

YOUR HOMEOWNERS ASSOCIATION PROPERTY IMPROVEMENT HANDBOOK

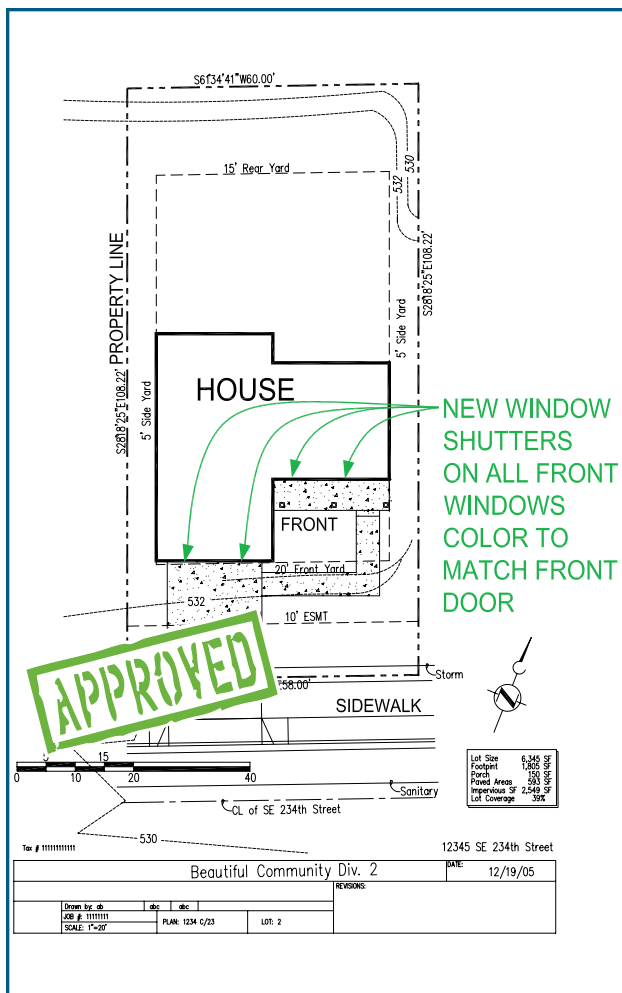
PIM-12

Shutters Application 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.

Illustration 1

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



Application Requirements

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

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. Do 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 must 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:

- Screw or bolt attachment of the shutters must be hidden, or have caps.
- Shutters must be well maintained and kept in good repair at all times
- Shutters must be the same height as the window that they will compliment. See Figure B for illustration.

