

PROPERTY IMPROVEMENT COMMITTEE APPLICATION

Skagit Highlands HOA, Mount Vernon, Washington

For Exterior Home and Landscape Improvements or Changes

Property Improvement Committee (PIC) approval is required for any improvements, buildings, changes, landscaping or modifications to the outside of your house or your property. Examples of improvements or changes include but are not limited to: Sheds and Storage Units*, Play Structures*, Patios and Walkways, Wooden Decks, Screen Doors, Hot Tubs and Pools*, Satellite Antennae, Landscaping and Yard Art, Awnings and Patio Covers, Retaining Walls, Shutters, Gazebos and Add-on Structures, Signage, and Dog Houses. This form is the application for approval. You should receive a response within 30 days after your completed application including all attachments received. **Written approval is required before work can begin.**

** Requires a Fence PIC Application also; fence must be installed first.*

Property Owner Name:	
Property Address:	
Mailing Address if Different:	
Contact Phone and Email:	

EVERY APPLICATION MUST HAVE ATTACHED (Initial each indicating you have completed each step)

- ___ **A site plan.** If you do not have a copy of your site plan, call Management Trust at 425-897-3400 to request a copy. **Be sure to mark up the site plan** such that it is clear where you want to place the improvements or make the changes.
- ___ **Pictures, specifications, drawing, photos, paint chips** and any other detailed information regarding the improvement or change. Provide pictures and names of plants including maturity height and size, types of materials you want to use and where, etc. The more detail you provide the quicker the PIC review.
- ___ **Reference the PIC HANDBOOK** at www.skagithighlandshoa.org/PIC_Handbook for guidelines regarding improvements and changes, and examples of how to mark up the site plan.
- ___ **If anything is installed differently than what or how it was approved,** the homeowner may have to rework the improvement or change at their expense until it meets the parameters that were approved.

Summary of the work to be done. Attach the details.

MAIL COMPLETED APPLICATION TO:
 PIC Skagit Highlands
 c/o The Management Trust
 1111 Cleveland ST STE 103
 Mount Vernon, WA 98273

Or EMAIL APPLICATION TO:
picapp@skagithighlandshoa.org
 with PIC Application in the subject line

Or FAX APPLICATION TO: 360-336-5393

For Board Use Only:

Approved: _____ Denied: _____ Date: _____ Board Signatures _____

Conditions for Approval:
