

# SEABROOK

SINCE WASHINGTON 2004

Subject: **Homeowner Property Work Notifications | Seabrook Design Review Board Submittals**

To: All Contractors and Seabrook Property Owners

From: Stephen Poulakos, Seabrook Design Review Board

Date: 4.21.2025

This memorandum outlines the procedure for informing Seabrook CAM (Common Area Maintenance) and Seabrook Hospitality (SH) about scheduled work on your property to ensure compliance with Seabrook Community Rules & Regulations.

## **Purpose:**

To maintain community harmony, minimize disruptions, and ensure adherence to Seabrook's guidelines regarding construction and property maintenance activities.

## **Procedure:**

### **Notification Requirement:**

For any significant exterior work project, property owners and their licensed, bonded, & insured contractors shall inform the following entities about pending work and schedules prior to work commencement:

- Seabrook Owner Liaison (Common Area Maintenance CAM) – [ownerliaison@seabrookwa.com](mailto:ownerliaison@seabrookwa.com)
- Seabrook Hospitality General Manager – [nadine@seabrookwa.com](mailto:nadine@seabrookwa.com)
- Seabrook Zone Manager (Zone Manager Contact Information provided by SH General Manager)

### **Seabrook Hospitality:**

Due to number of homes in the Seabrook Hospitality vacation rental program, certain Seabrook representatives should be made aware of construction & maintenance projects that may negatively affect adjacent owners and/or guests during their stays. Communication through the Zone Manager is generally sufficient, as they will inform the reservation/check-in teams accordingly.

### **Seabrook CAM:**

CAM ensures contractors understand rules and regulations on quiet hours, approved workdays, staging areas for materials, and contractor parking. Any damage to common areas during construction shall be returned to the original condition at property owners' expense. Contractors should schedule a meeting with the Zone Manager and/or a CAM representative prior to work commencement to document existing conditions and to prevent disputes over potential damage at project conclusion.

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## Seabrook DRB Reviews:

Seabrook Design Review Board shall be notified of exterior alterations for the following items prior to any work commencement:

### Exterior Painting | Exterior Color Schemes

*If re-painting your home the same color scheme* as existing, there is no need to inform Seabrook DRB of this work, but CAM and SH should be alerted as to work scheduling. Special Note: Seabrook DRB does maintain a master record of exterior colors for nearly all homes in Seabrook.

*If changing the exterior color scheme*, please use the following formwork to submit to DRB for review and approval. Please allow at least (1) week for review prior to scheduling your painter or purchasing house paint. Formwork can be found here:

### [Seabrook Exterior Color Selections & Review Paperwork](#)

*DRB does not need to review any interior color schemes, nor do we have records of house interior colors.*

### Renovation Projects Needing Advance Approval:

- *Exterior Painting (as outlined above)*
- *Exterior Substitutions & Replacements (cladding, roofing, windows/doors, light fixture, etc..)*
- *Landscape Projects | Hardscape Paver Additions*
- *Deck Material Replacements & Enlargements*
- *Roof Material Substitutions*
- *Expansions Beyond Existing House Footprint*
- *Carriage House or ADU (Accessory Dwelling Unit) Additions*

Detailed photos, diagrams, and carefully drawn scaled drawings by an architect, house drafter or landscape designer will generally result in a quicker review.

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## Seabrook Design Review Board (DRB) Correspondence:

All correspondence to the DRB should be emailed to: [drb@seabrookwa.com](mailto:drb@seabrookwa.com)

### [Helpful Seabrook Homeowner Information](#)

Please be descriptive in labeling your emails for the quickest responses with your: ***Lot Number, Address, and descriptive information about the email subject***

Example Email:

Seabrook Lot ###\_ Seabrook Address\_House Renovation Project Package Submission Date ##.##.2025

Lot 53\_\_46 Trillium Lane\_\_Exterior Color Scheme Approval Request\_\_03.31.2025