



# shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

<b>For Office Use Only</b>	
Applicant is a member in good standing	
Initials _____	Date _____

## Request for Lot Committee Action

Applicant/Complainant Name:	Lot # & Street Name:	Telephone #:	Date:
Mailing Address:		E-mail Address:	
If this is a complaint, please provide information about the offending lot below:			
Owner Name:	Lot # & Street Name:	Telephone # (if available)	
<b>Specific description of work or complaint</b> (If this is a complaint, concern or incident, the description should answer the Who, What, Where, When, Why, questions. State what you expect as a resolution. For tree action requests, refer to instructions on reverse side for required and suggested exhibits).			
<i>Continued on reverse? Yes No (circle one)</i>			
----- <b>*** MUST COMPLETE SECTION BELOW ***</b> -----			
Attached: ( ) Sketch ( ) Photos		Work to be performed by & completion date (see reverse):	
Applicant/Complainant's Signature:		Contractor Telephone #	

**Adjoining or affected lot owners must sign this application:**

Signature	Lot #	Agree	Disagree	Signature	Lot #	Agree	Disagree

----- **BELOW FOR COMMITTEE USE** -----

**Site inspection by Lot Committee                      Date:**

Name	Signature	Name	Signature
Lot Committee Comments:			
Monitor Required?    Monitor Name & Telephone #	Tribal SSA Permit Required    Y / N		SSA # _____
Yes    No	Date of Request to Manager: _____		Fee: _____
Approved                      Disapproved	Chairman Signature:		Approval Date:                      *Permit Expires:

*\*Applications/permit expire 1 year from date of issue.*

The Lot Committee meets the 1<sup>st</sup> & 3<sup>rd</sup> Thursday of the month at 9:00 a.m. in the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda. All meetings are open to the public. Discussion will be limited to those items on the Agenda.

## Instructions for Lot Committee Action Request Form

The Lot Committee would like applicants to be aware of the following items as they fill-in the application:

1. The Lot Committee meets on the 1st and 3rd Thursday of the month at 9:00 a.m. Holiday meeting times may vary. Please check with the website, newsletter or the office for the meeting schedule. **Applications must be in by 5:00 p.m. on the Friday before the meeting in order to be on the agenda. All meetings are open to the public. Discussion will be limited to items on the agenda. Contact the Committee if you have any questions.**
2. If the application is complete, time allows and weather permits, the committee will act on the request at the first meeting following its submission. A site inspection will be made at that time. The applicant should be home on that day or make sure to provide a sketch or photos clearly detailing the work to be done. If the applicant is not home and no sketch or photos have been submitted, the request will be reviewed at the next meeting when the application is complete.
3. All trees listed for requested action should be appropriately marked. Flagging tape and instructions are available in the Shelter Bay Office. No permit is required if you or someone else planted the tree, or if the branches you wish to cut are less than 6 inches in diameter, or if the diameter of the tree is 6 inches or less at 5 feet above the ground.
4. Signatures of adjoining lot owners must appear on the front of this form and indicate either agreement or disagreement with the proposed work. The date of work and contractor's name must also be included.
5. The Lot Committee may determine that there are other lot owners who may also be affected in a relevant way and their signatures, noting either their agreement or disagreement, would also be required as in Item 4 above.
6. You must have this signed/approved permit in your possession before proceeding with the work.

Cooperation regarding the above items will allow the Lot Committee to process the request in a timely manner. Incomplete applications will be returned to the applicant.

1. View restoration requests will initiate a letter being sent to affected lot owners with a copy to the requestor. The Lot Committee must take many things into consideration when making decisions concerning trees. Any tree cutting should not be scheduled for at least two weeks after the Lot Committee meeting and approval.
2. The approved application will usually be available at the office for pick-up three (3) business days following the Thursday meeting. Some cases may take longer if further research/permits are required.

Please call the Committee's Secretary with any concerns or questions – 360-466-3805.

*(Continued from front side)*


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