

# **INSTRUCTIONS FOR HOA REVIEW APPLICATION**

## **House or Lot Improvement/Modification**

### CASCADIA RIDGE HOA – ESTACADA, OREGON

Welcome to the HOA application for house or lot improvement/modification process. The review of applications by homeowners in Cascadia Ridge that want to modify, add, or change improvements to their home or lot is conducted by the HOA manager, Board of Directors, or a committee appointed to act on behalf of the HOA, which is also sometimes referred to as the Property Improvement Committee (PIC).

Some examples of improvements that require approval by the HOA are fences, decks, hot tubs, pools, retaining walls, water features, sheds, gazebos, as well as changing the exterior paint color of your home or changing the roof with anything other than the same material and color shingles. Examples of improvements not requiring approval would include basic low growing landscaping with shrubs, grass, bark, and planter areas, as well as rear yard patios or irrigation systems. Please refer to the "Initial Use Restrictions," the Community Rules, and the CCRs for further clarification for when approval is required.

#### **All applications for review shall include the following:**

- A written description of what you are proposing
- A site plan (also called a plot plan of your lot) that illustrates where you want to do the improvements, including dimensions so the PIC can understand how the proposed improvement might affect your neighbors
- Copies of paint colors, sample materials, or a description of such, including any materials that might be available from the manufacturer or contractor (such as catalog information for a pre-fabricated shed) so that the PIC can visually understand what you are proposing

To assist with preparing the application and for information regarding this process, you are encouraged to go to the HOA website at [www.cascadiaridgehoa.com](http://www.cascadiaridgehoa.com). There are links to other information that will be helpful to you, and contact information for questions. You should also contact the City of Estacada if you have any concerns that your proposal may require approval from the City, such as a building permit. Approval by the HOA does not relieve you from the obligations to meet all other possible permits from governmental agencies.

#### **Once you have completed your application, please submit it to the following location:**

**You may drop off your PIC Applications to Kristie McDonald at the Model Home.**

**(or)**

**Mail to: Cascadia Ridge Homeowners Association  
Property Improvement Committee  
Attn: Ken Blondin  
c/o Cascadia Ridge Partners LLC  
18215 72nd Avenue South  
Kent, WA 98032**

**(or)**

**Fax to: (425) 251-8782**

**(or)**

**Email scanned Application, Site Plan, and other Attachments to: [kblondin@novastardev.com](mailto:kblondin@novastardev.com)**

