

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

c/o Association Services, Inc.  
1250 Ironwood Dr., 226, Coeur d'Alene, ID 83814  
(208) 676-8626 direct | (208) 676-8603 fax

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.

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

The Condos at Mill River  
c/o Association Services, Inc.,  
1250 Ironwood Drive, Suite 226  
Coeur d'Alene, ID 83814

or Scanned and emailed to:  
jan@asi-hoa.com

**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 illustrations 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 within 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 through 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: \_\_\_\_\_



# The Condominium Owners at Mill River, Inc.

## Architectural Control Committee Exterior Changes or Remodel Guidelines

Pursuant to the section entitled *Design Rules* in the Rules and Regulations recorded in Kootenai County, Idaho on January 30, 2013, 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 be notified to remedy the violation and the unit owner will be billed for the remedial costs and subject to fines established per the Fine Policy.

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 Board 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 Board in writing including details of the work to be done, names and addresses of contractors and subcontractors to perform the work, including a copy of their insurance certificate, and dates when the work is scheduled.

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

- Noise audible in adjoining units will not be allowed as a result of the work except between the hours of 7 a.m. and 6 p.m.
- 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 strictly prohibited.
- Reflective material, aluminum foil, reflective screens or glass, mirrors or similar items are not permitted on patios, balconies or in front door areas.
- Antennas, satellite receiving stations, or any other devices that allow for receiving or sending television, radio or any other form of electromagnetic radiation shall not be placed, used or maintained on the patio railings, balcony railings or any exterior walls; and may not be affixed to the roof, siding or the ceiling or overhangs of the balconies or patios. With the ACC approval, devices may be mounted on tripods only within the confines of a balcony or patio so long as it is not a nuisance or annoyance to surrounding unit owners.
- Any unit owner who wishes to install a screen door, storm door, or security door must have ACC approval. The ACC reserves the right to approve specific types of screen, storm and/or security doors that may be installed.
- **Window Coverings**
  - All interior window coverings (drapes, shades or shutters, etc.) that are visible from the any street, common area or neighboring unit must be white, beige, brown or natural wood-tone.
  - Reflective material, aluminum foil, reflective screens or glass, mirrors or similar items are not to be placed on the outside or inside of any windows.
  - Retractable sun screens on units with western exposures require prior written approval by the ACC. Sun screens are to be used only to shade the patio or balcony, and only during the sunset hours--they are to be retracted at all other times.
- **Storm/Screen Doors**
  - All storm doors must have white metal frame
  - All storm doors must have clear glass and be a full-view glass door or a self-storing full-view glass door
  - Hardware on all storm doors must be brushed nickel or oil rub bronze
  - Retractable screens must have white frame
- **American Flag Pole Holders**
  - American flag pole holders may be installed anywhere on the exteriors of the units as long as they are installed in the trim and not in the siding.

\*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 \_\_\_\_\_