

YOUR HOMEOWNER'S ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

Property Improvement Memo

PIM 12

SHUTTERS

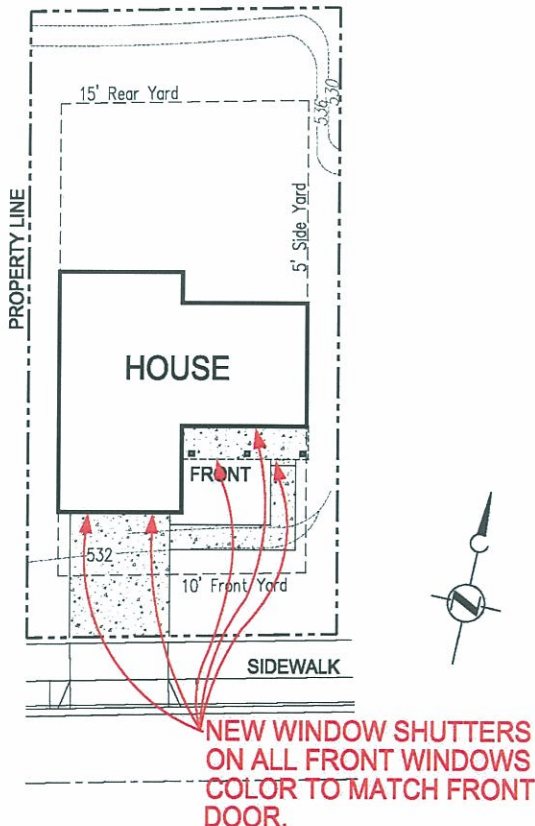
Application and Construction Requirements

The following Property Improvement Memo has been provided to assist Homeowners in preparing property improvement applications to the Association. It lists information which must appear on submitted applications.

Sample Site Plan

See Definitions for *Site Plan*.

The Sample Site Plan below shows additional information needed, in red, for application of shutters.



Application Requirements

- Completed Application Form
- Site Plan - Please, use site plan of your actual property provided by your Developer/Builder as basis for application.

Please add to the Site Plan:

- Drawing of proposed location of window shutters
- Style, material and color of new shutters
- Photographs and manufacturer data on the shutters

You may be required to provide additional information, including a professional survey, to meet specific requirements of the Property Improvement Committee.

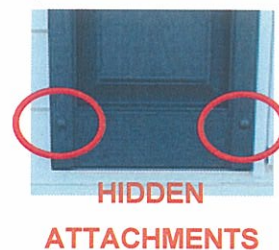
We urge you to not begin construction until you receive all of the appropriate approvals.

Construction Requirements:

- Shutters should be the same type and style all around the house.
- Shutters should be in proportion to the size and shape of window and door. See Figure A for illustration.
- Shutters may be of vinyl or wood.

Construction Recommendations:

- 2.1 Screw or bolt attachment of the shutters should be hidden, or have caps, see illustration below:



- Shutters should be well maintained and kept in good repair at all times
- Shutters should be the same height as the window that they will compliment. See Figure B for illustration.

You, the applicant, have the sole responsibility for ensuring full compliance with setbacks, easements, permits, fees, ordinances and restrictions associated with the modification of your property.

Washington law requires you to "Call Before You Dig", prior to any digging or excavation to protect you and underground utilities (www.callbeforeyoudig.com, 1-800-424-5555)

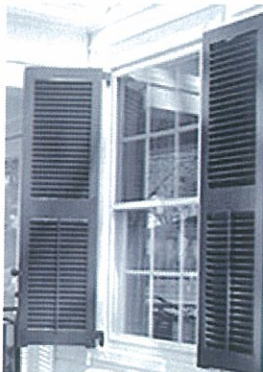
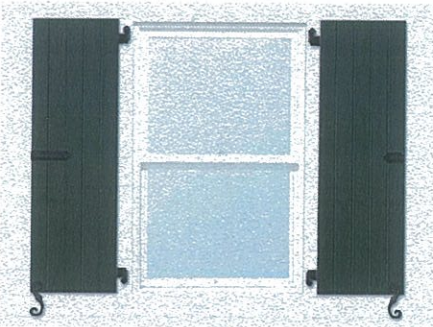
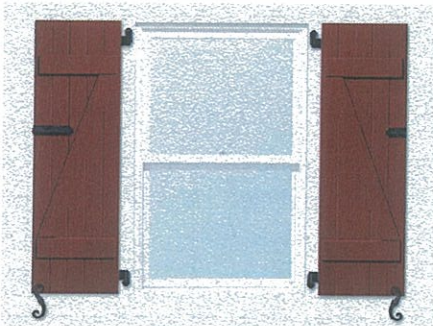
**Property
Improvement Memo**

PIM 12

SHUTTERS
Examples

Figure A

Shutters RECOMMENDED



Approval by Property Improvement Committee does not constitute approval by any other jurisdiction, regulation or restriction.

You, the applicant, have the responsibility to submit for PIC approval even if your proposed improvement follows the requirements described in this Property Improvement Handbook..

Figure B

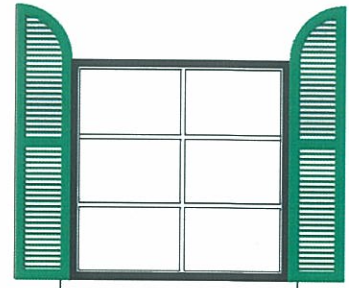
Shutters NOT RECOMMENDED



Reason: Shutters should complement the size and shape of the windows:



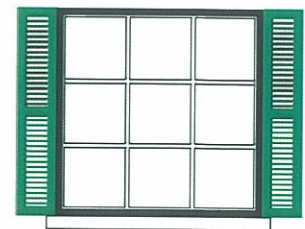
Too short



Wrong shape



Too long



Too narrow