

Silver Firs Homeowners Improvement Application

Home / Property Owner _____

Address _____

Day Phone _____ Email Address _____

Project Start Date _____ Estimated Finish Date _____

Please identify your home improvements and provide a complete set of the required documents of this project. Signed applications with requested information should be sent to: Silver Firs HOA c/o Port Gardner Management, PO Box 1007, Everett, WA 98206, by FAX to 425-303-0257, or EMAIL to tgish@portgardnermgmt.com.

1. It is the Homeowner's Responsibility to obtain any and all necessary work permits from the County/City.
2. Association approval does not constitute approval to proceed if the required work permits have not been obtained.
3. **Please allow 30 days for review and approval from the date your submittal is received.** Work started before receipt of approval is done at your risk, and if the project cannot be approved, the affected area will have to be "returned to its original condition". Approval must be received in writing.
4. All contractors must abide by policies established by the County/City and the Association pertaining to access, hours of work, noise and cleanup.
5. Property access for Architectural Committee representatives might be required to review the project. Association representatives will contact the owners if this is required.

GENERAL IMPROVEMENTS:

- Painting** – Include color chips and indicate which color is base/body, trim and accent color. Original paint chips must be mailed to the address above.
- Fencing** – Include pictures of fence style or scale dimensional drawing of fence and its placement on lot. An acceptable alternative can be a clear, freehand sketch or clearly written description (i.e., understandable and typed or printed) if the information is complete.
- Landscaping** – Provide scale dimensional drawing or a layout sketch of irrigation, drainage, trees and placement of major plantings 1) if they are located on the perimeter of your lot, or 2) if they might constitute or become a visual obstruction for neighbors.

CONSTRUCTION IMPROVEMENTS:

- Decks** – Provide multiple view scale dimensional drawings showing the deck layout, and its relationship to the house and lot.
- Roofs** – State the type of roofing material to be used. If using an asphalt/composition, a 30-year shingle or better is required. Please provide a brochure showing the color to be used or a sample of the material with appropriate color. Request must also indicate color of flashing, roof vents / vent caps, and must match the selected shingles.
- Retaining Walls** – Provide diagram showing height, length and placement on your lot. State type of material (such as: concrete, concrete blocks, rock wood, etc.). Please indicate alternate drainage plan.
- Home Addition** – Provide multiple view, dimensional/construction drawing of the proposed addition to your home and define the location of the addition on your lot. Provide exterior paint color definition as above under painting. Define the exterior building materials if they will be different from the rest of the house.
- Other** – Provide detail.

Homeowner Signature _____ Date _____

ACC Approval Signature _____ Date _____