

**The Lakes at Mercer Island Homeowners Association
Solar Panel ACC Application Instructions
November 2023**

This ACC Application form is to be used to submit requests to The Lakes ACC for approval to install a solar energy panel (“Panel”) on the roof of your residence. Prior to completing this application, you should review the installation guidelines contained in The Lakes Solar Energy Panel Guidelines (the “Guidelines”) which are posted on the Association’s website at www.thelakesmi.com under the “ACC Info & Forms” tab and the CC&Rs posted under the “Lakes CC&Rs and Bylaws” tab.

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

The application includes the following information requirements:

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

Step 2 – Documentation that 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. Documentation must include:

- (a) drawings and specifications showing the proposed location of the Panel installation, including location of electrical conduits and other components and manner of compliance with the requirements of the Guidelines;
- (b) an aerial view showing the proposed Panel on your home’s roof and the roofs of adjoining properties; and
- (c) A complete set of manufacturer specifications or scaled drawings documenting the equipment to be installed. Pictures, photographs, and website links to manufacturer documentation are recommended wherever practical.

Step 3 – Homeowner Acknowledgements: The homeowner must initial each item to indicate he/she understands the CC&Rs, applicable Association 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 (P.O. Box 914, Mercer Island, WA 98040) 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 Solar Energy Panel
November 2023**

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	

Homeowner Acknowledgements: (Please initial each)

1	I have read and understand the requirements for installing a solar energy panel covered by The Lakes CC&Rs, the Solar Panel Energy Guidelines 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	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 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, I will be responsible at my sole

		expense to modify or remove construction to meet the approved application specifications, unless the ACC determines otherwise.
7		I acknowledge that I will be responsible for any legal expenses incurred by the Association in connection with this application, disputes, or non-compliance.
8		All information required by Step 2 above are included with this application.

Signature of Owner	Print Name

Submit Application by:

Mail
The Lakes ACC
P.O. Box 914
Mercer Island, WA 98040

e-mail
acc@thelakesmi.com

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 with 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	