

The Lakes At Mercer Island Homeowners Association Application for Roof Replacement, Cleaning or Tinting

November 2023

This ACC Application form is to be used to submit requests to The Lakes ACC for approval to replace, clean or tint your roof.

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

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

Step 2 – Documentation which must accompany the application: Please provide the roofing information as requested in the schedule in the below application.

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.

**The Lakes At Mercer Island Homeowners Association
Application for Roof Replacement, Cleaning or Tinting
November 2023**

Homeowner Name			
Address			
Date Prepared		Lot Number	
Home Phone		Work Phone	
Mobile Phone		E-Mail Address	
Proposed Start Date		Est. Completion	

Roofing Specifications per The Lakes CC&Rs (Article II, Section 7)

- All replacement roofs shall utilize #1 sawn cedar shakes.
- Roof-overs (placing a new roof over an existing old roof without first removing the old roof) are not permitted..

Contractor's Name	
Address	
Business Phone	

If Cleaning

Contractor's Name	
Address	
Business Phone	
Product to be Used	

If Tinting

Manufacturer	Color ID Number	Color Name

Owner's Acknowledgements: I understand and acknowledge: (Please initial each)

1.		I have read and understand roofing requirements covered by The Lakes Declaration of Covenants, Conditions, and Restrictions and the ACC process. These are posted to the Association website: www.thelakesmi.com under the "ACC" and "Lakes CC&Rs and Bylaws" tabs.
2.		I will provide the ACC with a document from the installer certifying they used #1 cedar shakes.
3.		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 .
4.		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.
5.		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.

6.	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.
7.	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.
8.	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.
10.	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:

Mail: The Lakes ACC PO Box 914 Mercer Island, WA 98040 Delivery: As arranged with the ACC.	Email : Lakes ACC @thelakesmi.com 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.
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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		<p>Please provide the following information within [] business days so that the ACC may complete its review:</p>
			<p>Once provided, the ACC will determine if your application is complete and if so, complete its review of your application within thirty (30) days.</p>
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	