

ARCHITECTURE COMMITTEE REPORT

April 24, 2015

With the coming of spring, the Architecture Committee assumes Shearwater residents may begin replacing exterior elements - doors, screen doors, windows, blinds, shades, etc. So in addition to saying "Happy Spring Days" to all, we are asking you to kindly follow the guidelines required to keep the exterior look of Shearwater symmetrical - with all buildings adhering to the same rules regarding exterior changes.

To keep the process as simple as possible I am outlining what is required and asking each of you who intends to replace anything in or outside your unit to do the following:

1. On the Shearwater Condos website, under Architectural Approval Process, click on *Shearwater Architectural Guidelines*. Then click on *Architectural Request Form*. Those are the two main readings you need to adhere to and complete. The first suggests vendors and colors the Architecture Committee and Board have approved recently and over the years. Last year we approved both single window pane and double storm/screen doors. We have compiled an extensive list of vendors, with both low-end and high-end represented, and the listings under Guidelines is a sampling. Please read it over and feel free to contact us for additional vendors/options and with any questions or suggestions for a new vendor and we will talk with that vendor so all new installations are symmetrical with existing Shearwater installations. We spent many hours compiling this list for our files so we believe our files have valuable information to assist you.

When you review the Request for Architectural Change form, fill it out with the info on what you are replacing or changing, along with the requested owner information and e-mail to Rainette Bannon, Architecture Committee at rbannon4@verizon.net and to Metropolitan Management Company BEFORE placing your order.

2. E-mail or scan a template with the dimensions, vendor, color you are installing so we can be certain that we have your data on file and that you are using appropriate materials.

The AC needs two items only from you: (1) the Request for Change form and (2) templates for each item you are changing.

3. The Architecture Committee consists of Linda Bolling (15A1, lindabolling@yahoo.com) Lois McGovern (15A2, tortilm.aol.com) and

Rainette Bannon, Chair (4A2, rbannon4@verizon.net), phone: 410.263.0032.

I share all information with the committee members and Metropolitan Management. If you have a question prior to deciding on a vendor or exterior issue, please call or e-mail prior to starting a project. Any one of us would be happy to answer any questions you may have and to review the steps for an installation.

Thank you in advance for your cooperation.

Rainette Bannon

Chair, Architecture Committee