

THE RIDGE AT GIG HARBOR HOA

Property Improvement Committee (PIC) Application

- This is a first request for review for this project
- This is in response to a request from the HOA for more information

Full Name	Phone #	Lot #
Unit Address	Email	
Mailing Address (If different than unit address)		
Summary Description of Project		

The PIC Process

The objective of the Property Improvement Review process is to maintain a high standard and consistent character of your Community, as set forth in the CC&R's. More detailed descriptions of these standards can be found in the. Your Community Association Management Company facilitates the submittal and response process and keeps a record of all applications and decisions.

Applications are completed by the Property Owner, submitted to the Community Manager then presented to the Committee (or Board of Directors if no committee is established) for review. The Association has 30 days from the date the application is received to respond back. Once a decision is arrived at, the Community Manager will send notice to the Property Owner in writing.

PIC Resources

- Sign in to your Community Website (www.theridgeatgigharbor.com) and review the PIM before filling out the PIC application.
- Contact your Community Manager with process-related questions.
- Contact your local jurisdiction to check for code or permit requirements you may need to comply with before beginning construction of your project. City of Gig Harbor Planning and Building Permits - 253-851-6170
- Preferred method of submitting your application is by email: carol@diamonddcm.net

Submit your completed application to:

Mail: The Ridge at Gig Harbor HOA
 c/o Diamond Community Management
 7512 Stanich Ln. #6
 Gig Harbor, WA 98335

Fax: 253-514-6639

Email: carol@diamonddcm.net

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All Applications should include the following:

- A **site plan** showing the location of the project and all dimensions including distances from property lines, easements, and existing structures. If you do not have a copy of your site plan, contact your Community Manager. Site plans are also on our Community Website.
- A detailed description of the project to include plans, photos, color/stain samples, materials, type of siding or roofing material, measurements, etc.
- A signed AND initialed copy of the two (2) page PIC application. *Please note that only Property Owners can submit for property improvements.*

Detailed Description of Project: (Attach another sheet if necessary)

I UNDERSTAND THAT:

INITIALS

1) All applications must be completed and submitted in writing . Telephone or email conversations are not documentation of an application OR decision.	
2) All proposed improvements will be drawn on the site plan of my property which must be submitted with my Application.	
3) If I encounter any unforeseen conditions or changes during construction which are contrary to my approved request, I must submit additional information showing changes and alterations on a new PIC Application and site plan .	
4) I am responsible for knowing where the corners, property lines, setbacks and easements are in relation to my property and will confine all construction or improvement within my own property line.	
5) I will receive a response within thirty (30) days after my completed PIC Application is received. If additional information is required, a response will be given within thirty (30) days of the receipt of that information, not from the original submission date.	
6) A written approval letter from the PIC Committee or Community Manager is required BEFORE work can begin.	
7) Fences Only - Other than a clear sealer, I must submit a stain for consideration and I may be required to present this sample as a painted application on an actual plank AND that I will attach my fence to my neighbor's fence or let them attach to my fence.	

Additionally, I understand that I have sole responsibility for obtaining any and all necessary permits, calling underground utility locator service, and complying with all setbacks & easements. I understand if my project(s) does **NOT COMPLY** with the conditions of the approval, I may be required to remove or rebuild at my expense. The information above is complete and accurate.

Property Owner's Signature: _____ Date: _____