

**Lakeland Hills Homeowners Association
Architectural Control Committee
Architectural Standards and Guidelines for
Lakeland Hills Divisions 1, 2, and 4A
Dated April 23, 2019
Supersedes: July 25, 2017**

Purpose/Scope

This guideline of standards is designed to ensure that Divisions 1, 2, and 4A of Lakeland Hills, maintain high standards of quality and maximize property values for all residents. It is not intended to unduly restrict property owners from exercising their rights to govern their property. The goal of the **Architectural Control Committee** is to work together with the home owners in Divisions 1, 2, and 4A to establish architectural standards that everyone can live with and to resolve any conflicts that may arise.

These architectural standards and guidelines are intended to supplement and clarify the requirements found within the Declaration of Covenants and Restrictions. Specific requirements found within the Covenants shall still apply. If a difference exists between these guidelines and those found in the Declaration of Covenants and Restrictions, the more restrictive shall apply.

The **Architectural Control Committee** reserves the right to change, amend, or delete any of these guidelines, as they deem prudent. Any changes, approved by the Board of Directors of the Homeowners Association, will be recognized.

Additionally, this document identifies the process to be used in dealing with Architectural Control Committee Guidelines or Covenant violations within the Lakeland Hills Home Owners Association. The intent is to provide a consistent, effective, and timely method for resolution of these issues.

The requirements and processes identified herein are consistent with the Association's By-Laws and Declaration of Covenants and Restrictions.

Definitions

The following definitions shall apply herein:

ACC:

Refers to the Lakeland Hills Homeowners Association Architectural Control Committee:

Association:

Shall refer to the Lakeland Hills Homeowners Association, Divisions 1, 2, and 4A

Boards of Directors:

The Board of Directors shall refer to the Lakeland Hills Homeowners Association Board of Directors, as set forth in the By-Laws of the Association.

Committee:

The Committee shall refer to the **Architectural Control Committee** as set forth in the Association By-Laws and Declaration of Covenants and Restrictions.

Chairman:

The Chairman shall refer to the Chairman of the **Architectural Control Committee** who shall be appointed by the Board of Directors and the Chairman of the Board of Directors who shall be appointed by the President of the Association.

Homeowner:

Shall refer to any property owner who possesses a certificate of occupancy in Divisions 1, 2, and 4A

Property Owner:/Owners:

The property owner shall refer to any lot owner in Division 1, 2, and 4A of Lakeland Hills.

(New) Area Team Leaders:

Shall refer to individuals assigned to various areas within the Lakeland Hills Homeowners Association as defined by the Board of Directors, to assist with area communication as well as organizing area betterment projects throughout the Association. Tasks will focus on many homes in a designated area while ACC initiatives focus on individual residences.

GENERAL PROVISIONS**Required Approval**

As identified in the Requirements and Restrictions section of this document, no significant construction, alteration, or improvements shall begin or any building or structure erected, placed or altered on any lot with Divisions 1, 2, or 4A, until the building plans specifications and plot plans showing the nature of the improvement have been submitted and approved by the **Architectural Control Committee**. An Application for Alterations (See Attachment 1) shall be submitted in writing, and identify the nature, kind, shape, height, materials, exterior colors, and location of building, structure, or other improvements, as required.

Time Limits

As per the Association's Declaration of Covenants and Restrictions, if the **Architectural Control Committee** or its authorized representative fails to notify the Owner of its action on an Application, said Owner may proceed with the proposed alteration and the requirements shall be deemed to have been fully complied with.

Variance/Appeal Process

A Variance to these standards may be granted if the applicant can demonstrate the following:

The hardship that serves as the basis for granting a variance is specifically related to property of the applicant.

The variance granted will be in harmony with the general purpose and intent of the Associations Architectural Control Guidelines and Declaration of Covenants and Restrictions. The neighborhood welfare and interest will be preserved.

A request for a variance or appeal of an **Architectural Control Committee** requirement must be submitted in writing to the **Architectural Control Committee**. The Board of Directors shall serve as an appellate panel to review decisions of the Committee upon request of an Owner. Prior to a meeting on the variance request, the **Architectural Control Committee** will provide the Board with their recommendation on the appeal. The Board will consider the action at its next regularly scheduled meeting, or may call a special meeting at its discretion. A majority vote of the Board will determine the disposition of the appeal. The Owner will be notified of the Board's decision within 15 days following the meeting.

REQUIREMENTS AND RESTRICTIONS

ACC Deficiency Checklist

The utilization of the checklist is designed to record any and all deficiencies associated with each residence's general appearance utilizing the requirements and restrictions set forth herein. A sample of the Checklist Form is found in Attachment 2 of this document. The Checklist is utilized each spring to make the initial assessment and again during the summer as a follow up mechanism to ensure compliance has been accomplished.

Exterior Siding

No home or out building shall be constructed utilizing exterior siding of aluminum, plywood, T-111 or vinyl.

Roofing

All home, garage, or out building roofs shall be constructed of one of the following: cedar shake, tile, metal shake, rubber shake, concrete shake or high-quality double or triple layered laminated architectural composition shingles with a minimum 40+ year warranty. All roofing requires approval by the **Architectural Control Committee**. Roofing material must be kept clear of moss and any other debris including, but not limited to, tree leaves or needles

Outbuilding roofing must match that of the primary structure. The use of fiberglass panels is restricted to the extent that colored panels are deemed unacceptable. Non-colored panels are limited to use over decks or patios upon approval by the **Architectural Control Committee**. The use of fiberglass panels must also be applied over a structurally sound frame conforming to the City of Auburn's structural requirements as obtained from the City of Auburn's Building/ Inspections/Permits Department. This will ensure that the adding of these panels will be safe and not a potential hazard. To gain city authorization for your project you can review information on www.codepublishing.com/wa/auburn/. Review title 14.03 and/or call Buildings/ Inspections/Permits at 253-931-3020 to have plans approved and necessary permits issued.

Fences

Any fences erected shall be in compliance with restrictions set forth by the City of Auburn and be constructed of wood, brick, or wrought iron. Fences shall not be constructed utilizing chain-link, chicken wire, or barbed wire of any type. Specific approval of fences by the **Architectural Control Committee** is not required if the above conditions are met. Certain dog-runs or kennel areas may utilize chain-link type material, provided that they are not visible from the street. Homeowners with kennel areas are strongly encouraged to establish landscaping whose primary purpose is to conceal these areas. All fencing visible from the street must be properly maintained with no broken, missing pieces, different stains or paint, and uniform material.

Exterior Antennas, Dishes, Etc.

There shall be no exterior mounted antennas or satellite dishes larger than 20 inches in diameter (for the purpose of transmission or reception of television, radio, microwave, or satellite signals) &/or 18x24 elliptical satellite dishes for High Definition television signals. Any installation that is visible from the street must have prior written approval from the **Architectural Control Committee**. No installation shall detract from the overall appearance and architectural integrity of the neighborhood.

Air Conditioners

Ductless, exterior window air conditioners, and/or any other form of temporary air conditioning unit, which may be viewed from the street, shall only be permitted following prior review and approval by the Architectural Control Committee. Central air conditioning units shall be permitted without ACC approval. **Exception**, to this above policy, shall be for ductless, exterior window air conditioners, and/or any other form of temporary air conditioning units, which may be viewed from the street, to be permitted on a temporary basis, without ACC approval during the months of May 1 to September 30.

Additions

No exterior additions or modifications to the primary structure or other structures shall commence without written approval from the Committee. Any plans for such additions shall be submitted in advance to the **Architectural Control Committee** for review. Approvals, when granted by the Committee, assume no legal liability for any legal action that may be taken pursuant to the construction of such additions or modifications. Any work, which requires a building permit issued by the City of Auburn, shall not commence until the required permits are in the possession of the property owner. To gain necessary

approvals and permits contact: Building/Inspections/Permits at 253-931-3020.

Out Buildings

No outside building or structure that is not integral with the primary structure shall be constructed without written approval from the **Architectural Control Committee**. Out buildings constructed for the purpose of general storage shall comply with local building codes and be constructed with materials of similar grade and quality to that of the primary structure. Roofing material and exterior siding must comply with those restrictions covered in the Roofing and Siding sections. The **Architectural Control Committee** may authorize green-houses if the structure consists of metal framing, powder coated in a color which blends with surrounding landscape materials and utilizes panel inserts made of opaque or clear polycarbonate or clear glass panels over 100% of the structure.

Driveways, Walkways, and Patios

Unless otherwise authorized by the **Architectural Control Committee**, no driveway, walkway, or patio shall utilize asphalt for external exposure. All driveways, walkways, and patios, visible from the street, must be kept clear of moss, weeds, and debris of any kind.

Yard Statues, Figurines, Etc.

Decorative statues, figurines, or other types of similar structures may be permitted. Any complaints received from neighboring owners in Division 1, 2, or 4A regarding such items will be reviewed by the **Architectural Control Committee**. If the **Architectural Control Committee** finds such items objectionable, it will require that such items be removed.

Camper, R.V., and Boat Parking

Campers and recreational vehicles shall not be permitted to park on the street except those used for normal daily transportation. Parking such vehicles and/or boats is permitted on the owners' property, provided they are screened from view by fencing that is six feet high or other screening methods approved by the **Architectural Control Committee**. Temporary or transient parking of recreational vehicles is allowed if a parking pass is received from the **Architectural Control Committee**. All parking areas must be set back behind the front edge of the principle structure of residence or garage.

SIDEWALK MAINTENANCE

General – No foliage of any type shall be permitted to overhang any sidewalk or street that obstructs or impairs free, full and unencumbered use of the street or sidewalk. Any vegetation, black mold and algae that is growing or has grown and died which is a menace to public safety or welfare, is deemed a nuisance, must be removed. To obtain further clarification on this topic go to www.codepublishing.com/wa/auburn/ and refer to Title 12 section 12.030. You may also call 253-931-3020 and talk to a code enforcement officer. Our sidewalks represent a challenge for us as homeowners and because they are part of the community we as homeowners have an obligation to see that they are maintained and don't become an eye sore throughout the Association. Sidewalks include all of the curb to where the street blacktop(asphalt) begins.

Other sidewalk issues – The placement and use of basketball hoops and skate board ramps on our sidewalks and streets is an infraction of city code. Enforcement of these infractions will be carried out by the City of Auburn Enforcement Officer. You can review this ordinance by contacting the City Enforcement Officer at 253-931-3020.

LANDSCAPING AND GENERAL PROPERTY MAINTENANCE

Homeowners and property owners are expected to keep their properties reasonable well maintained. The maintenance, at this time, focuses on front yard appearance and general curb side appeal of the home itself.

FRONT YARD LANDSCAPING:

Yards – visible from the street must be kept free of debris and clutter including, but not limited to, bicycles, skateboards, and toys.

Lawns – Visible from the street must be kept regularly mowed and edged. Grass must not exceed 6” in height and kept healthy, attractive, and free of weeds. Water hoses, sprinklers, and any other lawn care tools must be removed from lawn when not in use. Bare spots and/or missing turf should be replaced.

Trees – trimmed to prevent growth that obstructs sidewalks and streets. Care should be taken to ensure that trees are not planted within 8 feet of City sidewalks to prevent root system growth from eroding, cracking or otherwise destroying the sidewalk.

Hedges – restricted to a height of four feet and pruned to prevent growth onto and/or sidewalks and streets.

Weeds – general weeding of all planted areas (flower beds, shrubbery beds and other open areas where shrubbery and flowers are planted) as well as all lawn areas.

Dead trees, shrubs and planted materials – removed (shrubs & plants) or (trees) cut off at ground level and treated with appropriate stump removal chemicals or ground down using a stump grinder.

Diseased trees and shrubs and planted materials – treat cause, evaluate result and remove when cure is not achievable.

Easement areas for utilities – including water meters, telephone/internet and TV/internet stacks and Fire Hydrants must be clear of vegetation and fully accessible to various service providers without encumbrance.

Plants in containers – remove when dead, restock when and if desired

BACK YARDS – no provisions have been established at this time.

GENERAL PROPERTY APPEARANCE:

Home – painted periodically to ensure home and area esthetics are preserved

Gutters and downspouts – cleaned and maintained

Exposed fencing (frontal areas of the property) – painted or stained to ensure esthetics of the home and area are preserved.

The **Architectural Control Committee** reserves the right to enforce all reasonable maintenance requirements. A publication of the grading requirements will be published and distributed to homeowners prior to the May and September area representatives grading process.

MOTOR VEHICLE MAINTENANCE AND STREET PARKING

Vehicle Maintenance-No homeowner or property owner shall be allowed to perform work or maintenance on motor vehicles on the street. No homeowner shall be allowed to perform vehicle maintenance outside of his or her garage, which shall render the vehicle unable to operate under its own power for a period of more than eight hours. This shall include the driveway or any other parking area on the property.

Street Parking violations- Parking on streets is limited to a period of 72 hours without being moved and is a City parking violation as found in the City of Auburn parking codes. This violation is enforced by the city parking enforcement officer either by random checks or by special request. Everyone should strive to ensure that all vehicles are removed from the streets on Tuesday's to permit the weekly street cleaning process to be carried out without restriction. Similarly, Vehicles should be removed from the streets on Thursday's or Friday's (following a holiday), to allow the Waste Management collection trucks to perform the pickup service without restriction. Parking on rolled curbing and sidewalks is also an infraction of City codes so every effort should be made to ensure this is also adhered to. This infraction is also monitored by the city's parking enforcement officer. Parking on any street in the wrong direction for any period of time is a violation of city code and is subject enforcement by the city either by random check or special request. Finally, parking in front of or nearer than 15 feet to mailbox's during normal mail distribution periods (noon to 5:00pm) should be adhered to, to ensure mail delivery is not encumbered.

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Exterior Painting

Homeowners are required to obtain ACC approval for external color changes to their lot or home; including trim, doors, and other exterior surfaces. The ACC has the right to deny approval for any proposed changes that are not suitable or desirable for aesthetic or any other reasons. ACC approval is required to ensure that any color changes are in compliance with the HOA's Community Covenants, to preserve and enhance property values in the Community, and to maintain a harmonious relationship among the structures, vegetation, and overall aesthetic design of the Community.

Homeowners are required to obtain approval from the ACC prior to painting the exterior of their home, unless you are repainting it the same colors; then no prior approval is required. The homeowner must specify the colors selected for the base (siding), trim (around windows, doors and on gutters), front door, garage door, and shutters if applicable. All sides of the home must be painted the same body and trim colors.

The homeowner will submit the Application for Alteration form to the ACC. The request should be submitted at least 30 days in advance of projects start, including the paint manufacturer, number code and name for each location, example:

Body: Manufacture Name and Color Number
Trim: Manufacture Name and Color Number
Front Door: Manufacture name and Color Number
Shutters: Manufacture Name and color Number

The ACC requires that an 18" X 18" sample of the body color be painted on the house siding not visible from the street. An 18" X 3" sample of the trim and shutter colors, if different, should be painted next to the body color. The typical color swatch (found at most paint stores) can be used for the front door sample. After the sample colors have been applied, the owner will contact the ACC to inspect and review the colors selected. Once approved, a *signed* copy of the Application for Alteration form will be returned to the homeowner.

The following are strictly recommendations and intended to assist homeowners in selecting colors that are likely to be approved:

1. Use hues of brown, gray, white, green and blue for the body and trim.
2. Base and trim paint should be from the same color family, (example: a medium brown base with a light brown or white trim)
3. Ensure adequate contrast in the base and trim colors
4. Ensure there is adequate contrast between the base color you choose and your next-door neighbors
5. Avoid using bright primary colors such as blue, green, red and yellow for base and trim
6. Front door colors are typically darker than base and trim and can include darker shades of blue, green and red as well as black.
7. Satin sheen paints provide extra durability over flat paints.
8. Exterior paint must be a flat or satin sheen. No gloss sheens are permitted for use on the body or trim of a home. Semi-gloss sheens may be used as accent color only, on front

doors and other approved accent areas.

Note that other colors will be considered but using the guidelines above will provide you with the best chance of obtaining quick approval.

WASTE AND TRASH RECEPTACLES

No waste container, trash receptacle or other refuse shall be permitted outside, within view from the street except for purpose of collection by the city of Auburn or other refuse contractors. No container or other refuse shall be positioned for collection prior to fourteen hours before scheduled collection during winter months and twelve hours before scheduled collection the remaining months of the year. All containers must be off the street and out of view no later than 6:00 pm on the date of collection.

EXTERIOR LIGHTING

Exterior lighting, yard lights, and limited duration seasonal lighting, or security lighting is permitted, with the exception of mercury vapor type high intensity lighting systems. Exterior Christmas lights and/or decorations are permitted between Thanksgiving and January 15th. Any lighting that causes a night time nuisance to surrounding neighbors or vehicles traveling on streets and is reported to the **Architectural Control Committee** will be reviewed by the **Architectural Control Committee**. This review may result in a requested repositioning of said lighting or removal when positioning does not resolve the infraction.

Enforcement

Identification of Violations

The identification of a violation is initiated either by resident complaint, or by members of the **Architectural Control Committee, Board of Directors, or Association Officers**.

The **Architectural Control Committee** is responsible to verify, specifically, the validity of the violation, and what requirement is being violated.

All violations will be tracked on a log (see attachment 1). Status on each violation will be provided to the Board Directors at monthly board meetings.

Notification

Upon validation of a violation, the **Architectural Control Committee** will send notification to the homeowner identifying following;

- The specific violation
- The requirement that is being violated
- Recommended resolution
- Due date for resolution or plan

The **Architectural Control Committee**, at its discretion, will identify the due date from the date of the notification. Factors involved in setting this date include time of year and the expected type of resolution required. If the violation is not resolved or an acceptable plan provided by the identified due date, the **Architectural Control Committee** will

enforce at its discretion, fines defined in the Association fine policy.

Violation Resolution

The **Architectural Control Committee** will monitor the resolution of each violation. If the violation is resolved by the due date, the log item will be closed. If the homeowner identifies an acceptable plan for resolution, the **Architectural Control Committee** will monitor the homeowner for compliance to the plan.

Failure to Comply

If the violation has not been resolved, or an acceptable plan has not been received by the due date, the **Architectural Control Committee** will initiate a review with the Board of Directors. This review may be at the regularly scheduled monthly meeting, or at a special meeting called specifically for this purpose. A quorum of the Board, as defined in the Association By-Laws, is required to address the issue. At this time, the Board will either decide to pursue either fine policy action, legal action, or other actions to resolve the violation. Upon a vote, of the majority of the Board, the violation and the chosen action will be implemented. In the event legal action is decided to be the remedy, all costs associated with any legal action will be charged to the homeowner.