

**BEAVERDAM No. 2 HOMEOWNER'S ASSOCIATION**

# **Architectural Guidelines and Procedures**

Prepared by:

**Architectural Control Committee**

Approved by:

**Beaverdam No. 2 HOA Board of Directors**

**TABLE OF CONTENTS**

**INTRODUCTION ..... 1**

Beaverdam No. 2 Homeowner’s Association Responsibilities..... 1

Purpose of the Architectural Guidelines and Procedures..... 1

Architectural Character..... 1

General Guidelines for Architecture..... 2

Maximum Heights..... 2

Minimum Setbacks..... 2

Exterior House Walls..... 2

Columns ..... 2

Balconies ..... 3

Exterior Stairs..... 3

Roofs ..... 3

Skylights and Solar Equipment..... 3

Exterior Windows and Doors ..... 3

Awnings..... 4

Garage Doors ..... 4

Exterior Lighting..... 4

Communication Equipment..... 4

Outdoor Storage ..... 4

Color Changes ..... 5

**LANDSCAPE ..... 5**

Landscape Character..... 5

General Guidelines for Landscaping ..... 5

Landscaping in yards visible from streets ..... 5

Trees..... 5

Thematic landscape features..... 6

Landscaping in yards not visible from streets..... 6

Fences ..... 6

Drainage ..... 6

Playground Equipment ..... 6

Driveways..... 6

Mailboxes..... 7

Use of Neighbor’s yard..... 7

**REVIEW AND APPROVAL PROCESS..... 7**

General Rules ..... 7

Process/Submittal Requirements ..... 8

Conditions of Approval ..... 10

Signs ..... 10

Hours of Operation ..... 11

Temporary Structures ..... 11

Unightly Items ..... 11

Building Material..... 11

Construction Equipment ..... 11

Drainage ..... 11

Workmanship..... 12

Enforcement ..... 12

Violations ..... 12

Amendments..... 12

Maintenance of Improvements ..... 12

Conditions Not Covered ..... 12

**Exhibit A ..... 14**

**Exhibit B ..... 16**

Exhibits:

Property Improvement Form (Exhibit A)

Notice of Completion Form (Exhibit B)

## **INTRODUCTION**

**Beaverdam No. 2 Homeowner's Association Responsibilities** One of the responsibilities of the Beaverdam No. 2 Homeowner's Association ("the Association") is to assure uniformity of use and quality of the physical character of Montrachet and Chambord (the "Community") and to enhance the desirability and attractiveness of the Community. The Association's governing documents, Association Bylaws and the Declaration of Covenants, Conditions and Restrictions (the "CC&R's") give authority to the Board to ensure compliance of the Architectural Controls set forth therein. The Board has delegated this responsibility to an architectural control committee (the "Committee"). The Committee is made up of at least three members and has been given the authority by the Board to act in its stead to review and approve all requests submitted to it for all proposed improvement(s) within the Community (the "Improvement(s)"). Should the Committee not be able to agree on any one specific matter it can refer the matter to the Board for final decision. An applicant can appeal a decision of the Committee to the Board for final resolution.

The Board hereby approves this set of guidelines (the "Architectural Guidelines") to further define the rules, regulations and procedures as administered by the Committee.

**Purpose of the Architectural Guidelines and Procedures** The purpose of these Architectural Guidelines is to provide continuity for the physical character of the Community. The intent is to give specific design criteria to residential property owners ("Owners") for subsequent Improvement(s) after the completion of original construction.

The Architectural Guidelines are written to preserve a high quality of appearance, assure compatibility among Improvement(s), and to protect and enhance the Community's overall value. These Guidelines are intended to be used by Owners and consultants in preparing drawings for architectural, landscape, and other Improvement(s); and by the Committee in reviewing these drawings for conformance with the stated objectives. The Committee reviews proposed Improvement(s) for aesthetic purposes only. It is the Owner's responsibility to follow all applicable federal, state, and local building codes.

## **ARCHITECTURAL GUIDELINES**

### **Architectural Character**

The initial architectural character of the Community consists of a variety of architectural expressions. Subsequent architectural Improvement(s) must be compatible with the original architectural character of the Community.

Below are general guidelines for building materials, colors, and forms which are expressive of the Community's architectural character; and which will be used by the Committee in reviewing drawings for compatibility with the original design.

**COMPLIANCE WITH THE ARCHITECTURAL GUIDELINES SHALL NOT BE IN LIEU OF COMMITTEE APPROVAL. COMPLIANCE WITH THE ARCHITECTURAL GUIDELINES SHALL BE DETERMINED BY THE COMMITTEE AS PART OF THE APPROVAL PROCESS. THE COMMITTEE MAY MODIFY THE ARCHITECTURAL GUIDELINES FROM TIME TO TIME WITH BOARD APPROVAL.**

**General Guidelines for Architecture**

**Maximum Heights**

The maximum building heights of all Improvement(s) shall be consistent with the municipal Zoning Codes.

**Minimum Setbacks**

The minimum building setbacks of all new construction shall be consistent with the municipal Zoning Codes.

**Exterior House Walls** The material, color, and texture of new exterior walls shall be compatible with the existing house walls. All siding material other than masonry, stucco, dryvit or lapsiding or similar construction material shall be wood siding painted with those colors commonly known as earth tones and shades of white.

New building features – such as planters, pot shelves, and solariums – must be compatible with the color and design of the existing home. The color of new downspouts must match the wall color, or be compatible.

**NOTE: ALL PAINT COLORS USED MUST BE APPROVED BY THE BOARD OF DIRECTORS AND/OR ARCHITECTURAL CONTROL COMMITTEE.**

**Columns**

New columns should be integral with the house design, with a substantial scale (e.g. stout columns and deep recesses).

**Balconies**The location, material, and color of new exterior balconies shall be compatible with the existing house. Balcony railings must be designed to obscure stored items.

**Exterior Stairs**The location, material, and color of new exterior stairs shall be compatible with the existing house. Stair supports must be designed as integral parts of the house.

**Roofs**

The slope, material, color, and texture of any new roof should be similar to the existing roof. Mansard and flat roofs are not permitted. New roof features – such as skylights, chimneys, or solar equipment – must be compatible with the design of the existing house. Roof-mounted equipment must be completely screened. The color of new roof flashing, diverters, vent stacks, and similar features must match the existing roof color. The color of new gutters must match the existing fascia or existing roof color, or be compatible. All roofing material shall be equal to or better than that currently existing.

Use of architectural composite shingle roofing in lieu of the natural wood materials presently used in the Montrachet neighborhood has been approved by the Homeowner's Association's Board of Directors. To assure uniformity of use, quality and the physical character of the neighborhood, architectural composite shingle roofing shall be minimally 355 pounds per square. At the time of this revision, the CertainTeed Presidential Shake (355#) and Presidential Shake TL (480#) complied with this minimum weight requirement. Composite shake roof color should be consistent with neighborhood style and character e.g. Autumn Blend.

**NOTE: ALL ROOFING MATERIALS USED, INCLUDING CHOICE OF COLOR, MUST BE APPROVED BY THE BOARD OF DIRECTORS AND/OR ARCHITECTURAL CONTROL COMMITTEE.**

**Skylights and Solar Equipment**Skylights and solar equipment must be designed to be integral parts of the roof. Their form, location, and color must be compatible with the existing roof. Profiles must be minimized. All supports and piping for solar collectors must be enclosed. The color of skylights and solar collector frames must conform to the existing roof color. Solar collectors should not be visible from the front street.

**Exterior Windows and Doors**

The size, location, material, and color of new windows and doors shall be compatible with the windows and doors of the existing house.

New accent windows and doors such as greenhouse windows or French doors must be compatible with the color and design of the existing house. The ACC Committee must approve shutters and sports equipment.

Changes to windows and doors such as glass tinting and decorative front doors – must be compatible with the color and design of the existing house.

**Awnings**Awnings must be compatible with the color and design of the existing house. They must be simple in design and color. The size, location, and form must be in scale with the window door or patio.

**Garage Doors**Changes to garage doors must be compatible with the design and color of the existing garage door. Treatments that draw attention to the garage door such as mirrored glass or ornate decoration on or around the garage door are not permitted.

**Exterior Lighting**New exterior light fixtures – such as decorative wall fixtures, lanterns on short columns, low voltage sidewalk lights, up lights, and light posts must be compatible with the design of the house. They must be simple in design, number and color.

Overly ornate light fixtures (such as Victorian globes) or commercial light fixtures (such as contemporary light bollards) that establish an independent theme that conflict with the overall street scene are not permitted.

All flood lights and other utilitarian light fixtures must be screened from the street and adjacent homes. Light fixtures operated by motion detectors are permitted if approved by Committee and if the fixture design is compatible with the architecture.

All light fixtures must be directed away from adjacent streets and properties to prevent off-site glare.

**Communication Equipment**No television or radio aerial, rotary beams, separate towers or other similar devices shall be constructed on any lot without the written approval of the Board. No satellite receiving dishes or other such electronic receiving devices shall be located on any Lot visible for the adjoining homes, streets, and roadways without Board approval. All aerial and satellite dish installations must receive prior written approval of the Board.

**Outdoor Storage**Storage sheds are only permitted in rear and side yards enclosed by fences. Any outbuilding and/or storage shed built on each Lot shall be (1) limited to one per Lot; (2) limited in size to 100 square feet total floor area and no higher than 10 feet in height from the lowest ground level to the

highest peak of its roof; (3) finished in materials matching those of the house built on each such Lot; (4) painted using colors matching the house built on each such Lot; and (5) built in compliance with all applicable zoning, building codes and per the conditions on the face of the recorded plat i.e 2.5' drainage easement on each lot line.

**Color Changes** Any color changes must be compatible with the neighboring homes and with the architectural style of the house and shall be of earth tones or shades of white only.

**LANDSCAPE**

**Landscape Character**

The landscape character of the Community is established by the initial development. Maintenance and subsequent landscape Improvement(s) must be compatible with the original design including but not limited to continued lawn irrigation, mowing, pruning, fertilization and general maintenance of lawn areas, however, periodic water restrictions may be imposed which could affect the ability of Homeowners rights to irrigate lawns and gardens.

**General Guidelines for Landscaping**

**Landscaping in yards visible from streets** The primary purpose of landscaping in private yards visible from streets/golf course – such as front yards and corner side yards – is to produce an attractive appearance to the overall community.

**Trees**

Trees installed by the original builder must remain unless the Committee approves the removal or replacement of the tree in writing. Original street trees may be replaced if dead or diseased with the same exact species of no less than 1" caliper.



**Thematic landscape features**

Thematic landscape features; colors, forms, or materials that establish an independent theme that detracts from the overall street scene—such as mirror balls, pink flamingos, Astroturf, rock gardens, gravel yards, cactus, waterfalls, fountains which are incompatible with the architecture, Railroad ties, and split rail fencing – are not permitted in private yards visible from streets/golf course.

**Landscaping in yards not visible from streets** Except for patio covers and gazebos, the top of all landscape features – such as garden walls, fences, statues, sculpture, waterfalls, and fountains – should be below the top of the perimeter wall or screened with landscaping to be invisible from surrounding streets, parks, greenbelts, golf course and adjacent homes.

**Fences** Fences visible from streets must be per the approved fence design recorded with the CC&R's. The color of the fence must be compatible with other existing fences located within the common areas, unless otherwise approved by the Committee.

All fences shall be constructed to a height of no more than 72" inches and shall be Committee-approved substitute material. No solid fence shall be constructed beyond the front building setback line or, in the case of corner Lots, beyond the side building setback lines.

Decorative wood fences – such as picket fences – are permitted if compatible with the architecture and if approved by the Committee.

Fences of chain link, poultry wire, woven wire, aluminum, sheet metal, fiberglass, reeds, straw, rope, and other similar temporary or commercial materials are not permitted.

**Drainage** Area drains shall be installed in private yards, as necessary, for adequate drainage to permit the plants to survive and to minimize ponding of water. The drainage pattern established with the original grading of the lot must be maintained. No drainage will be permitted onto common area slopes, landscaping, or adjacent lots.

**Playground Equipment** All playground equipment or any playground structure on any Lot shall be limited in height to no higher than 10 feet without Board approval. Permanently installed basketball hoops on the face of the house and visible from the street require Board or Committee approval.

**Driveways** All driveways and parking bays shall be constructed of exposed aggregate concrete, masonry or other accent materials such as brick or stone.

**Mailboxes**The original builder has installed mailboxes. Any modification in the location, color, size, design, lettering and other particulars of mail or paper delivery boxes shall be subject to the approval of the Committee.

**Use of neighbor's yard**The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent. The use of property owned and/or maintained by the Association for construction access is not permitted, unless the applicant signs a waiver of damage and posts a construction deposit in an amount determined by the Committee, for repair of damage to property owned and/or maintained by the Association.

### **REVIEW AND APPROVAL PROCESS**

**General Rules**1. Construction of any Improvement(s), including major front and back yard landscaping revisions, may not begin until the Committee has approved drawings depicting the proposed Improvement(s).

**2. Detailed sketches, diagrams and a completed "Property Improvement Form" must be submitted to the Committee at least 45 days prior to commencement of work, construction and/or revision.**

The drawings and forms should be sent to the "Beaverdam No. 2 Homeowner's Association Architectural Control Committee".

The Committee has 30 days from the receipt of the submittal of a **complete** (as determined by the Committee) submittal package, to approve or deny the submittal. The applicant **must** obtain a dated written receipt for all plans and specifications submitted. Incomplete submittals will be denied. If the Committee fails to transmit its decision within 30 days after receipt of a **complete** submittal package, then the submittal will be deemed approved.

3. When construction is completed, a "Notice of Completion" (Exhibit "B") must be delivered to the Committee, for its use in determining if the Improvement(s) were constructed according to the approved drawings. A representative of the Committee may also inspect the Improvement(s).

4. Construction must not disturb neighbors, neighbor's yards, property, common areas or any other Homeowner's Association property in the Community. Any authorization for construction access by the Association must be in writing and must include a specific description of the access area.

5. Approval of Improvement(s) by the Committee is for aesthetic purposes only. Approval does not imply that the proposed alteration complies with the health, safety or building code. It is the responsibility of the applicant to comply with all civil requirements and acquire all required permits. It is the applicant's responsibility to see that all federal, state, and local ordinance and codes are followed. Permits may be required by a public agency.

6. The Committee's approval of drawings refers to conformance with the CC&R's and these Guidelines. By approving the drawings neither the Committee, any members thereof, the Association, the Members, the Board of Directors, designated representatives or agents, assumes liability or responsibility therefore, including without limitation architectural or engineering design, or for any defect in any structure constructed from such drawings.

Process/Submittal Requirements

***The speed of Committee approval is based on the amount of information given on the drawings. Inadequate information will cause the Committee to deny the application.***

**Step 1**

Applicant reviews the Guidelines and prepares plans, elevations, and cross-sections depicting the proposed new Improvement(s). The ACC Committee may request additional information if deemed necessary for complete review, such as:

Owner's name, date, address and lot number of residence, north arrow, scale of plans (1/8" = 1'-0" or 1/4" = 1'-0")

Designer / contractor's name, address, and phone numbers

A dimensioned hardscape plan showing new and existing paving, walls, fences, pools, patio covers, drainage, and structures accurately described as to materials, length, height, and angles

A dimensioned planting plan showing new and existing plants accurately described as to plant type, size, and location.

A dimensioned roof plan for room additions showing new and existing roofs accurately described as to material, slope, and drainage.

Dimensioned floor plans for room additions showing new and existing rooms accurately described as to wall locations, columns, doors, windows, and other features that impact the exterior of the house.

Dimensioned elevations for room additions showing new and existing walls accurately described as to materials, colors, doors, windows, and other features that impact the exterior of the house.

Photographs and dimensioned details as needed to describe the Improvement(s), including a cross-section of any patio cover and a photograph of any skylight specifying the height, material, color, and appearance

**For major projects, preliminary design drawings should be submitted prior to preparation of construction documents.**

**Step 2**

Applicant completes Property Improvement Form. (Exhibit A)

**Step 3**

Applicant submits the completed Property Improvement Form and two sets of drawings to the "Beaverdam No. 2 Homeowner's Association Architectural Control Committee".

**Step 4**

Committee reviews the Property Improvement Form and the drawings, if any for completeness and consistency with the Guidelines.

It approves or denies the submittal. Approval may be given with conditions.

If the approval is of preliminary design drawings, then the Applicant must prepare final construction documents for review and approval by the Committee.

**Step 5**

Applicant reviews the Committee's comments and notifies the Committee if there are any questions.

**Step 6**

If the Committee has granted final approval and the Applicant understands the Committee's comments, then construction must begin within 180 days after approval by the Committee. Unless otherwise required by the Committee, construction as to external appearance of Improvement(s) must be completed within eight (8) months from start of construction.

**Step 7**

Construction must proceed in a manner consistent with the approved drawings. All deviations must be reviewed and approved in writing by the Committee.

**Step 8**

Within 30 days after construction is completed, the Applicant submits a Notice of Completion to the Committee, if requested. (Exhibit B)

**Step 9**

Committee visits the site within 60 days after receiving the Notice of Completion and determines if the Improvement(s) were constructed according to the approved drawings. Failure to obtain Committee approval constitutes a violation of the CC&R's and may require the unauthorized Improvement(s) to be removed at the Owner's expense.

***The speed of Committee approval is based on the amount of information given on the drawings. Inadequate information will cause the Committee to deny the application.***

**Conditions of Approval**The following conditions shall be the conditions of any Committee approval. They shall be deemed incorporated by reference in all drawings or the Committee's approvals. The Applicant shall have the responsibility to ensure that these conditions of approval are observed by all persons or firms engaged by the Applicant to construct and/or install the Improvement(s).

**Signs**Only a for-sale sign, for-rent sign, or security service sign permitted in the CC&R's shall be displayed on any house or in any yard.

**Hours of Operation**With respect to third party contractors (i.e. contractors other than the original builder or its affiliates), construction is only permitted between the following hours:

Monday through Friday	7:00 a.m. and 6:00 p.m.
Saturday	8:00 a.m. and 6:00 p.m.
Sunday	No work permitted.

If current City of Sammamish regulations are more restrictive, they shall prevail.

**Temporary Structures**Temporary structures are not permitted unless approved in writing by the Association’s Board of Directors or the Committee.

**Unightly Items**Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common areas, or on property owned and/or maintained by the Association.

Each week, all rubbish, debris and unsightly material or objects shall be removed from the unit or lot.

The Owner is financially responsible for any trash cleanup work the Association deems necessary to comply with this restriction.

**Building Material**Building material, including sand and bricks, shall not be stored on streets, sidewalks, or common areas. All building material must be stored on the Applicant’s property.

The Applicant is financially responsible for any cleanup and repair work the Association deems needed to comply with this restriction.

**Construction Equipment**Trash bins cannot be placed on streets or other areas of the Community that are exposed to the public for more than four consecutive calendar days unless otherwise approved in writing by the Committee.

The Owner is financially responsible for any equipment removal and repairs the Association deems necessary to comply with this restriction.

**Drainage**Proper drainage is required. Unless adequate alternative provisions are made for drainage, the original drainage system on the applicant’s property shall be left undisturbed. This includes gutters, downspouts, underground drains, and swales.

**Workmanship**The quality of new Improvement(s) shall match the quality of existing Improvement(s). The Committee may require the applicant to rebuild Improvement(s), which are of substandard workmanship. The Owner is financially responsible for any rework the Association deems necessary to comply with this restriction.

**Enforcement**Failure to obtain Committee approval for new Improvement(s) or changes to existing Improvement(s) constitutes a violation of the CC&R's and may require the construction to be removed at the Owner's expense.

**Violations**Owners shall have the right and responsibility to notify the Committee in writing or email of any potential violation of the CC&R's and the Architectural Guidelines.

**Amendments**These Guidelines (and the provisions set forth in the CC&R's regarding architectural control) form the criteria for evaluation of drawings submitted for review and approval by the Committee. These Guidelines may be amended or supplemented from time to time with Board approval.

**Maintenance of Improvements**The repair and maintenance of any Improvement(s) shall be the responsibility of the installing Owner or subsequent Owners.

**Conditions Not Covered**Any condition not covered in these Guidelines or the CC&R's shall become a matter of discretionary judgment on the part of the Committee, acting in good faith on behalf of the best interest of the Association and Community, as a whole. If there is any conflict between the provisions of these Guidelines and the CC&R's, the provisions of the CC&R's and/or decision of the Board shall control.

Adopted and Approved by the Beaverdam No. 2 Board of Directors this 30th day of April, 2011.

/s/  
Rob Klee

/s/  
Bob Conn

/s/  
Dave Eller

/s/  
Lynnette Johnson



**General Conditions Governing Reviews and Approvals:**

1. Architectural Control Committee approval does not waive or constitute or reflect compliance with any federal, state, or local regulation.
2. Architectural Control Committee approval does not constitute acceptance of any technical or engineering specification; and the Homeowner's Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The Architectural Control Committee reviews for aesthetic purposes only.
3. Any oversight of a provision of the CC&R's, or a provision in the Architectural Guidelines, does not waive the rule. Corrections may be required.
4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Homeowner's Association for construction access or storage is not permitted, unless authorized in writing by the Homeowner's Association and the Applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Homeowner's Association.
5. Building materials may not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Homeowner's Association. Streets may not be obstructed by construction equipment.
6. The property owner is financially responsible for any repairs to property owned and/or maintained by the Homeowner's Association damaged by a property owner's project.
7. Approval of drawings is not authorization to proceed with Improvement(s) on any property other than the lot reviewed by the Architectural Control Committee and owned by the applicant.
8. Approval of drawings is not authorization to revise the original drainage system installed by the homebuilder and approved by the County.
9. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g., proper spacing of trees, adequate drainage, and appropriate types of vines on walls).

**NOTE: An approval SHALL NOT be held to permit any violation of federal, state, or local regulation.**