

**FAWN LAKE MAINTENANCE COMMISSION
CONSTRUCTION, FENCE INSTALLATION & TREE REMOVAL APPLICATION**

THIS IS NOT A COUNTY PERMIT

FLMC APPLICATION ID# _____

PROPERTY ADDRESS: _____

DIV: _____ LOT: _____

In accordance with FLMC Bylaws, Revised and Recorded July 2023, prior to starting any work within FLMC, this application must be submitted and applicant must be granted final approval, **IN WRITING**, from the FLMC Trustee responsible for the Building Committee. It is considered a **VIOLATION** if no Application is received or final **WRITTEN** approval was not granted and it is subject to fines as noted in FLMC Bylaws Chapter 13

• **PROJECT REQUIREMENT:** Please provide plans and all supporting documents as outlined in the FLMC Application Guidelines, which show the proposed project site, in direct relation to the lot lines of the property and include applicable measurements from property boundaries, easements, and setbacks. You must be in compliance with all FLMC Covenants. For height/building Covenants/Bylaws please refer to FLMC By-Laws, Chapter 14 and declarations of restriction. If applicable, Mason County Plan/Permit approval **must be granted** and forwarded to FLMC, in writing, prior to FLMC final approval.

• **RIGHT TO OBSERVE AND REQUEST CORRECTION:** Any FLMC Board of Trustee, the FLMC Trustee responsible for Building Committee or any other appointed FLMC Building Committee Volunteer shall have the right to observe on-site construction, enter onto a Members property for the purpose of observation and to require the correction of significant deficiencies with reference to Mason County construction codes and/or violations of FLMC Bylaws. Visit www.fawnlakecommunity.com to view current Bylaws and their protective restrictions.

Visit www.masoncountytwa.gov for information on Mason County permits, codes, and regulations.

• **SETBACKS & PLANS:** All setbacks and easements shall be in accordance with all established Fawn Lake and Mason County regulations. Any county variance request to alter setbacks or easements shall be provided to FLMC for their approval, prior to County approval. FLMC has final approval to grant a property variance and is not bound by any variance approved by Mason County, that was not first approved by FLMC.

Neither FLMC, nor any Mason County Building office, will determine property lines. An applicant is solely responsible for determining property lines and setbacks. If an applicant proceeds without a survey, it is done at their own risk. • **MASON COUNTY PERMITS:** All Permits must be obtained, as required for the County, for water use, septic repair/install, tree removal & construction. Mason County final plan/permit approval **will be required** prior to final FLMC approval.

Application (Please check as applicable) _____ **BLDG ADDITION OR OUTBUILDING** _____ **BLDG NEW CONSTRUCTION**
_____ **BLDG REMODEL** _____ **SEPTIC INSTALL OR REPAIR** _____ **TREE REMOVAL** _____ **LANDSCAPING**

Provide a brief description of the project. Include contractor's name, address, phone number and email, if applicable.

(If you need more space, please add an attachment and reference this application)

Submission Date: _____ Estimated Project Start Date _____ County Permit Attached _____ YES _____ NO

Member Name: _____ Email: _____

Mailing Address (if different than project site): _____

Phone: _____ Building Site Emergency Contact Name/Number _____

Are you aware of or suspect there may be any lead components, such as pipes, connectors or solder in your properties interior OR exterior water lines? _____ YES _____ NO

----- OFFICE USE ONLY -----

FLMC has reviewed this Application, and it has been designated as below:

PENDING _____ FINAL APPROVAL _____ DENIED* _____ (Date) _____

Building Liaison Comments: _____

*If denied, please contact the FLMC Building Trustee at building@fawnlakecommunity.com

Trustee: _____ Date: _____

REVISIONS TO THE BUILDING REVIEW PROCESS & GUIDELINES

All revisions to the Building Review Process & Guidelines must be reviewed by the FLMC legal counsel prior to approval by the FLMC Board of Trustees.

All revisions to the Building Review Process & Guidelines, if not initiated by the FLMC BRCC, must be reviewed by the BRCC prior to legal review and approval by the FLMC Board of Trustees.

The document in force will be the latest revision denoted by date.

FLMC PROPERTY DISCLOSURE

FLMC MAINTENANCE OF ROADSIDE

Near the end of 2023, a question came to the Board: Whether Fawn Lake Maintenance Commission (FLMC) is obligated to maintain land it owns as a part of its private roadway? More specifically, the question centered around whether FLMC must cut down trees, remove any abandoned property, or maintain or improve any part of its land that is adjacent to the paved roadway. A corollary question concerned whether FLMC residents could or should maintain these areas adjacent to the paved roadway themselves, even though they are owned by FLMC.

After consulting with our attorney, the Board reached the following conclusion: FLMC has a duty to ensure that the property it owns is free from hazards and not dangerous or injurious to people who go upon its land, but it is not obligated to perform maintenance in the absence of unsafe conditions. FLMC or any utility may perform maintenance on its land whenever it is deemed necessary or prudent, even if a resident has chosen to improve or maintain that land themselves. This might include tearing up concrete, asphalt or culverts, cutting down trees, digging up lawns or shrubbery, or otherwise changing the land it owns even though a resident has invested time and/or money to improve that land. In FLMC's discretion, it may permit residents to improve or otherwise manage its land, provided it is not contrary to any current bylaws.

After due consideration, the Board has decided to permit residents to improve land adjacent to the paved roadway and their own lots, even though the land is owned by FLMC. The important thing to emphasize, as noted above, is that if residents choose to make improvements to FLMC's land and then FLMC or any utility decides to make changes to that land to do repairs, or for any other reason, any improvements a resident has made are subject to being altered or destroyed without compensation or any obligation by FLMC or the utility to repair the land or return it to its original state.

FLMC

Building Review Process & Guidelines

Effective: 2025-03-31

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REVISIONS TO THE BUILDING REVIEW PROCESS & GUIDELINES

FLMC PROPERTY DISCLOSURE

RULES AND REGULATIONS

Pursuant to Chapter 14 of the Bylaws and Declaration of Protective Restrictions, the following Rules and Regulations have been formulated by the Fawn Lake Maintenance Commission ("FLMC") Board of Trustees for the protection and general welfare of the Commission, Community & its Members. These guidelines implement the regulations of the Protective Restrictions (Containing Excerpts from the Articles of Incorporation- Declaration of Covenants, Conditions, and Bylaws of the Association.

DEFINITIONS

This document uses two defined terms that are important to understand:

Board: The Board of Trustees of FLMC Homeowners Association. This is the eleven (11) member body we elect to run our association's affairs.

BRCC: The Building Committee Chair . This is the FLMC Trustee appointed by the FLMC President to review and approve Construction, Fence Installation & Tree Removal Application(s) submitted by Members.

INTRODUCTION

Building Review Committee Chair (BRCC)

Building Review and approval are conducted to maintain the character and aesthetic harmony of FLMC. The purpose of this document is to make our community's Covenants & Bylaws more accessible and to assist members in planning their property improvement projects.

All homeowners are encouraged to bring their plans forward with the expectation that their requests will be considered. Members should plan to interact directly with the BRCC if their requests are at all unusual. The President has empowered the BRCC - whose volunteer committee members it appoints - to assess each request in conjunction with the appropriate guidelines, and to make suggestions to encourage and assist members in maintaining and improving their properties. However, individual BRCC volunteer members do not have the authority to speak on behalf of the Building Review Committee Chair or the FLMC Board of Trustees. The Building Review process applies to all Member lots in FLMC. Member must also comply with all laws and regulations of Mason County regarding building permits, right of way considerations, building inspections, etc.¹

Building Application Review Principles

One of the most important provisions underlying the FLMC community is the requirement for a Building Application Review. The BRCC recognizes the potential for conflict and will at all times look at a project with an objective eye on the bigger picture. The BRCC endeavors to be fair, reasonable and consistent.

¹ Mason County presently requires that a Member secure permitting approval for certain projects. Please reach out to Mason County at www.masoncountywa.gov or (360) 427-9670 for more information.

INTRODUCTION, CONTINUED

Building Review Philosophy

The overarching philosophy of the Building Review process is to maintain the neighborhood character that makes FLMC a desirable community. This involves:

1. Assuring that additions and new structures are properly designed and proportioned, and built of suitable materials, and
2. Assuring the proper siting and maintaining correct setbacks from lot lines.

An important feature of the Building Review process is soliciting input from neighboring owners who have a view of the property. The Building Review process requires BRCC to contact up to four close neighbors who have an unobstructed view of the improvement from their own windows (excluding garage windows). Neighbors who have been contacted are asked to check whether they "support" the project or "have reservations" about it. Any neighbor with reservations is encouraged to forward an explanation of their concerns for consideration by the BRCC.

Resubmissions of modified requests are treated like new requests, requiring the BRCC to assure neighbors are apprised of the latest proposal. Neighbors are neither granting permission for, nor rejecting, the request, as that responsibility lies with the BRCC. Neighbors are consulted so that any potential problems can be eliminated early in the application process.

Projects Requiring Building Approval

The following sample of projects will need approval by the BRCC and guidelines for many of them are presented later in this document.

- Additions or alterations to structures, if visible from the exterior of the structure.
- Installations of *any additional or auxiliary structures on the property, including but not limited to Decks, Fences, Patios, Porch Screening, Walls, Play Structures and Equipment, and other types of yard structures.*
- Installation of roof mounted devices.
- Landscaping that involves:
 - a. Changes in lot elevations or drainage,
 - b. Removal of existing trees
 - c. Planting that may block a street view, making safety a concern, or
 - d. Additions of shrubs or trees that constitute a natural fence
- Addition of sheds or other accessory buildings
- Septic installation and modification

The list above is intended to be representational rather than exclusive. The guidelines set out herein are intended to guide the homeowner in what types of material and specifications will likely be approved; however, simply following the guidelines does not eliminate the need to submit for approval of the structure, change, alteration or addition.

ADMINISTRATIVE PROCEDURES FOR BUILDING APPROVAL

Standard Approval Process

Administration of the Building Review process involves the BRCC and other related Trustee Committees such as Septic and/or Water. The FLMC office accepts all Building Applications, screens them for completeness. Applications lacking signatures or sufficient documentation of the proposed improvements will be returned to the applicant promptly and will not be considered until amended.

The FLMC Office will attempt to mail or email the outcome of all applications to applicants within five (5) business days after the BRCC's decision. However, failure to do so does not waive the requirement for approval.

Any application denied by the BRCC will include an explanation of the reasons for denial. Applications that combine multiple items may have some items approved and others denied. Approvals may be subject to specific conditions clearly stated in the response to the applicant. All responses will detail any information necessary to easily understand what has been approved and why any items are not considered acceptable.

If denied, Applicants are welcome to work with the BRCC to submit a modified or new application that they will be able to approve.

Applicants are encouraged to try to find a resolution with the BRCC; however, applications denied by the BRCC may be appealed to the FLMC Board of Trustees and a request for appeal should be submitted in writing to the FLMC Office Attn: President

Information Required to Support New or Change Applications

1. A properly completed FLMC Building Application, including a narrative description of the proposed changes or additions.
2. When appropriate, a plot plan 'top-down-view' (often a copy of the survey, if one was performed at closing), of the entire lot marked up to illustrate the location on the property of existing structures and the proposed changes or additions and clearly showing all related property lines. FLMC covenants specify setback requirements from each property line. The location of any changes in drainage should be illustrated along with an indication of how the flow of water will change from existing conditions.
3. When appropriate, elevation 'side-view' drawings, sketches, illustrations, or representative pictures of any proposed structures including overall dimensions that clearly illustrate what the appearance of the structure will be when completed.
4. When appropriate, please provide descriptions of the types and sizes of plant materials for landscaping changes that create a visual screen or barrier. NOTE: The BRCC will not approve any plant materials listed on the Washington State Noxious Weed Control Board's Noxious Weed List. More information about invasive plants is available at www.nwcb.wa.gov

Legal Document References

Each individual Division within FLMC has its own set of somewhat unique declarations of restrictions and to quote them all in detail in this document is impractical. The documents relevant to every home are typically included in the package from the closing agent when FLMC properties are purchased. Copies can also be obtained at www.masoncountywa.gov, from the FLMC office, or from the FLMC website. Additional Copies of the FLMC Bylaws may be obtained from www.fawnlakecommunity.com or by contacting the FLMC Office.

GUIDELINES FOR SPECIFIC TYPES OF BUILDING CHANGES

New Builds, Additions and Alterations:

All new builds, building additions and visible external alterations, such as porches, first-story extensions or additional story additions, require BRCC approval. When reviewing a request for approval of a proposed project, the BRCC will consider all factors including:

- **Height:** Additions and alterations must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.
- **Setbacks:** Additions and alterations must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.

Decks:

The addition of any deck requires BRCC approval. When reviewing an approval request for a deck the BRCC will consider all factors including:

- **Location:** The proposed deck should be to the side or rear of the home.
- **Setbacks:** The installation plan must be in accordance with both the established FLMC and Mason County regulations.

Fences:

Privacy fences are generally located along the rear and sides of a lot. Fences located at the street should be located only on Member Property. NOTE: The roadway areas within FLMC are 60' wide and are owned by FLMC. If a fence is either currently located or erected on FLMC property it is subject to removal – See FLMC Property Disclosure attached.

When reviewing an application for approval of a fence installation the BRCC will consider the following factors:

- **Style and height:** Privacy fences are up to 6 feet high.
- **Setback:** The fence should be clear of lot lines and easements and located on Member Property only. It is suggested that side privacy fences should run 1 foot inside to avoid any encroachment on neighboring property. The installation must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.

Paving:

Any paving or landscaping work currently located or placed on FLMC property is subject to removal. FLMC may allow any unapproved paving or landscaping to remain but reserve the right to demand removal regardless of the passage of time. - See the FLMC Property Disclosure attached.

Patios:

The addition of any patio requires BRCC approval. When reviewing an approval request the BRCC will consider the following factors:

- **Location:** The patio should be built off the side or rear of the home.
- **Design:** The proposed patio should be compatible in Building character, scale (mass and bulk) and material with the original home and its surroundings.
- **Setbacks:** The installation must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.

GUIDELINES FOR SPECIFIC TYPES OF BUILDING CHANGES, CONTINUED

Sheds and other Accessory Buildings:

All installations of detached structures such as storage sheds require BRCC approval. When reviewing an approval request the BRCC will consider the following factors:

- **Setbacks.** The installation must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.

Roof-Mounted Items:

The installation of roof-mounted devices (skylights, roof vents, attic fans, antenna and solar collectors) should be accomplished so that they do not compromise the character of the streetscape. When reviewing an approval request for a roof-mounted item the BRCC will consider the following factors:

- **Skylights, Roof Vents, Attic Fans and Antenna:** These items should be installed on the side or rear-facing roof elevations only.
- **Solar Panels and Collectors:** These items are allowed on all sides of roof elevations but must be installed flat to the roof.
- **Satellite Dishes:** Anyone may install a satellite dish less than 1 meter in diameter without BRCC approval. However, we ask that you be as considerate as possible of neighbors and select as inconspicuous a spot as you can.

Walls:

All wall installations require BRCC approval, with the exception of those less than 10" tall for elevated garden beds. Two different wall types exist in FLMC: retaining walls and decorative walls. When reviewing an application for approval of a wall installation the BRCC will consider the following factors:

- **Height:** The appropriate height of a retaining wall is determined by lot elevations and drainage considerations. Decorative walls are generally 1.5 to 2 feet high.
- **Drainage:** The design should include an adequate drainage plan. A wall of any size will collect water unless precautions are taken to divert ground water or run off from collecting at its base.
- **Setback:** The proposed wall should be located clear of lot lines and easements, with sufficient room for landscaping. Any paving or landscaping work located on FLMC is subject to removal - See the FLMC Property Disclosure attached.
- **Setback/Height:** The installation must comply with the FLMC Bylaws Chapter 14, FLMC declarations of restrictions for the specific division and Mason County regulations.