



SUPPLEMENTAL GUIDELINES
FOR
NORTHSHORE COUNTRY CLUB ESTATES
PROTECTIVE COVENANTS, CONDITIONS & RESTRICTIONS

April 2, 1996

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Introduction

Responsibility of the ACC

The North Shore Protective Covenants, Conditions and Restrictions (CC&R's) places responsibility for review and approval of homeowner improvement projects upon the Architectural Control Committee (ACC). Each homeowner improvement project must be evaluated by the ACC for harmony of exterior design, location in relation to and effect upon surrounding structures and topography. The objective of the ACC is to maintain a high level of community standards so that property values are enhanced and all residents of North Shore Country Club Estates share the benefits of living in an attractive community.

Authority to Adopt Guidelines

Article 10, Section 5.b of the CC&R's authorizes the ACC to adopt and amend written guidelines to be applied in its review of homeowner improvement projects. The purpose of these guidelines is to further the intent and purpose of the protective covenants, conditions and restrictions of North Shore Country Club Estates.

Benefits of Guidelines

Clearly written supplemental guidelines and construction standards offer the following benefits:

- They will assist the homeowner to plan and construct home improvement projects that comply with the CC&R's.
- They will provide a means to inform homeowners within North Shore Country Club Estates of the ACC's interpretation of the CC&R's.
- Since there may be many instances where interpretation of the CC&R's could involve the subjective judgment of the ACC, guidelines will help to promote consistent and uniform application of the protective covenants, conditions and restrictions.

The ACC welcomes your comments and suggestions on how this manual or any of its contents may be improved.

Architectural Control Committee

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Section 1.1 Guidelines for obtaining ACC approval of homeowner improvement projects.

- 1.1.1 All homeowner improvement projects require ACC approval prior to the start of construction. Homeowner improvement projects include construction or alteration of grading, storm drainage, landscaping, fences, patios, sidewalks, sports courts, dog kennels, children's play structures, retaining walls, sheds, decks, grading, landscaping, sheds and other exterior structures or home modifications. Exterior color changes also require ACC approval.
- 1.1.2 An application must be submitted to the ACC for approval of a homeowner improvement project prior to the start of construction. Each application shall include the following:
- a. Completed application form. See Appendix A.
 - b. Lot diagram that shows the location of the improvement on the lot.
 - c. Additional drawings, details and product literature to be considered by the ACC. Details should show the nature, kind, shape, height and any specifications applicable to the improvement.
- 1.1.3 Applications should be submitted to:
- NorthShore ACC
PO Box 24090
Federal Way, WA 98093-1090
- 1.1.4 The ACC will review the submitted information, make a decision as to the harmony of the design, location in relation to and affect upon surrounding structures and topography. A written decision will be returned to the applicant within thirty (30) calendar days of submission of a completed application.
- 1.1.5 Any decision of the ACC may be appealed to the Board of Directors, NorthShore Homeowners Association by submitting a written request to one of the Board members. Homeowner appeals must be submitted within thirty (30) calendar days from the date of the ACC decision to be considered for review by the Board of Directors. The Board will respond to an appeal request within thirty (30) calendar days from receipt of the request.

Section 1.2 Guidelines for construction of out-buildings, storage sheds and other secondary structures.

- 1.2.1 Maximum area of out-buildings, storage sheds and other secondary structures shall be one hundred twenty (120) square feet, unless otherwise approved by the ACC.
- 1.2.2 Maximum height shall be ten (10) feet, unless otherwise approved by the ACC.
- 1.2.3 Exterior finish materials shall match the exterior finish materials of the primary residence located on the lot.
- 1.2.4 Exterior colors shall match the exterior colors of the primary residence located on the lot.
- 1.2.5 Roofing materials shall be of similar or better quality than the roofing materials used on the primary residence located on the lot. Roof materials shall conform with the materials specified in Article 10, Section 15 of the CC&R's (tile, cedar shakes or shingles) unless approval for use of other material is granted by the ACC or its authorized representatives.
- 1.2.6 Roof runoff shall not be directed toward or onto adjacent property without the affected property owner's permission.
- 1.2.7 The location of out-buildings, storage sheds and other secondary structures shall comply with any applicable City of Tacoma setback requirements.
- 1.2.8 Construction of out-buildings, storage sheds and other secondary structures shall comply with the requirements for preserving scenic views of adjacent property as contained in Article 10, Section 23 of the NorthShore CC&R's.

Section 1.3 Guidelines for time to install lawns or yard landscaping.

- 1.3.1 New homeowners with unplanted yards shall install a lawn or other approved landscaping as follows:
 - a. Front yards within six (6) months from the date occupancy.
 - b. Rear and side yards within twelve (12) months from the date of occupancy.

- 1.3.2 Existing homeowners with unplanted yards shall install a lawn or other approved landscaping as follows:
 - a. Front yards within six (6) months from the date of these guidelines.
 - b. Rear and side yards within twelve (12) months from the date of these guidelines.

Section 1.4 Guidelines for time of completion and construction procedures for homeowner improvement projects.

- 1.4.1 Once started, a homeowner improvement project shall be completed within six (6) months from the beginning of construction, unless an extension of time is granted by the ACC.
- 1.4.2 Work areas that are within view of neighboring lots shall be kept neat and orderly. Construction materials shall be neatly stored or covered, and construction debris shall be removed daily.
- 1.4.3 Work areas exposed to the weather shall be temporarily covered with plastic during rain storms if stormwater runoff from the project site results in sedimentation of downstream property. Plastic covering shall be anchored to prevent wind displacement.
- 1.4.4 Dirt or debris tracked onto streets or adjacent property during a homeowner improvement project shall be removed and the area cleaned at the end of each working day.

Section 1.5 Guidelines for fence construction.

1.5.1 Fences shall be constructed in accordance with Standard Fence Detail 2.1 unless otherwise approved by the ACC.

1.5.2 Within nine (9) months after completion, fences shall be painted with one of the following:

- a. Clear sealant or stain.
- b. Pigmented sealant or stain, color as noted below.
- b. Latex or oil based paint, color as noted below.

Fence color shall be off-white, Parker Paint "Ceylon Ivory - 5370W" or equivalent.

1.5.3 All exposed surfaces on both sides of the fence shall be sealed, stained or painted, unless otherwise approved by the ACC.

1.5.4 Gates shall be of the same materials and color as the fence.

1.5.5 Existing fences that do not conform with the above guidelines shall be brought into compliance within nine (9) months from the date of guideline adoption unless otherwise approved by the ACC.

Section 1.6 Guidelines for notification of CC&R violations and penalties for non-compliance.

- 1.6.1 The penalty or fine for each non-compliance violation shall be five hundred dollars (\$500.00).
- 1.6.2 The procedure for notification of violations and levy of fines for non-compliance shall be as follows:
- a. A friendly notification letter will be sent to the homeowner that identifies the violation and references the applicable portion of the CC&R's. The homeowner will be asked to correct the violation within thirty (30) calendar days from the date of the notice.
 - b. If the violation has not been corrected within the specified time period, a second notification will be sent to the homeowner by registered mail indicating that a \$500.00 fine will be levied if the violation is not corrected within thirty (30) calendar days from the date of the second notice.
 - c. If the violation has not been corrected within the time period specified in the second notification, a third notification will be sent to the homeowner by registered mail indicating that a \$500.00 fine has been levied by the homeowners association for non-compliance, and additional \$500.00 fines will be levied on a monthly basis until the violation has been corrected.
- 1.6.3 At any time during the above described notification procedure, the homeowner can schedule a meeting with the NorthShore Board of Directors to discuss the violation, appeal a fine or request an extension of the time period that the violation can exist without penalty. If a homeowner appeals a fine to the Board of Directors, the fine will be suspended from the date of appeal until such time that the Board renders a decision regarding the appeal.
- 1.6.4 Collection of fines levied for non-compliance violations shall be in accordance with Article 9 of the CC&R's. Payment for fines should be mailed to:

NorthShore Homeowners' Association
PO Box 24090
Federal Way, WA 98093-1090

Section 1.7 Guidelines for pet houses and dog kennels.

- 1.7.1 Pet houses and dog kennels shall be located in the rear yard unless otherwise approved by the ACC.
- 1.7.2 Dog kennels shall be hidden from ground level view from the street and neighboring lots by one of the following:
 - a. cedar fence that has been installed around the perimeter of the yard and complies with the NorthShore standards and guidelines for fence construction, or
 - b. shrubs, hedges or other landscape plantings that have adequate height and width to camouflage the kennel within 18 months, or
 - c. other construction that has been reviewed and approved by the ACC.
- 1.7.3 Pet houses and dog kennels shall be maintained in a clean, neat and orderly condition at all times.

Section 1.8 Guidelines for sports courts and equipment.

- 1.8.1 Sports courts shall be located in the rear yard unless otherwise approved by the ACC.
- 1.8.2 To provide screening and protection of neighboring lots from the activity, noise and stray balls associated with these facilities, sports courts shall be hidden from ground level view from the street and neighboring lots by one of the following:
 - a. cedar fence that has been installed around the perimeter of the yard and complies with the NorthShore standards and guidelines for fence construction, or
 - b. shrubs, hedges or other landscape plantings that have adequate height and width to camouflage the sports court within 18 months, or
 - c. other construction that has been reviewed and approved by the ACC.
- 1.8.3 If installed, lights for sports courts shall be positioned such that lighting does not impact neighboring lots.
- 1.8.4 Use of sports courts shall be limited to between 9:00 AM and 9:00 PM.
- 1.8.5 Equipment used in sports courts shall be commercially manufactured unless detailed plans for home-made sports equipment are reviewed and approved by the ACC.
- 1.8.6 No basketball hoops and/or backboards shall be attached to a garage or other structure, or permanently installed next to a driveway.
- 1.8.7 Portable free-standing basketball facilities shall be acceptable for short term temporary use within a driveway provided they are stored out of view when not in use. Portable basketball facilities that are used on a short term temporary basis in a driveway shall be exempt from the screening requirements in Section 1.8.2 of these guidelines.
- 1.8.8 Sports courts shall be maintained in a clean, neat and orderly condition at all times. Sports court equipment shall have a clean, neat and well maintained appearance at all times.

Section 1.9 Guidelines for children's play areas and play structures.

- 1.9.1 Children's play areas and play structures shall be located in the rear yard unless otherwise approved by the ACC.
- 1.9.2 Wood or metal frame swing sets and play structures shall be commercially manufactured unless detailed plans for home-made swing sets or play structures are reviewed and approved by the ACC.
- 1.9.3 Children's play areas shall be maintained in a clean, neat and orderly condition at all times. Play structures shall have a clean, neat and well maintained appearance at all times.

NORTHSHORE HOMEOWNER'S ASSOCIATION

Application for Approval
of
Homeowner Improvement Project(s)

All homeowner improvement projects such as grading, landscaping, fences, patios, sport courts, walls, decks, sheds and other exterior structures or home modifications require approval from the Architectural Control Committee (ACC) prior to construction.

Please complete the information below and attach a lot diagram showing the location of the improvement and a drawing showing any details that should be considered by the ACC to this form.

Submit the application to:

NorthShore ACC
PO Box 24090
Federal Way, WA 98093-1090

Owner: _____

Lot No. _____

Address: _____

Division: _____

Phone No. _____

1. Project Description: _____

2. Size of Building (or Length of Fence): _____

3. Siding Materials: _____

4. Exterior Colors:

Primary: _____

Trim: _____

Accent: _____

5. Roofing Material: _____

The above information is complete and accurate to the best of my knowledge.

Applicant's Signature: _____

Date: _____

Procedure for adoption of ACC Guidelines

- As the need arises, new guidelines are discussed by the Board & ACC.
- Discussion of a proposed guideline should address:
 1. Why there is a need for the guideline.
 2. What purpose does the guideline serve and how will it benefit NorthShore.
 3. How many homeowners and to what extent will the initial adoption of the guideline impact.
 4. Difficulties of enforcement should guideline be adopted.
 5. How might the homeowners react to the initial suggestion of the guideline via the NorthShore News.
- After adequate discussion and approval by the Board & ACC, the proposed guideline must be printed in the NorthShore News along with a request for comments from the homeowners. This shall serve as official notification to the homeowners.
- In the event no comment is received from the homeowners within 30 days following publication of the guideline in the NorthShore News, the guideline shall be adopted as written. All guidelines are to be recorded.
- If comments are received, the Board and ACC shall reconsider adoption based on reactions from the homeowners at the next Board Meeting.
- Notice of guideline adoption/non-adoption will be announced in the following edition of the NorthShore News.