

HIDDEN WOOD WEST

ARCHITECTURAL REVIEW COMMITTEE

GUIDELINES

Dated: September 28, 2015

Table of Contents

Purpose:	3
Scope:	3
Responsibilities:	4
1. Arc Committee:	4
2. Association Member:	4
Approval Process:	4
Emergency Repairs	6
Guidelines:	7
Liability:	7
Standards:	7
1. Sporting Equipment:	7
2. Patio Cover:	8
3. Exterior painting:	8
4. Storm windows and storm/screen doors:	8
5. Decks:	8
6. Satellite dishes/antennas:	9
7. Privacy fence extensions :	9
8. Decorations:	9
9. Exterior lighting:	9
10. Landscaping:	11
11. Driveway extensions/sidewalks:	10
12. Garage conversions, carports, detached garages:	10
13. Window shades/awnings:	10
WORK ORDER REQUEST Form	13

Purpose:

Declaration (DEC), Section 10.6 Alteration of Common and Limited Common Elements. Nothing shall be altered or constructed in or removed from any Common Element or Limited Common Element except upon the prior written consent of the Board.

The Architectural Review Committee (ARC) was formed to develop a set of architectural review guidelines for Hidden Wood West (The Association) consistent with The Revised and Restated Condominium Declaration For Hidden Wood West, a Condominium (also known as the Declarations or Decs.). These guidelines are intended to fulfill that requirement by providing a framework around which the ARC can review and recommend to the Board of Directors to accept or reject proposed owner changes to The Association's Common Elements and/or owners Limited Common Element property potentially impacting the Association's Common Elements property and/or its value as a whole.

The committee is charged with assuring residents that requested changes comply with the current governing documents, conform to current building standards if they apply and aesthetically integrate into the architectural integrity of the community. These standards apply to all new construction, remodeling and changes made to the community's common areas as a whole and to those Limited Common Elements only as they may touch the association's Common Element property. Refer to: Decs. Article 1 Definition's for Common Elements, Limited Common Elements and Unit, Decs. Section 6.2 Unit Boundaries, Decs. Article 7 Common Elements, Decs. Article 8 Limited Common Elements, Decs. Section 10.3 Maintenance of Units, Common Elements and Limited Common Elements and Decs. Section 10.4 Exterior Appearance.

Scope:

The scope of this document applies to all Common Elements as defined in Decs. Article 1, 7 and 8. The scope includes all limited Common Elements as defined in Decs. Article 1 and described in Decs. Article 8 which directly touches any Common Elements as identified in the referenced documentation. Specifically excluded from the procedures outlined here are any emergency repairs or modifications, made by the owner or his assigned representative which may be reasonably construed to be in compliance with Decs. Section 20.3.3 Repair and Decs. Section 20.3.4 Emergency Work.

This exclusion does not absolve the owner of responsibility to notify the ARC Committee and/or the Board of Directors in a timely manner for any emergency repairs made by the unit owner. In making such emergency repairs to an owner's Limited Common Element he/she assumes liability for any damage to any Common Elements which can be demonstrated to have been a direct result of work performed by either himself or his assigned representative.

Responsibilities:

1. ARC Committee:

It is the responsibility of the ARC to manage the architectural, structural and aesthetic integrity of The Association Common Element property. It does so by basing requested change approval/disapproval recommendations to the Board of Directors on the Guidelines delineated below. The Approval Process outlined below begins with the submission of a Work Order Request Form by any member of The Association. The ARC, after having received the work order package is responsible for recommending approval or disapproval to the Board of Directors for their consideration, decision and notification to the submitter within the allotted time period. The ARC recognizes that Time is of the Essence in reviewing any submitted work package.

2. Association Member:

It is the responsibility of the association member to submit the work order package along with all essential details of the proposed project to the committee for their review to any changes to existing architectural, structural or aesthetic features of the communities Common Elements. The submitter may deliver his work proposal to the ARC in any of the four methods described in the Approval Process below. Recognizing that time is of the essence, the owner agrees to use all due diligence in completing the project within the estimated time frame. Extensions beyond the original proposed completion date exceeding twenty percent (20%) of the planned term, the owner must notify the Board of Directors.

Approval Process:

The following is the step by step process to be followed by the submitter and the ARC/Board of directors as specified:

- 1) Work Order Preparation: The unit owner prepares the Work Order Request including any pertinent data he/she feels will better describe the nature of the project.
- 2) Submission: The unit owner may submit their completed package to the ARC/Board using any of four methods described as follows:

- a. E-Mail: A 30 day review process begins as soon as the completed package has been SENT to any one of the ARC members, the current property manager, or the current President of the Board of Directors for The Association.
- b. Registered mail: A 35 day review process begins from the time stamped on receipt of the completed package from the Post Office. The completed package can be sent to either of the following; Any one of the ARC members, the current property manager, or the current President of the Board of Directors for The Association.
- c. Personally delivered: A 30 day review process begins as soon as the completed package has been personally hand delivered to any one of the ARC members, the current property manager, or the current President of the Board of Directors for The Association.
- d. Regular mail: A 35 day review process begins from the time printed on the completed package's cancelled postage from the Post Office. The completed package can be sent to either of the following: Any one of the ARC members, the current property manager, or the current President of the Board of Directors for The Association.

A submitted Work Order will be deemed approved by default if the ARC or the Board of Directors has not responded within the allotted review process time period.

- 3) Recognizing that time is of the essence, the reviewing authority, Board of Directors, has up to the allotted time to review the completed Work Order package and render an acceptance or rejection of the proposed project.
- 4) Communication back to the submitter regarding the reviewer's decision will be in the same manner as the Work Order was received. The process review continues to run until such time as the returned communication was either successfully returned or the Post Office attempted to perform the first return communication.

Notes:

- Extensions to the approval process may be granted on written agreement of both the ARC and the applicant.
- Appeals to rejected proposals may be submitted to the Board of Directors of The Association in compliance HW Rules-Fines and Due Process Procedure which is available on the Hidden Wood West Association web site at www.hiddenwoodwest.com
- A Work Order Request Form must be completed in its entirety and submitted to the committee. All pertinent information must be attached.
- Plans should allow for the time required to complete the approval process before the start date of the proposed work is confirmed.

- Board approval in writing is required prior *to beginning any work for which this document applies* Work performed without approval is subject to enforceable restoration by The Association.
- Applicants of a disapproved proposal will be notified in writing within the allotted time period. The disapproving authority, Board of Directors, will include the reasons for the disapproval as well as any recommendations for changes to the proposal which might enhance a proposals prospects for approval.

Emergency Repairs

It is recognized and understood that there are times when the formal request process is inappropriate. Such times may include, but are not limited to, events such as; Burst hot water heaters, leaking water lines in a wall, storm damaged roofs, or other such catastrophic incidents. During those occasions, the unit owner or occupant may at his discretion perform such repairs himself or coordinate with a contractor specializing in such repairs as is necessary to minimize damage and protect the property as stated in the Scope above. Such work or coordination does not and shall not be subject to the normal work order process as identified in this document. However, as a courtesy to The Association, the owner shall, within fourteen days, submit a letter to the ARC Committee and the Board of Directors describing the incident and any remedies they have taken to mitigate any damage caused by that incident. Such work does not absolve either the owner or his representative of any damage to Common Element property caused by demonstrated inappropriate or improper repairs. It is also understood that any emergency repairs will be limited in scope to the extent of damage caused by the incident in compliance with that stated in the Scope above.

Guidelines:

Each work order will be considered on its own merit. The Board of Directors may grant a variance based on the proximity of a property to the road, fence line and impact on the adjoining unit. It will also consider the precedence set by the project.

Only for The Association Common Elements, consideration will be given as to how the project will enhance the value of the unit, increase the financial base of comps when a unit is put up for sale and how it improves the overall appeal/value of the community.

It is noted that units on corners, the inside circle, and those on the outside circle are not identical in the amount of limited common area assigned to the unit. Depending on location, space under units also varies. Some units have no decks, some have only one

deck, some have connected or enlarged decks, some have steep stairs up to the back deck, some have no stairs, and some have only a patio.

Privacy is of great concern when changes are made to the outside of a limited common area or the common area.

It is in the best interest of all owners to report changes to their individual home owner insurance company for projects that could impact the value of the overall unit.

All projects must comply with the Revised and Restated Condominium Declarations for Hidden Wood West Association and the established Rules.

Residents may protest a project proposed by any other resident by following the rules in: Rules and Recommendations, Activities, Section 5, Problem Resolution Process.

Liability:

It is understood, acknowledged, and agreed by the submitting owner and/or his assigned, that approval for any owner or owner represented submitted project does not suggest or imply Hidden Wood West in any way assumes any liability for any damage done to any Common Element or Limited Common Element or any personal property damaged as a result of any work performed associated with the approved project. It is further understood and agreed that the costs associated with any collateral damage repair which can be demonstrated to be either a direct or indirect result of work performed under the approved work order is the sole responsibility of the unit owner. In signing the submitted Work Order the owner acknowledges and agrees: to this liability stipulation, and that if the proposed project is accepted the association shall not be held liable for any design flaws or construction or materials defects associated with the approved project.

Standards:

Declaration (DEC), Article 10 Permitted Uses; Maintenance of Units; Conveyances

1. *Sporting Equipment:*

DEC Section 10.6

Sporting equipment is defined as a basketball hoop, volleyball net, soccer goal, street hockey goal, batting cages, trampolines, trampoline cages, etc., are not permitted, except upon written consent of the Board.

2. *Patio Cover:*

DEC, Section 10.4

3. *Exterior painting:*

DEC, Section 10.4

The Board shall provide for the painting of the exterior of the buildings.

4. *Storm windows and storm/screen doors:*

DEC, Section 10.4

4.1 Providing the frames of these are of a color compatible with the exterior house colors, storm windows and storm or screen doors must receive ARC approval.

4.2 Storm/screen doors must be of a style and color which will be harmonious with existing architecture and trim colors. For example: No un-finished aluminum storm/screen doors will be permitted on earth tone trimmed units.

4.3 Storm/screen door trim (including but not limited to metal scrolls) must be described in detail in the work order request form and will be considered on a case-by-case basis.

5. *Decks:*

Rules, Section No. 1

5.1 Decks may not encroach into any utility easement unless the utility companies involved have granted their written consent to such encroachment.

5.2 Decks should not be situated on the lot so that they may pose a problem to the effective drainage of the lot or neighboring lot.

5.3 Deck stains must match or complement the house. Deck flooring should not be painted.

5.4 Deck railings and fencing must be painted to match the house unless otherwise approved by the board.

6. *Satellite dishes/antennas:*

DEC, Section 10.4.1

6.1 No satellite dish that exceeds thirty-nine inches (39") in diameter will be permitted on any limited common areas.

6.2 No satellite dish is permitted on any common areas.

6.3 Exterior antennas are not permitted.

7. *Privacy fence extensions :*

DEC Section 8.1.4 and Rules Sec 1 and 2

7.1 Fence extension requests should be signed by both neighbors sharing the side lot line and privacy fence, except in the case of a corner lot.

7.2 No fence may extend beyond the front building plane.

7.3 If both neighbors do not agree to a proposed fence extension, the ARC will review the proposal for the extension. The ARC findings will be considered final.

7.4. Fence materials may consist of cedar, treated woods, plastic and/or TREX type deck materials.

8. *Decorations:*

8.1 All decorations must comply with current rules and regulations. **See Rules and Regulations, Section 1, Other #6.**

8.2 Style and placement of benches in the common and limited common areas are subject to ARC approval.

8.3 House numbers must be visible from the street and back of the house. Rule Section 1, Other #5.

9. *Exterior lighting:*

Rules Section 1, Other 10

9.1 Additional exterior lighting should not be of a wattage or lumen that will affect neighboring homes.

9.2 Directional lights or floodlights must be aimed so as not to shine in the windows of neighboring units.

9.3 Low voltage and solar landscape lighting requires ARC approval.

9.4 No colored lights are permitted.

10. Landscaping:

Rules, Section 7

10.1 Timbers, bricks, stone, flowerbed borders, landscape lights, trellises and sprinklers must be approved subject to ARC review.

11. Driveway, concrete sidewalks and other pathways:

Changes or alterations to existing structures require ARC and Board of Directors approval.

12. Garage conversions, carports, detached garages:

DEC, Section 9.2 & Rule Section 2.14

Conversion of garages to living space is prohibited. Garages are intended for vehicle parking, storage and workshop space and may not be permanently converted into rooms for other uses.

13. Window shades/awnings:

DEC, Section 10.4

Interior and exterior window shades/awnings must be in compliance with the Declarations, Section 10.4 The portions of the curtains, blinds, draperies, underdraperies, or drapery lining visible from the outside of the Unit shall be white, off-white or another Board approved color as set forth in the Rules and Regulations.

The work order request form is available at www.hiddenwoodwest.com .

It is also available in the clubhouse entry way and from the property management company:

Diamond Community Management

7512 Stanich Lane, Suite 6

Gig Harbor, WA 98335

Phone: 253-514-6638

The work order request form is also attached to this document, see pages 12 and 13.

either a direct or indirect result of work performed under the approved work order is the sole responsibility of the unit owner.

In signing the submitted Work Order the owner acknowledges and agrees: to this liability stipulation, and that if the proposed project is accepted the association shall not be held liable for any design flaws or construction or materials defects associated with the approved project.