are a few examples of projects needing an RPA.

Please remember that homeowners run the risk of paying a fine or modifying a project if **prior written approval** is not granted by the ACC.

## **How do I get forms?**

Please contact the Architectural Control Committee (ACC), any Seasons Board of Directors member or visit our website at <http://www.seasonslife.com> for an RPA form. Members of the ACC are happy to answer any questions you have about home improvement projects.

## **Special instructions**

**Trees:** If you want to cut down a tree, ***PLEASE*** describe the type of tree and why you want to cut it down. Please note that Thurston County has **special protections for Oregon White Oak trees**, which are plentiful in the Seasons. Oregon White Oaks can only be cut down with the County's prior approval. The Thurston County Development Services Department (360-786-5490) will often require you to plant 3 trees to replace each Oak cut down because they provide habitat for protected animals. The Seasons ACC or Board cannot give you permission to cut down Oregon White Oaks.

For other trees, please attach a description and/or plan for the tree(s) to be cut, so the ACC can better evaluate the request.

If an arborist has already given you a statement that the tree is diseased, dying or dangerous, please attach a copy of that statement to the RPA to expedite your request. Cutting down a tree without ACC permission carries a \$400 fine, so be sure to contact the ACC ***before*** cutting down any tree.

**Construction or modification of structure or fence:** If you are modifying the exterior of your home or building something (shed, room addition, deck, fence), please attach a plan showing the work to be done with a description of the materials to be used. That makes it much easier for the ACC to understand your plans and approval will be faster for you. Be aware that the Seasons Covenants **do not allow any type of metal or fiberglass roofing, or any type of vinyl siding**. Check the Covenants for other restrictions on materials for roofing, siding or building materials. Current Covenants are available on our website – [www.seasonslife.com](http://www.seasonslife.com).

**Paint:** If you want to paint (home, fence, deck, shed, etc.), please include a color sample or a description of the color to be painted. If re-painting the same color, you can say, "repainting same or similar color" without color samples.

## **Where do I send the RPA form?**

Mail the RPA form to:

Attn: Chair, ACC

Seasons Homeowners Association

P.O. Box 5053

Lacey, WA 98509-5053

You may also give the form to any ACC or Board member.

## **How long will it take for the ACC review or approve my RPA?**

The ACC must make a decision and notify you within 30 days. If they don't, your RPA is approved by default.