

**The Condominium Owners at Mill River, Inc.**  
**Architectural Control Committee (ACC)**

C/o Association Services, Inc.  
1110 Park Place, Suite 101, Coeur d'Alene, ID 83814  
(208) 676-8626 direct | (208) 676-8603 fax

**Application for Garage Door, Front Door, or Window Replacement**

An approval by the Architectural Control Committee (ACC) is required **before** any work can begin on any exterior change or home modification. This form is the Acknowledgement of Applicant and Application for Architectural Control Committee review and approval.

The full Application and all required supporting documents should be forwarded to:

The Condos at Mill River	or	Scanned and emailed to:
C/o Association Services, Inc.,		ben@asi-hoa.com
1110 Park Place, Suite 101		
Coeur d'Alene, ID 83814		

**Acknowledgement of Applicant**

1. My monthly assessment fees are current.
2. I must state the full details of purpose and/or reason for improvement.
3. I must provide drawings and/or pictures showing the design of proposed improvement.
4. I must provide Materials/Color and list the type of wood or other materials to be used.
5. No construction activity shall take place prior to the approval of the ACC. The ACC will take a minimum of fourteen (14) days and a maximum of thirty (30) days to review the project. If alterations are made prior to approval, I may be required to return the property to its former condition at my own expense if this application is not approved wholly or in part, and that I may be required to pay all legal expenses incurred if legal action becomes necessary.
6. Members of the ACC are permitted to enter on my property to make reasonable inspection of proposed construction locations.
7. I am aware of the Covenants, Conditions and Restrictions (CC&R's) and Architectural Controls with regard to the review process.
8. The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of the application and/or has not been substantially completed with six (6) months of commencement of the project.
9. Any approval by the ACC is contingent upon construction or alterations being completed in a workman-like manner as per plans submitted.
10. I understand that if I disagree with the ACC ruling, an appeals procedure is provided directly with the Board of Directors.
11. A notice of completion must be submitted to ASI at (208) 676-8626 within the 6 month project deadline. The ACC will conduct a final on site review of the project.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_



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**Architectural Control Committee (ACC)  
 Application for Garage Door, Front Door, or Window Replacement**

<p><b>Completed Application Packet requires:</b>  <u>-Acknowledgement of Applicant</u> – dated and signed   <u>-Application for Garage Door, Front Door, or Window Replacement</u> – dated and signed   <u>-Garage Door, Front Door, or Window Replacement Requirements</u> – dated and signed</p>	<p><b>(For internal use only)</b>  <input type="checkbox"/> Application Submitted to ASI  <input type="checkbox"/> Scanned and forward to the ACC  <input type="checkbox"/> Presented at ACC meeting for review  <input type="checkbox"/> Letter sent to Applicant with ACC decision by ASI  <input type="checkbox"/> Request for Final inspection from Applicant  <input type="checkbox"/> Final inspection conducted by the ACC  <input type="checkbox"/> Final inspection: Approved ___ Declined ___          Comments: _____</p>
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Building Number: _____	Unit Number: _____
Owner: _____	Phone: _____
Mailing Address: _____	Email: _____

<b>Project Description:</b> _____ _____		
<b>Color</b> _____	<b>Material</b> _____	<b>Pictures of Door/Window Brand Attached</b> _____

The above information is complete and accurate to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Applicant: \_\_\_\_\_

<b>Board of Directors/ACC Requirements:</b> _____ _____	
Circle one:	APPROVED <span style="margin-left: 200px;">DENIED</span>
Board of Director Signature: _____	Date Signed: _____
ACC Member's Signature: _____	Date Signed: _____

# The Condominium Owners at Mill River, Inc.

## Garage Door, Front Door, or Window Replacement Requirements

Pursuant to the section entitled *Limited Common Areas* in the Rules and Regulations adopted November 9, 2017, in general, exterior changes (including limited common areas such as front door areas, patios, balconies, etc.) are not permitted; however, proposed exterior changes due to a necessary matter may be submitted to the Architectural Control Committee (the "ACC") in writing. The purpose of this restriction is to maintain the architectural integrity of the community. Exterior changes made without ACC approval will be violations and will be noted by the Management Company. The ACC will request, in writing, that the unit owner remedy such violation. If the violation is not remedied within ten (10) days, the Management Company will implement the Non-Compliant Policy as outlined in the Non-Compliant Policy Section of the Condos at Mill River Community Rules and Regulations.

All improvement or exterior changes shall be constructed in accordance with the Covenants, Conditions and Restrictions (CC&R's), the Rules and Regulations, the standards approved by the Board of Directors, and in Compliance with the ordinances of the City of Coeur d'Alene. Although these guidelines have been created to coincide with the CC&R's and the Rules and Regulations, they do not cover every restriction in the CC&R's and Rules and Regulations and are not considered the sole statement of regulations.

The ACC may, at its sole and absolute discretion, determine whether or not an item is of a structural or non-structural nature. Request for approval for structural changes must be submitted to the ACC in writing, including details of the work to be done, names and addresses of contractors and subcontractors, including a copy of their insurance certificate, and dates of commencement and completion of project.

According to the Condos at Mill River Community Rules and Regulations, owners must abide by the following:

- Noise audible to adjoining units will not be allowed as a result of the work except between the hours of 7 AM and 6 PM, Monday through Friday.
- Contractors and/or subcontractors are not permitted to park in any areas of the Community, except in designated parking spaces. Parking along the curbs, behind unit(s) garage doors, in loading zones, or in roadways is prohibited.
- Unit owners are responsible for any costs incurred by any other unit owner or the Association as a result of the work, including the costs of repairing damage, towing, or any costs incurred by the inconvenience due to noise, odors, or traffic.
- **Owner must submit an ACC Application and receive approval prior to installation.**

### Garage Door, Front Door, or Window Replacement Requirements:

- Any replacement of a garage door, front door, or window(s) must be a duplicate of the door or window being replaced, in all aspects (design, color, etc.).

\*Applicant will be responsible for meeting all City of Coeur d'Alene codes and requirements

I, \_\_\_\_\_, have read and understand the above Guidelines.

Applicant's Signature

Date: \_\_\_\_\_