

The Lakes at Mercer Island - Architectural Control Committee
Homeowner Applications
for Review of Construction, Landscaping and other Proposals
March 1, 2017

The Architectural Control Committee (ACC) is established pursuant to the Declaration of Covenants, Conditions and Restrictions of The Lakes at Mercer Island Homeowners Association (the CCRs of the Association), as amended from time to time. The Association's Board of Directors appoints the members of the ACC. The role of the ACC is to review homeowner proposals to alter the exterior construction of homes and certain landscaping, all as prescribed by, and subject to, the CCRs. Proposals that are subject to ACC review are summarized in the Association's Quick Reference Guide which is available on the ACC tab of the Association's website (www.thelakesmi.com).

The Board has approved the following procedures relating to the ACC's review of applications of homeowners relating to alterations to homes and lots. The activities of the ACC are independent of, and in addition to, any required applications or approvals of governmental or administrative bodies. Approval decisions of the ACC do not substitute for or supersede any such requirements, process or approval.

Homeowners are responsible for reviewing all relevant provisions of the CCRs when preparing and submitting an application. Homeowners are also responsible for identifying and complying with all applicable building codes and other governmental or administrative requirements, including any governmental or administrative review or approval.

Application & Review Process

1. The ACC tab on the Association's website (www.thelakesmi.com) includes a Quick Reference Guide that summarizes many of the requirements for review by the ACC contained in the CC&Rs. Further specifics are contained in the CC&Rs. The website tab also includes application forms for home and landscaping modifications that are subject to ACC review and approval.
2. Homeowners may submit an application to the ACC email, acc@thelakesmi.com (if permitted – see instructions to the applications), mail or hand delivery. If delivered by mail or hand delivery, one complete copy for each member of the ACC of each application (and any amendment or modification) shall be delivered to the Secretary of the ACC for distribution to other members.
3. The homeowners are responsible for keeping the ACC apprised of progress of any approved home or lot modification. In the event homeowners wish to perform work that is not part of an approved application, the homeowners must submit a supplemental application to the ACC. The supplemental application will be considered a new application and reviewed as provided herein.

4. Homeowners may commence work approved by the ACC only after both the ACC and the homeowners have signed the approved application. A copy of the application will be given to the homeowners.
5. The homeowners must notify the ACC when a project is completed. The ACC then will conduct a final site visit to review the work for compliance with the approved application.
 - a. If the project has been completed in compliance with the approved application, the ACC will so notify the homeowners.
 - b. If the project is not in compliance with the approved application, the ACC will notify the homeowners in writing of the elements not in compliance and a date for completion.
 - c. Once the homeowners have corrected the elements identified as not in compliance, the homeowners must notify the ACC and a further site visit will be arranged.
6. When an application is submitted by any member of the ACC, the Board of Directors or other officer of the Association, the applicant will recuse him/herself from decision-making and final decisions regarding approval, modification or denial. Both the ACC and the Board of Directors must review any application submitted by a ACC or Board member and agree for a final approval to be given.

Escalation Procedures - Non-Compliance with Approved Applications

1. The members of the ACC will attempt to meet in-person with the homeowners to discuss problems or issues with compliance with the terms of an approved application.
2. If the ACC determines that the homeowners will not take the required actions to bring a project into compliance with the approved application or if there are unreasonable delays, the ACC will escalate the issue in writing to the President of the Association, who will in turn advise the Board of Directors.
3. Upon receipt of an escalation, the Board of Directors will assume responsibility for determining what actions to take on behalf of the Association to address and resolve any issues. The ACC will thereafter serve in an advisory capacity.

Homeowners Disputes of ACC Decisions

1. The members of the ACC will attempt to meet in-person with the homeowners to discuss problems or issues with the decisions of the ACC.
2. If the homeowners are not satisfied with the ACC's decision and rationale, the homeowners will be given the contact information for the President of the Association. If the President is contacted by a homeowner, the President will advise the Board of Directors.

3. Upon receipt of an escalation, the Board of Directors will assume responsibility for determining what actions to take on behalf of the Association to address and resolve any issues. The ACC will thereafter serve in an advisory capacity.