

Williamson River Ranch Owners Association  
Architectural Review & Approval Request Form  
Please complete and send this form to Sentry Management  
6149 N Meeker #150 Boise, ID 83713 or email to [sbartlett@sentrymgt.com](mailto:sbartlett@sentrymgt.com)

Date of Request \_\_\_\_\_ Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Phase \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Describe the nature of the changes or improvements for which you seek architectural review and approval. Please be as specific as possible and provide additional supporting documentation.  
(Use additional sheets if necessary)

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Proposed Starting Date of Project \_\_\_\_\_ Ending Date \_\_\_\_\_

Is a building permit required for your project? \_\_\_\_\_ Yes \_\_\_\_\_ No

List the general contractor and major subcontractors who will be involved (if relevant):

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Identify the documents attached to this request:

\_\_\_\_\_ Plans \_\_\_\_\_ Specifications \_\_\_\_\_ Permit \_\_\_\_\_ Survey \_\_\_\_\_ Other

**Architectural Committee Section**

Date Received \_\_\_\_\_ Received by \_\_\_\_\_ Sent to Committee \_\_\_\_\_

**Action Decided**

\_\_\_\_\_ Approved, with the following condition(s): \_\_\_\_\_ Denied, for the following reason(s):

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Architectural Committee Member Signatures (if needed)



WILLIAMSON  
RIVER RANCH

**Williamson River Ranch HOA**

c/o Sentry Management  
6149 Meeker Pl. Ste. 150  
Boise, ID 83713  
208-323-1080 Ext. 59508

# It's that time of year.... Home Improvement Time!



## So what do your community covenants say about home improvement?

Painting/Staining? Installing a fence or shed? Landscaping? You will need to obtain Architecture Control Committee (ACC) approval before proceeding with changes to the exterior of your home.

The process is simple. Here are the steps....

1. Please contact Shelli Bartlett, Community Manager at 323.1080 x 59508 or at [sbartlett@sentrymgt.com](mailto:sbartlett@sentrymgt.com) to obtain a current ACC Application form.
2. Complete the form and send it back to the Community Manager via e-mail or in hard copy. Include a detailed description of the project proposed, a rough drawing of the plan proposed, photos of the impacted area where applicable, and the contractor bid where applicable.
3. The Community Manager will forward the request to the ACC (Architectural Control Committee) for review. The review can take up to two weeks, so please plan ahead where possible. The more detailed the plan, the more quickly the committee can make a decision!
4. Once the ACC has communicated a decision, the Community Manager will contact you via e-mail with written approval/denial.
5. Work may not begin on the proposed project until a written approval from the ACC is received. Don't hesitate to follow up with the Community Manager if you have not received a response regarding your request.

## What types of projects require ACC Approval?

- Painting your home, even it's just using the existing color!
- Installing a fence, shed, garden boxes, flagpole, or other structure such as a playhouse or greenhouse.
- Landscaping projects such as removing or installing trees, curbing, a berm, water features, stepping stones, etc.
- Installing fire pit, outdoor kitchen, or other such structure.

## Why is this approval process so important?

The governing documents define the commitment that homeowners in your subdivision take to protect the attractiveness and property values in Williamson River Ranch. This process is in place to ensure that your community continues to be a premier, desirable community where property values are maintained over time.

**Questions? Contact Caia McCurdy at [sbartlett@sentrymgt.com](mailto:sbartlett@sentrymgt.com) or 323-1080 Ext. 59508**