

New and Replacement Home Policy IRA Policy #6

Adopted by Islander Residents Association Board of Directors on September 25, 2018

Welcome: The Islander Mobile Home Park is a cooperative ownership community. The Corporation, IRA, owns the land on which our homes sit. In order to maintain the livability and physical integrity of the Park, the following installation standards have been designed. The IRA Board of Directors or its representatives will assure that the following standards are met for each new or replacement home. The Board is committed to helping new and current members enjoy their homes in safety and security.

Board Approval: Members proposing to install a New or Used Manufactured/Modular Home on IRA property must express their intention to do so to the Board so that a Representative can be appointed. These units must have an L & I sticker. Then, with the support of the Representative, they must submit a detailed Site Plan that complies with the Standards listed below. The Board will consider the Plan, identify any necessary modifications, and either approve the Plan or reject it with an explanation of its reasons for doing so. The Member may amend the Plan and resubmit it.

Representative: The IRA Board of Directors shall appoint a Representative to monitor the compliance of the Member's contractors with IRA policies, the requirements set out by the Board, and the Site Plan submitted by the Member, once the intention to place a new home on a lot is established by the Member. A Site Plan cannot be submitted without a Representative in place to ensure that the Site Plan contains the necessary information. The Representative will be identified to the Member and the contractor, and will be their liaison to the Board. The Representative may appoint a deputy, who must also be identified to the Member and contractor. The Representative will work with the Member and the Board to resolve any problems or issues that arise during demolition of the old home, preparation of the lot, and installation of the new home. The Representative has the authority to require the Member or a contractor to cease operations if the Representative believes that irreparable damage to IRA property, or actions that will be out of compliance and difficult to remedy (such as improper location of a concrete slab or foundation) are about to occur.

Impact Fee: New and Used Manufactured/Modular homes to be installed on IRA property are subject to an Impact Fee of \$1000.00 for a single wide home or \$2000.00 for a double wide home, which shall be paid at the time of the Board's approval of the proposed installation and Site Plan.

Site Plan: The plan will include the layout of the lot showing the placement of the home with all setbacks and including all stairs, porches, and hardscaping, including rock walls, and other features. The height of the home from the ground should be clearly indicated. Photos showing placement of the corners of the lot related to a permanent feature of the lot must be attached.

Neighbors' Agreement to the Plan and Lot Boundaries: The Site Plan must include the signatures of each neighbor, affirming that they agree that the Plan properly reflects the lot boundaries, and that they have no objections to any other parts of the Plan. If a

neighbor does have an objection that cannot be resolved between the parties, both parties shall present their positions to the Board during its consideration of whether to approve the Site Plan. The Board will determine how the matter should be resolved.

The lot boundaries will be documented by driving permanent stakes into the ground at each corner of the lot lines. The entire lot line shall be clearly photographed from each end, and copies of the photographs, along with a completed Lot Line Confirmation Form, placed in the files of the subject lot and those of each neighbor. This must be done before the Plan can be approved by the Board. The Lot Line Confirmation Form must be signed by the Representative, the Member, and all contiguous neighbors. The sides and back of the lot shall be marked by tape or line connecting the corner posts, which shall remain in place throughout the preparation of the site and the bringing in of the home, for ease of measuring setbacks. The Representative must ensure that the physical "on the ground" setback is the equivalent of the setback proposed in the Plan before a concrete pad can be poured, foundation prepared, or any hardscaping created.

Standards:

1. All new installations must insure that they will not damage water, sewer, electric, or commercial utilities. The Member will be liable for any damage.
2. Excavations must be minimal, and may not in any way disturb the clay layer underlying the park. Plans for excavation, including the depth thereof, must be part of the Site Plan presented to the board.
3. Members and their contractors are prohibited from excavating or otherwise disturbing any subsurface utilities, including sewers, water lines, storm drains, and electric cables, without the written approval of the Board. *(Any instructions from City of Bainbridge Island inspectors shall be referred to the Representative prior to any action being taken.)*
4. Large rocks and boulders found upon the lot are the property of IRA. The Member has first claim to use them if desired. Otherwise, the Representative must be informed that they are available for use by the community or its members on the IRA property.
5. Excavations which will affect the boundaries between lots must be planned and agreed to by both parties before they will be approved by the Board. The Representative will establish the understanding of both parties again before construction begins.
6. Heavy equipment being moved on and off the property may cause unusual deterioration of IRA's streets and other infrastructure. In order to protect streets, trees, and other property of IRA and its Members' homes, contractors must provide the member and the Representative with a plan laying out the stages of the project that will require the use of heavy equipment. The plan will indicate how movement of heavy equipment will be kept to a practical minimum, and how any damage that might result to IRA or a Member's property will be mitigated. Contractors must provide evidence of adequate liability insurance. This Contractor plan must be in writing, be available to the Board upon request, and must be submitted to the Representative and the Member before any excavation, including demolition, can occur.

7. Walls, fence posts, and other structures shall be placed on the building Member's side of the lot line. Fences must be of a reasonable height and must be approved by the affected neighbors.
8. Buildings must be set back at least 5 feet from lot lines and external boundaries, and at least 10 feet from the street.
9. Unenclosed back porches for egress and unenclosed carports may be built to the lot line with the approval of the affected neighbor and the Board.
10. The height of the home must be consistent with the descending rooflines along the streets. Second stories are not allowed.
11. Paving and concrete are limited to the areas under the home. Permeable and semi-permeable materials must be used for driveways and walkways in order to limit storm runoff.
12. Two off-street parking spaces must be provided. If parking is parallel to the street, there must be at least 12 feet between the street and the home. Waivers to this requirement for small lots on 1st and 2nd Sts. which currently have smaller parking buffers will be granted unless there is good cause to deny it.
13. Modifications to the Site Plan which will not affect lot boundaries, sight lines, spacing between homes, or excavations may be approved by the Representative. All other changes must be approved by the Board.
14. Only wood stoves with the highest current EPA efficiency rating will be approved for new installations. No fireplaces or nonstandard wood stoves will be approved.
15. Landscaping must be incorporated into the site plan. It is important to preserve the landscape character of the IRA community, improve the aesthetic quality of the built environment, and to soften the appearance of surface parking areas.

Design Guidelines: IRA also has a set of Design Guidelines. They are incorporated by reference into these Standards. In the event that there is a conflict between a Design Guideline and one of these Standards, the Standard will govern.

Permits: In addition to Board approval, permits need to be acquired for most aspects of new home installations. Your contractor and dealer should be able to help you obtain these, but you are ultimately responsible for making sure that you have the appropriate permits. You can check the following website for more information:

www.lni.wa.gov/TradesLicensing/FAS/Mobile/AltPermitInspect/default.as

For information about City of Bainbridge Island permits, check the City Website, www.ci.bainbridge-isl.wa.us

The Site Plan, modifications to the Site Plan and all other documents, including the required signatures of neighbors and board representatives, photographs, and lot line documentation, shall be placed in a file and kept together with the membership documents for the share in the Association's official files.