

Architectural Review Committee (ARC) Guidelines

According to Ellsworth Springs Condominiums' Rules and Regulations (No. 24), no alterations shall be made to any Common or Limited Common element without the written approval of the Ellsworth Springs Board of Directors

Also, according to the Declaration of Covenants, Conditions, Restrictions and Reservations for Ellsworth Springs Condominiums (Article 10.2.2), a Unit Owner shall not, without first obtaining written consent of the Board, make or permit to be made, any structural alteration, improvement or addition in or to his or her Building or in or to the exterior of the Building or any of the Common Elements or Limited Common Elements

The ARC is not a review body of the architectural design merits of proposed interior unit changes. It is primarily concerned with changes that affect common and limited common elements such as the structural, mechanical, electrical and plumbing systems of the buildings that may affect other unit owners.

Ellsworth Springs Condominiums CC&Rs and Rules and Regulations form the framework for the ARC Guidelines.

1. Refer to Rules and Regulations (Common Areas) Number 24.
2. Refer to Declaration of Covenants, Conditions, Restrictions and Reservations for Ellsworth Springs Condominiums Article 10.2.2, Structural Alterations

The purpose of the ARC is:

1. To process ARC applications for changes to the appearance of common and limited common elements or the exterior appearance of the unit for approval by the Board of Directors.
2. To process ARC applications for unit changes for approval by the Board of Directors
3. To act as a resource for unit owners so they can accomplish their projects without adversely affecting other unit owners.
4. To help educate unit owners as to the permitting and approval process for any remodeling projects.

Meeting Times: As needed once an application for a change or addition has been received.

1. What is an architectural change?

Any permanent addition, attachment or change to the exterior of a unit or limited common area. Some examples of architectural changes could be, but are not limited to:

- ◆ Changing the size, shape or appearance of windows and doors
- ◆ Adding a patio cover or patio fence
- ◆ Changing the color or surface composition of a patio
- ◆ Adding a hot tub
- ◆ Adding a screen or storm door
- ◆ Adding a television satellite dish

2. What would trigger the need for a unit owner to submit an application?

- ◆ Any project that would potentially be in violation of the Ellsworth Springs Condominium Association ByLaws and or Rules and Regulations
- ◆ Any exterior appearance change
- ◆ Any internal modification to the common walls or any changes which may affect or compromise structural integrity of the building
- ◆ Any project that would require a City permit

3. What kind of project would require a permit?

In general, any changes to the electrical, mechanical, plumbing or structural elements of a residential unit require a City Permit. Permits are needed for all changes to the interior of your unit, except changes in floor covering (carpet, vinyl, tile, etc.), paint or counter tops. Any time there is major interior structural work, utility renovation or demolition in a unit, a permit is required. If the proposed remodel includes utility or structural work, the plans and permits need to be reviewed by the HOA (architect / structural engineer) to ensure the work is in compliance with code and accepted construction procedures. A Permit is also required for fences 6' or less in height and the addition of patio covers. For clarification and/or information on the permit process, contact the Permit Specialist at the City of Vancouver, Development Review Services, 360.735.8873 x8333 or visit their web site at <http://www.ci.vancouver.wa.us>.

4. What are the submission requirements to the ARC?

A detailed, completed ARC application form, along with all the required attachments

5. What is the submission process?

- ◆ Contact the management company for an application / checklist form – available by e-mail, fax or US Mail.
- ◆ Submit the completed application, including a detailed description of the proposed project, change or addition, along with one set of plans/drawings of the project, addition or change

6. How often does the Architectural Review Committee meet?

On an as-needed basis when an application is received.

7. How long will it take for the Committee and the Board to act on a completed application?

- ◆ Whenever possible, for small projects, a recommendation will be made by the Committee to the Board of Directors within 14 days.
- ◆ Whenever possible, a recommendation will be made by the Committee to the Board of Directors with 45 days for large projects (meaning a need for engineer or architect's stamped drawings as required by the City for structural, electrical, mechanical or plumbing changes)

8. Who should act as coordinator for scheduling construction times and any actions impacting building common elements or systems?

The management company

9. Is there an appeal process?

A homeowner can appeal the Board's decision within 30 days. Owner will have the opportunity to state his/her case before the Board. The Board can reverse its decision, affirm its decision or send the application back to the ARC for further review.

NOTE: No project may be approved by the Board for any unit where HOA dues are not current

In any community living environment, it is necessary to have rules to ensure the protection of the commonly held assets we all own.

The goal of establishing these rules is not to try and make the lives of our neighbors who are undergoing construction more difficult; they are to have a common set of standards that will insure that all construction activity in a community occupied by 84 homeowners is consistent and does not cause damage to any building. It is also the hope that any fines associated with these rules will be unnecessary.

The purpose of the Construction Rules is to insure the following:

1. That the work does not compromise the structural integrity or mechanical systems of the buildings in whole or in part.
2. That any work does not compromise the value of the building or any unit.
3. That any work complies with codes and regulations
4. That any work does not increase common expenses of the Association.
5. That any work does not compromise or change the common elements or exterior appearance of the buildings
6. That any work does not compromise the quality of living of each Unit Owner.
7. That any work does not compromise the safety and security of our property – any building and any unit of the Ellsworth Springs Condominiums.

Construction Rules

1. All alterations, improvements and additions that would require a permit or fall under the provisions of the Declarations of Covenants, Conditions, Restrictions and Reservations Article 10.2.2 are to be approved by the Board of Directors prior to work commencing. All construction activity, regardless of whether it requires a permit or not, is required to abide by the house rules outlined herein.
2. All projects that require a permit must complete the Architectural Review Committee application, which is available from the management company. This application requires the name(s) of the contractor, person in charge and copies of insurance, permit, and bonding. This application shall be presented to the Architectural Review Committee and approved by the Board of Directors prior to commencement of the work
3. City permits and arrangements for restrooms, storage of any material, parking of vehicles, usage of utilities and disposal of materials will be between unit owner and contractors assigned to work on the project without exception. The unit owner assumes complete responsibility for the conduct of contractors, vendors or other persons entering the property to conduct the work. Damages, if applicable, will be assessed to the Unit Owner
4. Work will be confined to the hours of 7:00 am and 7:00 pm Monday through Friday. Except when Federal holidays fall on a weekday, no work will be performed on those days. Saturday hours are limited to the hours from 9:00 am to 5:00 pm. No work may be performed on Sunday. Work hour rules may be appealed to the Board of Directors with the written consent of the homeowners immediately surrounding the unit under construction
5. Common areas will be kept clean and clear of all construction debris AT ALL TIMES. No construction material may be stored in a common area of the building. No common element utilities may be used. No construction activity may take place in any common area. Construction debris must be removed from the property by the contractor
6. No unauthorized entrance into locked electrical and mechanical rooms or watering systems, including tampering with or altering any mechanical or utility system, is allowed. Access to any building or watering systems must be submitted in writing to the property management company ten days in advance. Any disruption in services also must be submitted in writing ten days in advance to the property management company.

Violations of these rules will result in fines outlined below:

1st Violation – Warning Letter

2nd Violation – up to \$150.00 – which may be waived by the Board after appeal by homeowner

3rd Violation – up to \$500.00 – which may be waived by the Board after appeal by homeowner

4th Violation – up to \$1,000.00

Architectural Guidelines for a Screen / Storm Door

The following are criteria developed by the Board of Directors for screen doors and storm doors at the front entry doors of all units. All residents desiring to add / install a screen door or storm door must still go through the application process which includes a review by the Architectural Review Committee.

1. The screen or storm door must be of good quality and have a heavy-gauge aluminum or polypropylene frame.
2. The door must be white in color and may have a brass accent strip on the bottom of the exterior door.
3. A good quality retractable screen solution is also acceptable
4. Security doors with bars will not be allowed.
5. Installation may be by a retail installer or competent homeowner. If a door or screen is not properly installed, the homeowner will be required to have the door properly installed.
6. For your reference, Architectural Review Committee members have printed material on suggested storm, screen and retractable screen doors.
7. A brochure showing your choice of door may also be submitted with your application.
8. The Board has the right to review any installation to insure that the installation meets these standards.

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM. I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change

Date _____

Date _____

Architectural Guidelines for a Patio Fence

The following are criteria developed by the Board of Directors for the addition of a fence around your patio. All residents desiring to add a patio fence must still go through the application process which includes a review by the Architectural Review Committee.

1. The fence must be white in color and constructed of the same material as the white fencing around the perimeter of the property (at the front and rear entry gates).
2. The fence should be no more than 3-1/2 feet in height from the floor of the patio.
3. For a examples of the appearance of a patio fence, see the patio fences located at the rear of the following units:
 - ◆ 11112 SE 18th Street
 - ◆ 1711 SE 110th Court
4. The Board has the right to review any installation to insure that the installation meets these standards.

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM. I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change.

Date _____

Date _____

Architectural Guidelines Patio Covers

The following are criteria developed by the Board of Directors for patio covers located at the rear of any unit. All residents desiring to add a cover over their rear patio must go through the application process which includes a review by the Architectural Review Committee.

1. The homeowner must obtain a permit from the City of Vancouver.
2. The patio cover must be installed by a factory trained supplier representative who is licensed and bonded.
3. The patio cover must be constructed of maintenance-free aluminum with heavy header beam construction, textured wood-grain finish and a white weather-resistant Tuffcoat paint finish or it may also be constructed of white vinyl
4. Examples of acceptable patio cover designs are located at the rear of the following units:
 - ◆ 11029 SE 18th Street
 - ◆ 1722 SE 112th Court
 - ◆ 11116 SE 18th Street
5. Cloth or metal awnings are not acceptable.
6. For your reference, Architectural Review Committee members have printed material for a suggested patio cover
7. The Board has the right to review any installation to insure that the installation meets these standards.

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change. I also understand that some changes may be recorded on the homeowner's title with the cost of said recording to be borne by the homeowner

Date _____

Date _____

Architectural Guidelines for Satellite Dishes

The following are criteria developed by the Board of Directors for satellite dishes. All residents desiring to have a satellite dish must still go through the application process which includes a review by the Architectural Review Committee.

1. As stated in the Association's Rules and Regulations dated July 29, 2003, satellite dishes shall not exceed 24 inches in diameter and shall be placed in as inconspicuous location as possible.
2. A satellite dish must be installed by a factory trained supplier representative.
3. Wires must be hidden whenever possible or placed in an inconspicuous area. Excess wiring is not allowed to be left in a bundle and/or attached to the building trim so as to create a nuisance with maintenance and/or painting of the trim.
4. The Board has the right to review any installation to insure that the installation meets these standards.

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM. I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change

Date _____

Date _____

Architectural Guidelines for a Patio Surface Change

The following are criteria developed by the Board of Directors for satellite dishes. All residents desiring to have a satellite dish must still go through the application process which includes a review by the Architectural Review Committee

1. Tile may be applied to the existing patio surface. Tiles must be for outdoor use; the color must be earth tones
2. The patio surface may also be stained in an earth tone color and etched with a tile design. This application must be done by a factory trained representative
3. Patio surfaces may not be painted.
4. No bright colors or colors inconsistent with the color scheme of the color scheme of the community will be allowed.
5. The Board has the right to review any installation to insure that the installation meets these standards

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM. I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change.

Date _____

Date _____

Architectural Guidelines for Hot Tubs

The following are criteria developed by the Board of Directors for hot tubs. All residents desiring to have a hot tub must still go through the application process which includes a review by the Architectural Review Committee.

- 1. The hot tub must be located in the rear limited common element area at ground level and be at least 1-1/2 feet from any wall for maintenance reasons.
- 2. The hot tub must be self contained and have a locking cover.
- 3. The unit owner must carry a liability policy of at least a \$1,000,000 and provide a Certificate of Insurance to the Board of Directors.
- 4. The unit must be wired with a dedicated circuit specifically for the hot tub. Said additional wiring must be performed by a licensed electrician.
- 5. The hot tub must be drained into the sewer.

I UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM I also understand that this architectural change is to be an owner-maintained component of my limited common area and I/we am/are responsible for any maintenance, repair, or replacement of any parts of said change.

Date _____

Date _____

ARC Application for Proposed Unit Change / Addition

Date of Submission: _____

Target Change/Addition Completion Date: _____

Unit Owner Name(s): _____

Unit Number: _____

Unit Address: _____

Telephone Number(s): _____

e-mail Address: _____

Description of Proposed Addition / Change to Unit:

Checklist:

- One copy of plans and specifications
- Names, contact information of contractor
- Copy of required City permits
- Structural
- Mechanical
- Electrical
- Plumbing
- Copies of contractor's insurance and bond
- Copy of estimated construction schedule
- Copy of written review and recommendation from Board architect regarding proposed changes to common element(s)

ARC Recommendation: Approval Disapproval Date: _____

Comments:

Board Decision: Approval Disapproval Date: _____

Actual Date Project Started: _____ Owner's Initials**:

Date Project Completed: _____ Owner's Initials**:

Date of Property Management Company Walk-through / Inspection: _____ Representative's Initials: _____

**** Homeowner understands that this architectural change is to be an owner-maintained component of their limited common area, and they are responsible for any maintenance, repair, or replacement of any parts of said change. Some changes will be recorded on the homeowner's title with the cost of said recording to be borne by the homeowner. ****