

WHITEHAWK ASSOCIATION

ARCHITECTURAL CONTROLS

GUIDELINES, CRITERIA AND PROCEDURES

Adopted June, 1994

WHITEHAWK ASSOCIATION - ARCHITECTURAL CONTROLS

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## WHITEHAWK ASSOCIATION - ARCHITECTURAL CONTROLS

### PREFACE

Why did you purchase your home in Whitehawk? There are many answers to this question -- as many as there are Whitehawk homeowners. Almost all people will have one answer in common, however. They like the look and feel of Whitehawk.

The Whitehawk Association, of which every homeowner is a member, was established to preserve and enhance the resources of Whitehawk. The Association is charged with maintaining common areas and ensuring the preservation of the residence and landscaping design qualities, uniformity and compatibility which make Whitehawk a desirable community in which to live.

The Covenants, Conditions and Restrictions ("CCRs") are a part of every deed to property within Whitehawk (each property owner receives a copy at closing) and grant the Association the legal authority to review and approve or disapprove the details and written plans and specifications showing the nature, kind, shape, height, material, colors, and location of proposed residences, buildings, fences, walls, or other structures, exterior additions to or changes or alterations therein, clearing or excavation of Lots or cutting of trees within Whitehawk. This authority is vested by the Association in the Architectural Review Committee ("ARC").

The ARC is a committee whose members are initially appointed by the Declarant and later by the Association's Board of Directors. The ARC is charged with the architectural review function of the Association.

The specifications and guidelines contained in this handbook are broad based and address those exterior modifications which homeowners most commonly wish to perform.

# WHITEHAWK ASSOCIATION - ARCHITECTURAL CONTROLS

## SECTION 1. INTRODUCTION

This manual has been designed to aid you in determining what exterior modifications require ARC approval and how to apply.

### 1.1 Categories of Exterior Modifications

Proposed exterior modification will fall into one of three categories:

- \* Pre-approved (following specifications)
- \* Application Required
- \* Prohibited Items/Construction

#### 1.1.1 Pre-Approved

A large number of common exterior modifications (such as fences, some landscaping, etc.) are pre-approved and do not require submittal of an application to the ARC as long as the construction follows explicitly the specifications provided in this manual. If the proposed construction does not follow the specifications, an application must be submitted and approval by the ARC is required prior to starting any work.

#### 1.1.2 Application Required

All exterior modifications which are not explicitly listed as pre-approved or prohibited require approval by the ARC prior to starting any work. The exterior modifications covered in this manual are not intended to be all encompassing.

#### 1.1.3 Prohibited Items/Construction

Certain exterior modifications are expressly prohibited by the Association and may not be performed under any circumstances. A list may be found in Section 4.0 "Prohibited Items/Construction" in this manual.

### 1.2 How to Use This Manual

To use this manual effectively, first find in which category your proposed exterior modification falls by searching the table of contents for the type of modification, e.g. landscaping.

If your proposed modification is in the Pre-Approved category and you will follow the specifications explicitly, you may proceed without any further investigation.

If your proposed modification is listed in the Application Required category, or is not specifically covered in this manual, follow the procedures for application to the ARC in Section 5. If the proposed work is covered in this manual, show how your work will follow the guidelines provided.

If your proposed work is in the Pre-Approved category but you wish to deviate from the specifications, you must submit an application by following the procedures in Section 5.

**WARNING: IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO DETERMINE IF ANY GOVERNMENT BODY (PIERCE COUNTY, ETC.) APPROVAL IS REQUIRED. APPROVAL BY THE APPROPRIATE GOVERNMENT BODY DOES NOT RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN ARC APPROVAL NOR DOES ARC APPROVAL RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN GOVERNMENT BODY APPROVAL.**

## SECTION 2. PRE-APPROVED CONSTRUCTION SPECIFICATIONS

Specifications provided in this section must be followed explicitly. If any deviation from these specifications is desired in your construction, you must submit an application to the ARC for approval. See Section 5, "Application Procedure."

Much of the work homeowners wish to perform falls into the category of repair or replacement. If you intend to repair or replace items which were part of the original construction or were added after the original construction for which you obtained written ARC approval, AND you will repair or replace the items with IDENTICAL materials, you may do so without requesting ARC approval prior to performing the work. Examples of this may be repairing a cracked walkway with exposed aggregate, repainting your home in the original colors, replacing a broken light fixture with an identical fixture, etc.

### 2.1 Fences

A privacy fence will drastically alter the appearance of your property and adjacent properties. For this reason, it is highly recommended that you discuss your fencing plans with your neighbors prior to construction.

Fences which comply with the specifications contained in Section 2.1.1, "Fencing Specifications," do not require approval with the following exceptions:

- \* If your property is adjacent to a street either on a side (corner lot) or in the rear, you must obtain prior ARC approval for your fence.
- \* If you will attach to an existing fence, you must submit an application with the signature of the owner of the existing fence. You do not need prior approval before attaching to these fences if they are on your property.
- \* If your fence will at any point cross the property line onto an adjacent property, you must submit an application with written approval of the owner of the adjacent property.
- \* Front yards may not be enclosed by fencing under any circumstances.

#### 2.1.1 Fencing Specifications

In all cases, the side of the fence which is more finished than the opposite side must be constructed with the finished side facing out (toward neighboring properties) and the framing side facing your property. This is commonly called a "Good Neighbor Fence."

Continuous solid fencing panels shall not exceed eight (8) feet center to center of posts.

Fence heights shall be limited to six (6) feet as measured at all points along the fence line from ground level.

The fence may be left natural, or painted to match the color of your house or trim.

#### 2.2 Landscaping

Landscaping can be effectively used to accent driveways, define space, create "soft" privacy screens, and reduce the visual impact of fences, sheds, etc. Since landscaping is a design element, consideration should be given to relationship to the applicant's house and adjacent houses.

Planting and maintenance of trees and shrubs may not obstruct sight lines required along roadways. Plantings must not block sun to or views from neighboring properties, reduce air circulation to neighboring properties, nor encroach upon walkways or block walkway lighting. Shade patterns of larger trees and possible physical damage to other properties by encroaching plantings must be considered.

Homeowners must select plants which, upon maturity, will be of an appropriate size in height and width in order to comply with the above stated regulations. See Section 4.2, "Drainage," for additional information.

*SEE 1ST AMENDMENT*  
PLEASE NOTE: Landscaping of the remainder of the property must be complete within six months after completion of construction of new residences in Whitehawk. Minimum requirements are that the soil (except in flower beds) be covered with living ground cover (such as grass) or standard landscape material (such as bark) which provides weed, dust, and erosion control.

### 2.3 Low-Level Decks

All decks must be compatible with the house in materials and color. Decks which measure no more than eighteen (18) inches from the ground to the deck flooring at any point around the perimeter of the deck do not require approval. All other decks require submittal of an application and prior approval by the ARC. See Section 3.3.

### 2.4 Spas and Hot Tubs

All spas and hot tubs must be located in the rear of the property and must incorporate a locking cover or be completely enclosed by a six (6) foot wooden fence.

Sun control devices and privacy screens around the spa shall be no more than eight (8) feet in height when measured from the top of the spa. See Section 3.13, "Sun Control Devices," for further requirements.

## SECTION 3. GUIDELINES FOR OTHER CONSTRUCTION

The guidelines which follow address a broad range of exterior alterations. As it is not possible to cover every type of construction, these guidelines define the principal factors which should be considered in your design such as size, location, quality of construction, materials, colors, relationship to adjacent properties and surrounding areas, etc.

The individual merits of each proposed construction are always considered by the ARC. These guidelines should in no way restrict you in design of well thought out alternatives.

### 3.1 Major Alterations

Additional Rooms  
Greenhouses  
Attic Ventilators

Garages and Carports  
Chimneys and Metal Flues

Major features of the house (such as vertical and horizontal lines, projections, trim details, gutters and downspouts, drainage, and materials to be used) must be reflected in the design of the addition. The location must not impair views or the amount of natural light and ventilation reaching adjacent properties. All alterations must be compatible with the original house and adjacent houses in style, materials and color.

Major alterations represent a substantial cost. It is recommended that a preliminary application for conceptual approval be submitted early in the planning process. The preliminary application should include as much information as practical but must include at least a site plan showing dimensions, elevations if applicable, relationship to adjacent houses, and property lines.

Attic ventilators, or other mechanical apparatus requiring penetration of the roof, shall be as small as functionally possible, shall be painted to match the roof, shall be located on the rear of the house whenever practical, and shall not extend above the top of the roof line.

### 3.2 Clotheslines

Clotheslines must be fold-up or retractable styles and must be completely out of sight when not in use. Permanent structures are not allowed.

### 3.3 Decks

Decks should be compatible in materials and color with the house and are to be located primarily in the rear of the yard." Other locations will be considered due to homeowner's lot considerations. See Section 2.3, "Low-Level Decks."

### 3.4 Pet Houses/Runs/Enclosures.

Pet houses must be compatible with the homeowner's house in color and material, and must be located where they will be visually unobtrusive and will have the least impact on neighbors for visibility, noise, and smell. Generally, this means away from shared property lines.

Chain-link fences for dog runs will be considered if inside solid privacy fencing, softened by supplemental landscaping, and well screened.

Enclosures to confine pet(s) in an area less than the entire back yard must be placed in a location where minimum nuisance and inconvenience is caused to neighbors, and away from shared property lines and living areas of neighborhood residences.

Kennels and stables (as defined by the applicable government agencies) are prohibited.

### 3.5 Driveways

Only hard, stabilized surfaces of concrete or masonry will be considered. No other material will be approved.

Special care must be exercised if changes alter drainage patterns. Runoff must be disposed of within the boundaries of your own property.

### 3.6 Exterior Lighting

Lighting not part of the original structure and changes in original lighting which are not identical in style, scale and color to the original lighting must have approval.

The application should specify location of lighting on the property plat, height of light fixtures above the ground, wattage, and detailed descriptions of the fixtures.

Lighting shall not be directed outside the homeowner's property lines nor toward adjacent homeowners' windows.

### 3.7 Painting

Any changes in exterior color for houses, fences, decks, roofs, and trim must be approved by the ARC. Colors of stains or paints must be compatible with colors of other houses in the neighborhood. Color chips (samples) must be submitted with the application along with a detailed description of where the colors are to be applied (trim, body, doors, etc.). See Section 2 regarding repainting in the same color.

### 3.8 Patios

Patios will be located primarily in rear yards. Materials shall be brick, stone or concrete. If changes in grade or other conditions which affect drainage are anticipated, they must be indicated on the application. Mitigation of any possible adverse

effects of drainage changes must be shown on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

### 3.9 Recreation, Sports and Play Equipment

Recreational play equipment should be placed in rear yards whenever possible. Consideration should be given to lot size, equipment size and design and visual screening.

Basketball backboards may be attached to the house or freestanding.

### 3.10 Retaining Walls

Retaining walls must make use of rock or wood in combination with appropriate landscaping. Because retaining walls may alter existing land forms, the design of such walls must address drainage patterns.

### 3.11 Signs.

All signs not addressed in the CCRs or community rules and regulations are subject to ARC approval. Refer to Sections 6.4 and 6.25 of the CCRs for signage policies.

### 3.12 Storage Sheds

A shed will be considered only if it blends with the house and maintains continuity of materials and color with the house. Metal sheds or buildings are not allowed.

A detached shed may be located only in the rear yard or side yard if fenced. Materials and colors must match or be compatible with the house and fence to which the shed is attached or near. This includes siding, roofing, paint or stain, and construction details such as trim and pitch of roof.

### 3.13 Sun Control Devices

Awnings, arbors, trellises, etc. must be of a straight-forward design without decoration such as scallops or fringes. They must also be consistent with the scale of the house to which they are attached and must be located such that they do not adversely affect views, sunlight or natural ventilation of adjacent properties.

Hot tub and gazebo covers must be made of wood and left natural or painted to match the house.

### 3.14 Swimming Pools

All swimming pools (above ground, below ground, and prefabricated) must be located in rear yards. Alternate locations will be considered only for property with an unusual configuration or topographical features.

The pool and any mechanical equipment must be completely enclosed by a six (6)-foot-high wood fence. Location of pool pump equipment should be away from adjacent neighbors to minimize the impact of noise. Fences and gates must either conform to the specifications in Section 2.1 of this document or an application for the fence must be submitted with the pool application.

As the installation of a swimming pool is a major undertaking, an application for preliminary approval is required. The preliminary application should include a site plan showing dimensions of the pool, deck, fenced area, and relationship to the house, adjacent houses, and property lines.

### 3.15 Tree Removal

No tree over eight (8) inches in diameter, when measured one (1) foot above the ground, may be removed without written approval of the ARC. Trees which are removed must be replaced. If the tree is being removed for disease or decay reasons, a different type of tree may be used as replacement. Removal of trees for prevention of potential damage to property or personal safety reasons will be permitted. See Section 2.2, "Landscaping," for additional information.

### 3.16 Walkways

Only hard, stabilized surfaces will be considered. Gravel, flagstone and stepping stones are acceptable. Special care must be exercised if the addition of walkways will alter drainage patterns. Runoff must be disposed of within the boundaries of your own property.

### 3.17 Wires and Pipes

All utilities, wires and pipes except for control or monitoring housings must be underground. The installation of drain pipe by the homeowner or contractor must be approved by the ARC.

## SECTION 4. PROHIBITED ITEMS/CONSTRUCTION

The following are expressly prohibited in all areas of Whitehawk:

### 4.1 Model Home Alterations

Alterations made by Whitehawk builders or the developer to model homes for the purposes of marketing which are otherwise not permitted, such as fenced front yards, French doors on garages, etc. shall be permitted ONLY until the model home is sold to the homeowner. The builder MUST return the home to compliance with the Architectural Controls prior to occupancy by the homeowner.

Additionally, under NO circumstances shall any homeowner be allowed to make model home alterations to their property which are not in compliance with these Architectural Controls.

### 4.2 Antennas

Shortwave radio and television antennas, satellite dishes and all similar devices are not allowed in Whitehawk without the prior written approval of the ARC. See Section 6.12 of the CCRs for more information.

### 4.3 Drainage

Obstructing or retarding the flow of drainage is prohibited. Alterations to houses or lots which may change existing drainage patterns onto adjacent lots is prohibited.

### 4.4 Temporary Structures

Temporary structures are not allowed on any lot in Whitehawk at any time.

### 4.5 Trash, Building Materials

Lumber, used building materials or litter of any kind may not be stored on any lot in Whitehawk. Excess material and debris must be removed immediately after completion of any construction.

### 4.6 Flagpoles

Permanent freestanding flagpoles are not allowed.

## SECTION 5. APPLICATION PROCEDURE

Applications may be obtained from the Whitehawk Association. (A copy is also included as Appendix A.) Completed applications should be returned to the ARC.

Please be sure to adequately describe the work you are proposing to do. If you have any questions, feel free to contact any member of the ARC directly. If your request is not clear, the ARC may deny your request pending submittal of clarifying information. Save yourself and the ARC some time; if you are not sure, ask.

The following information must accompany your application:

Site Plan: A site plan is most easily prepared by submitting a copy of your property plat. Proposed changes/additions should be indicated, including dimensions and distances from adjacent properties and houses.

Materials and Colors: Samples of the materials (where practical), colors to be used and an indication of the relationship to existing materials and colors must be provided. In most cases, a statement that the "proposed deck," for example, "is to be painted to match existing house" is sufficient. If the proposed color(s) are not the same as the existing colors, color chips must be submitted for clarity.

Drawings and Photographs: A drawing of your proposed change/addition must be provided. Do not worry about any shortcomings in your drafting or artistic ability. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown.

Acknowledgement of Neighbors: Your application to the ARC must include the signature of all other homeowners who will be affected by the proposed construction, color change, landscaping, etc. Your neighbor's signature DOES NOT constitute their agreement. It simply demonstrates to the ARC that you have informed them of your plans.

Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven days from the date of their signature to register their concerns with the Association. The ARC will then consider their concerns along with your application.

Ultimately, however, the ARC decision will be based on the standards set forth in the CCRs and this document.

Dates: The estimated start date and completion date of the proposed work must be included on the application. Your work must commence within six months of approval and must be complete within twelve months of approval.

#### SECTION 6. ARC COMMITTEE REVIEW PROCEDURE

Your correctly completed application must be submitted to the Association at least seven days before the meeting in which it will be considered. This is to allow any third-party comments to be considered along with your application.

All Whitehawk homeowners are welcome to attend ARC meetings. If you wish to come to the meeting in which your application will be considered to explain your proposed work in person, please notify the ARC in advance so that the committee can be sure you are present when your application is reviewed.

Whether your application is approved or denied, you will receive written notification by mail shortly after the meeting. You may also call as soon as the day after the ARC meeting to find out the status of your application; however, work shall not commence until you have received the written notice of your application's approval.

If a homeowner disagrees with a decision of the ARC, that decision may be appealed in writing to the Association Board of Directors. Resolution in a timely manner is the goal of the ARC, and such an appeal should be made to the Board for review at their next meeting following the ARC decision.

Decisions made by the ARC in reviewing applications are not based on personal opinion or taste. Judgment of acceptable design is based on the following criteria which represent in more specific terms the general standards of the CCRs:

Conformance with Covenants: All applications are reviewed to ensure that the proposed work is in conformance with the CCRs and Architectural Controls.

Validity of Concept: The basic idea must be sound and appropriate with its surroundings.

Design Compatibility: The proposed work must be compatible with the architectural characteristics of the applicant's

house, adjoining houses and the neighborhood setting. Compatibility is defined in terms of architectural style, use of materials, colors and construction details.

Workmanship: The quality of work must be equal to or better than that of the homeowner's property and the surrounding area.

#### SECTION 7. COMPLAINT PROCEDURE/FINE SYSTEM

The following procedure has been established for handling Association members' complaints regarding violations of the Architectural Controls. Complaints may be registered with the Association. Those homeowners who wish to be contacted regarding the handling of their complaint may give their name and phone number. **HOMEOWNERS ARE ENCOURAGED TO RESOLVE MATTERS AMONG THEMSELVES WHENEVER POSSIBLE.**

Complaints tend to fall into one of the following categories:

1. LACK OF ACTION - e.g., yards/landscaping not started, completed, or maintained. Woodpiles in inappropriate locations, etc.
2. PROJECTS IN PROGRESS - without ARC approval or which deviate from the submitted, approved plan; or which raise a neighborhood concern due to problems not originally considered, e.g., property infringement, quality of work, etc.
3. COMPLETED PROJECTS - not approved by the ARC or which deviate from the submitted, approved plan. Complaints may also arise due to misuse, problems not originally considered, property infringement, quality of work, lack of County approval/permits, tree removal, etc.

Complaints will be logged, and the ARC will appoint one (1) member to review complaints on a bi-weekly basis. (This appointment may be rotated on a monthly basis, or other schedule as agreed upon by the ARC.) This member will review any plans on file, make a visual inspection of the site, notify the subject homeowner, and collect any other relevant data.

Should the member handling the complaint initially find that it is unfounded (not a violation of Architectural Controls), the ARC will review this decision at their next meeting. If there is agreement that no violation exists, the complaint will be closed, with notification to the complainant, if requested.

If a violation has occurred, the ARC member will proceed as follows for each category of complaint:

1. LACK OF ACTION. Contact homeowner, explain the Architectural Control which has been violated, request compliance, make note of the action taken on the complaint form, return the form to the Association office, report to complainant, if requested, and report to the ARC at their next meeting.
2. PROJECTS IN PROGRESS. Contact the homeowner and explain the violation or problem, hand deliver a "Stop Work Order" (Appendix B) if appropriate, request a specific action by the homeowner (see possible actions below) by date of the next ARC meeting, report to the complainant, if requested, and report to the ARC at the next meeting, presenting a copy of the Stop Work Order and other relevant documentation. The ARC will then determine any further action.
3. COMPLETED PROJECTS. With the exception of the Stop Work Order, this type of complaint will be handled as with Projects in Progress.

Actions which may be requested of the homeowner include, but are not limited to: (1) submission of application and plans for ARC approval; (2) submission of modifications to plans; (3) steps to mitigate concerns or problems; (4) resolution by agreement among neighbors involved; and (5) removal of unapproved project.

It is in the best interest of all parties involved to review, discuss, and recommend possible resolutions. If the subject homeowner has not made a good faith effort to resolve the complaint by the subsequent ARC meeting, the ARC will then provide a written time schedule for homeowner's resolution of the problem. An ARC member will be assigned to follow up on the complaint to see that appropriate action has been taken. The complaint will remain on the ARC agenda until it is resolved.

If a homeowner disagrees with a decision of the ARC, that decision may be appealed in writing to the Association Board of Directors. Resolution in a timely manner is the goal of the ARC, and such an appeal should be made to the Board for review at their next meeting following the ARC decision.

If a homeowner refuses to take steps to correct a violation after adequate time to do so has elapsed, the ARC will send a letter by certified mail to the homeowner outlining the violation, requesting immediate compliance, and advising that a hearing may

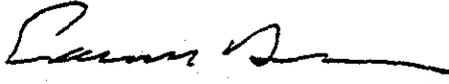
be requested before the Board of Directors. If a hearing is requested, it shall be scheduled as soon as possible.

If, at the hearing, the Board finds a violation to exist, or if no hearing is requested and the violation continues for more than fourteen days after the receipt by the homeowner of the certified letter, the Board of Directors may impose a fine on the homeowner. Any fine shall become a lien in favor of the Association and against the lot or living unit in question, arising in the same manner as liens under Section 4.2 of the CCRs. The fine will be levied daily, at \$10.00 per day, until the violation is cured. Fines will be billed and collected in the same manner as are the Association's general dues.

In the event of a continuing violation which results in the assessment of more than thirty days of fines, the Board of Directors will review the situation. The Association may, at that time, initiate legal proceedings to enjoin further violation and to collect any unpaid fines. Fines may continue to be assessed during the pendency of such legal proceedings.

ADOPTED this 20<sup>th</sup> day of June, 1994.

WHITEHAWK ARCHITECTURAL  
REVIEW COMMITTEE

By   
Chairperson

APPENDIX A

APPLICATION: ARCHITECTURAL CONTROL COMMITTEE

Date Received \_\_\_\_\_  
Application No. \_\_\_\_\_

1. Name \_\_\_\_\_ Div. \_\_\_\_\_ Lot \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ (home) \_\_\_\_\_ (work)

INSTRUCTIONS: For detailed instructions and attachment requirements, please refer to ARC guidelines and instructions outlined below. No Application will be reviewed without COMPLETE information and/or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. PLEASE COMPLETE THIS FORM IN INK.

2. Description of Proposed Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Estimated Start Date \_\_\_\_\_  
(within 6 months of approval)

Estimated Completion Date \_\_\_\_\_  
(within 12 months of approval)

4. Acknowledgement of property owners who are adjacent or have a view of the proposed work:

Name _____	Lot _____	Date _____
Name _____	Lot _____	Date _____
Name _____	Lot _____	Date _____
Name _____	Lot _____	Date _____

Note to Other Property Owners: Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention. If you have concerns with the proposed work, please notify the ARC in writing within seven (7) days of the date of your signature.

5. ACKNOWLEDGEMENT OF APPLICANT: I have read and acknowledge the Architectural Controls and the instructions set forth below which govern the procedure for undertaking any addition or alteration to my property.

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

---

FOR ARC USE ONLY:    Approved [ ]    Disapproved [ ]

Date \_\_\_\_\_

ARC Member Initials \_\_\_\_\_

Conditions of Approval \_\_\_\_\_

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**INSTRUCTIONS:** For detailed instructions, refer to the Architectural Controls, Section 5, "Application Procedure." For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work drawn to scale with exact dimensions shown. Note distances from property lines and show relationship of proposed work to neighboring homes and open spaces.
2. Drawings or illustrations of the proposed work showing the design.
3. Description of materials to be used.
4. Color: Note whether the color will match the existing house or trim of house, or attach a color chip for other color.
5. Grading plan -- if changes in grade or other conditions will affect drainage. **NOTE:** If your work will alter drainage patterns of adjacent properties, you **MUST** obtain the signature of the owner(s) who will be affected.

6. A separate written agreement signed by the affected lot owner if the proposed work falls on or crosses the property line at any point.

ACKNOWLEDGEMENT OF APPLICANT: (Signature above on Application.)

1. I understand that construction of certain projects requires that I obtain a City of Orting building permit(s) (and possibly other government approvals). Approval of the proposed work by the ARC does not affect or remove that requirement.
2. I understand that starting any work prior to written ARC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Whitehawk Association if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the ARC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Whitehawk Covenants, Conditions and Restrictions and Architectural Controls in regard to the review process.
5. The proposed work must commence within six months and must be complete within twelve months of approval of the application by the ARC.
6. I understand that approval is contingent upon all work being completed in a workmanlike manner with quality equal to or better than the original home construction.
7. I understand that if I disagree with the ARC ruling, I may appeal the decision as outlined in Section 5 of the Architectural Controls.

221736

APPENDIX B

WHITEHAWK ASSOCIATION - ARCHITECTURAL CONTROL

STOP WORK ORDER

To: Name \_\_\_\_\_ Div. \_\_\_\_\_ Lot \_\_\_\_\_

Address \_\_\_\_\_

Delivered by \_\_\_\_\_ Date \_\_\_\_\_

It has come to the attention of the Whitehawk Architectural Control Committee that the \_\_\_\_\_ [project] currently in progress on your property is subject to a neighborhood concern. You are ordered to STOP WORK IMMEDIATELY in order that this matter may be resolved.

The ARC member delivering this notice has been assigned to review the concern, and any information you can provide him/her will be appreciated. The matter will be discussed no later than the next regularly scheduled ARC meeting on \_\_\_\_\_, at \_\_\_\_\_. ARC meetings are open to all Association members, and you are welcome to attend.

If you have any questions, please call the ARC at \_\_\_\_\_.

Thank you.

\_\_\_\_\_  
Chairperson  
Architectural Control Committee