

**The Lakes At Mercer Island Homeowners Association
Application for Home Improvements
November 2023**

This ACC Application form is to be used to submit requests to The Lakes ACC for approval to make modifications or improvements to your residence or lot, such as External Home Remodels, installing Free-Standing Structures, and certain types of Landscaping. See the lists of the most common projects below in Step 2.

If you need help completing this application, feel free to contact any of the current ACC members for assistance.

****Note: For Painting, Solar Panel and Roof Replacement projects, please use the specific applications for these projects.**

Step 1 – Project Description, Homeowner Information, and Contractor/Installer Information: Complete these sections in their entirety.

Step 2 – Documentation which must accompany the application: The ACC cannot begin the review process until a full set of documentation covering all the key items in the project are received. Here is a list of home improvement projects and the required documents based on the type of modification requested:

External Home Remodel, includes but is not limited to:

Room additions	Deck or patio	Driveway modification
Windows and doors	Patio cover	Retaining wall
Masonry	Attached planter	

Documentation Needed: A complete set of working plans drawn to scale. Plans should include plat setbacks, building floor plans with both aerial and side views of structure, structure elevations, grading changes (if any), and a list of all external-facing materials along with their manufacturer and color specifications.

Free-standing structure, includes but is not limited to:

New/replacement fence	Spa or pool	Masonry wall
Outdoor fireplace or BBQ pit	Gazebo	Greenhouse
Air conditioner unit	Arbor or trellis	Garden shed
Generator	Basketball hoop	Playhouse
Swing set	Jungle gym	Trampoline
Other		

Documentation Needed: A complete set of manufacturer specifications or scaled drawings. Plans should include plat setbacks, aerial and side views of structure, structure elevations, and list of all materials along with their manufacturer and color specifications. Pictures, photographs, and website links to manufacturer documentation are recommended wherever practical.

Landscaping, includes but is not limited to:

Lawn or garden grade change	Retaining wall	Trees/shrubs within 20' of lakes
Protected native tree removal	Conservancy easement plant removal	

Documentation Needed: A complete set of scaled drawings (as applicable). Plans should include plat setbacks, aerial and side views of landscaping, structure or landscape elevations, and list of all construction and plant materials.

Step 3 – Homeowner Acknowledgements: The homeowner must initial each item to indicate he/she understands the CC&Rs guidelines and conditions for starting an improvement project and as a condition for the ACC to begin the application review process.

Step 4 - Homeowner Signature: Either a handwritten or electronic signature must be present on the document before the application review process can begin.

Step 5 - Submitting your application to the ACC:

E-Mail: If all supporting documentation can be attached to the application as a PDF or JPEG file, then the application can be sent to The Lakes ACC account at acc@thelakesmi.com to begin the review process.

Hand or Mail delivery: If the supporting documentation cannot be transferred to an electronic format, make copies for each member of the ACC of the application, plans and specifications and either mail to the Association’s post office box (PO Box 914) or hand deliver to one of the ACC members. The ACC will acknowledge receipt of your application for your records and tracking purposes.

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Application for Home or Lot Improvement
November 2023**

Project Description			
Homeowner Name			
Address			
Date Prepared		Lot Number	
Home Phone		Work Phone	
Mobile Phone		E-Mail Address	
Proposed Start Date		Est. Completion	
Name of Contractor or Installer			
Address			
Business Phone			

IMPORTANT: Instructions for preparing for ACC review of your project and this application.

A complete set of manufacturer specifications and plans drawn to scale must accompany this application, where applicable, to begin the ACC review process. Plans should include plat setbacks, aerial and side views of structure, structure elevations, grade changes, and list of all materials along with their manufacturer and color specifications. Pictures, photographs, and website links to manufacturer documentation are recommended to facilitate the review process. *(See Step 2 of Instruction sheet for details related to your particular project)*

Owner's Acknowledgements: (Please initial each)

	Initials	
1.		I have read and understand the architectural requirements covered by the CCRs, the Architectural Guidelines, Sports Equipment and Play Structures Guidelines and FAQs, as applicable. These are posted to the Association website: www.thelakesmi.com under the "ACC" and "Lakes CC&Rs and Bylaws" tabs.
2.		All proposed improvements must meet city, state, and local codes. I agree to provide the ACC with copies of such reviews and approvals upon request. Information concerning permits required by the City of Mercer Island can be found at www.mercergov.org .
3.		I will not begin work on this project until I have written approval of the ACC, which may be by email at the email address listed above. If alterations are made without approval, I may be required by the ACC to return the property to its former condition at my expense if this application is denied wholly or in part.
4.		I understand that the ACC review process begins once I have provided all information or materials required by this application. If the ACC requires any material modification of this application, a new review period will begin once the ACC receives a completed revised application.
5.		If, after the ACC approves this application, I wish to change any specification, I will submit a new application to the ACC and discontinue work on any portion of the project affected by the change request, unless the ACC approved continuation in writing. This will begin a new ACC review process. Any work done other than in accordance with the approved application will be at my risk and subject to removal should the ACC deny any part of a modified application.

6.	I understand that I am responsible for scheduling a site visit by the ACC following completion of the work described herein. If the ACC determines that any work does not comply with the specifications of the approved application or has not been constructed to appropriate standards, i acknowledge that I shall be responsible at my sole expense to modify construction to meet the specifications of the approved application, unless the ACC determines otherwise.
7.	By signing below, I represent and warrant that I have the authority to submit this application on behalf of all owners and act as the sole communicator with respect to this project, with or without the signature of any additional owner below.
8.	I acknowledge that I shall be responsible for any legal expenses incurred by the Association in connection with this application, dispute or non-compliance related thereto.

Signature of Designated Communicator		Date:
Print Name		
Signature of other homeowner		Date:
Print Name		

Submit Form by:

<p>Mail: The Lakes ACC PO Box 914 Mercer Island, WA 98040</p> <p>Delivery: As arranged with the ACC.</p>	<p>Email : Lakes ACC @thelakesmi.com</p> <p>An application that includes drawings or pictures must provide an attachment of sufficient scale for the ACC to evaluate the proposed project. The ACC may request full-scale documents and its evaluation will begin once those are received.</p>
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ACC Evaluation and Response

	Date	Action				
1.	ACC	<p>Approval</p> <p>Your application has been approved for the specified modifications per the attached Application (and any attached modifications or amendments). Any revisions or alterations require re-submission prior to commencement. Approval denotes review and approval pursuant to the requirements of the CCRs only and carries no warranty regarding structural fitness, compliance to building codes, assurances against encroachments or other matters not covered by the ACC review process pursuant to the CCRs.</p>				
2.	ACC	<p>Additional Information Required</p> <p>The ACC requests additional information prior to processing your request.</p>				
	ACC	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="391 779 477 989" style="width: 20%;"></td> <td data-bbox="477 779 1443 989">Please provide the following information within [] business days so that the ACC may complete its review:</td> </tr> <tr> <td data-bbox="391 989 477 1058"></td> <td data-bbox="477 989 1443 1058">Once provided, the ACC will determine if your application is complete and if so, complete its review of your application with thirty (30) days.</td> </tr> </table>		Please provide the following information within [] business days so that the ACC may complete its review:		Once provided, the ACC will determine if your application is complete and if so, complete its review of your application with thirty (30) days.
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3.	ACC	<p>Modifications to Application Are Necessary</p> <p>Your specifications do not meet The Lakes guidelines as presented. Please reassess and re-submit your plans in accordance with the below comments.</p>				
		Comments				