

HIGHLAND HILLS MAINTENANCE COMMISSION

ARCHITECTURAL CONTROL COMMITTEE

POLICY 3-3

**Approval Procedures For
Parcel Development to Include:**

**New Home Construction
Site Clearing
Addition of Out-buildings or Changes to Existing
Structures**

**Highland Hills Maintenance Commission
Architectural Control Committee**

Policy No. 3-3

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Title: Approval Procedures for Parcel Development to Include:
New Home Construction; Site Clearing; Addition of Out-buildings or Changes to Existing Structures

Standards used in this Policy derive from Protective Covenants and Restrictions (PC&Rs), applicable laws and codes and:

1. HHMC By-Laws: Article XII, Sections 6 & 7; Article VII, Section 2
2. Notice to Property Owners-Highland Hills Development. Auditor's File No. 750993
3. Board Policy No. 1-2: Being Heard by Your Board
4. Board Policy No. 1-4: Fines for Violations of HHMC Governing Documents
5. Board Policy No. 3-2: Parking: General and RV
6. Board Policy No. 3-5: Fences and Related Structures
7. Board Policy No. 3-6: Outdoor Burning Within Highland Hills
8. Board Policy No. 3-7: Trees
9. Board Policy No. 3-9: Greenbelt Tree Management
10. Board Policy No. 9-1: Ditch Drainage System and Roadsides
11. Board Policy No. 9-2: Roads and Drainage - Standard Specifications
12. Board Policy No. 11-1: Annual Mowing/Noxious Weed Control

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1.0 INTRODUCTION AND OVERVIEW

1.1 Introduction

In Highland Hills, land clearing, excavation and construction are subject to regulation designed to enhance the attractiveness of our community and the values of our homes. The basis of the regulation comes from the PC&Rs that were recorded by our developer against our lots and accepted by us when we acquired our properties. Others come from the governing documents of the Highland Hills Maintenance Commission (HHMC), of which we are all members by virtue of owning property here. These are contained in our Bylaws, various Policies adopted by HHMC's Board of Trustees (Board) and various procedures adopted by HHMC's Architectural Control Committee (ACC). In addition, easements and other restrictions of record may affect particular properties. Subject to these regulations, every effort is made to provide freedom of decision to the home owners in the design and construction of homes or smaller projects.

Coverage: These procedures cover approval for plans and execution of a new house, garage, outbuilding, change to an existing structure, or lot clearing for development-assessment or sale. (Note: Approval criteria for fences and similar structures are covered in Policy 3-5; tree removal is covered in Policy 3-7 and Policy 3-9; and work that affects the HHMC storm water runoff ditches and roads is covered in Policies 9-1 & 9-2. Policy documents are referenced above and are available from the ACC).

Architectural Control Committee: A committee comprised of 5 members who are appointed by and subject to removal by the Board. The ACC is chartered by the PC&Rs and is responsible for approving and monitoring the execution of work covered by Policies 3-3, 3-5, and 3-7. The ACC draws upon assigned Project Monitors and other HHMC Committees such as Roads and Drainage (R&D) and the Greenbelt Committee (GC) as necessary. The ACC exercises discretionary approval and disapproval of plans and specifications based on specific criteria of the PC&Rs including "minimizing interference with enjoyment of nearby land". The ACC monitors projects for compliance with the parameters approved for them and to see that their execution does not create an unnecessary hardship on HHMC residents (such as vehicles blocking roadways, or utility runs left open in roadways, etc.). Monitoring is accomplished by visiting the work in progress and communicating any concerns to the property owner.

HHMC Member Responsibilities: The HHMC home owner is responsible for providing the documentation necessary to achieve approval by the ACC of a project request; for seeing that the work is completed according to the approved plans and specifications; for managing the performance of the contractor; and for assuring that all applicable municipal and state building codes, other laws, and related requirements are identified and satisfied. The ACC respects the responsibilities of the HHMC member and avoids interposing itself as a representative of the member.

1.2 Overview of Process

The approval process begins with the submission of an application to the ACC, accompanied by plans and specifications for the project. A checklist of the items that must be addressed in the submission is presented in Section 2.1. Not all items will be required for every project request. Please consult with the ACC to determine which ones will apply. The application form is provided as Appendix A.

The ACC is a volunteer committee of neighbors helping neighbors to satisfy the PC&Rs and Policies applicable to building in Highland Hills. The ACC will answer your questions about HHMC requirements that affect construction and assist you to the extent possible. Please consult the current listing of HHMC committees for contact information for the ACC Chair. Plans and related material may be mailed to:

Architectural Control Committee
Highland Hills Maintenance Commission
P.O. Box 2198
Sequim, WA 98382.

Alternatively, an application package may be hand-delivered to a current member of the ACC.

2.0 PROJECT REVIEW, APPROVAL AND COMPLETION

This Policy covers several areas of approval. Most involve the construction of some structure on a lot or changes to an existing structure. Others involve site clearing and preparation of lots for development, including the dumping of fill dirt, or the “parking out” of a lot for sale. “Site clearing” approval is given with the understanding that there will be no further activity to construct without additional approval by the ACC and permitting by Clallam County. In general, Items 1 through 3 and appropriate site clearing details from Item 4 below from the “Application Checklist” are required for a land clearing request.

It is important to note that:

- **No work will be approved until the property corners are clearly surveyed and marked and trees to be cut and removed are clearly identified.**
- **No project, lot clearing or similar activity may be started prior to HHMC’s receipt of the Environmental Protection Deposit and the owner’s receipt of written ACC approval discussed below.**
- **No excavation or related construction may be started prior to delivery to the ACC of a copy of the Clallam County building permit.**

2.1 Application Checklist (Input)

The following items must be submitted to the ACC to initiate a construction review process:

1. A completed, signed ACC Project Review Application form (See Appendix A).
2. A legible copy of the County-approved Short Plat that includes the lot and restrictions.
3. A copy of the "Exhibits Page(s)" or "Subject To:" summary pages from the title search report and/or copies of the actual recordings against the property.
4. A site plan, to scale, that includes:
 - The proposed location of the structure on the site, including decks.
 - All setbacks, easements (including general, utility, special ingress/egress and road easements), and greenbelt areas with actual dimensions.
 - Site clearing details with specific identification of trees over six inches in diameter (at chest height) desired to be removed.
 - The exact location of the interface of the driveway with the HHMC road, and the location of off-road parking areas.
 - The location of the planned water, sewer, telephone, and electrical power service connection points, including size and related pathways that may require use of easements; also the size and location of drainage culverts.
 - The size and location of proposed propane tank installation. Screening is required around a propane tank as specified in Policy 3-5.
 - A separate fence application form per Policy 3-5 if a fence is to be erected.
 - A detailed plan showing any and all modifications, construction, or landscaping planned in the HHMC storm water drainage ditch or within five (5) feet of a roadway edge whether there is a ditch or not. This plan must show driveways, culverts, landscaping, drainage infrastructure, and any other construction (such as sewer line connections) that might alter or impact the integrity, servicing or use of the roadway or the ability or efficiency of the ditches to carry storm water runoff. (See Policy 9-2 for exact specifications and requirements).
5. Detailed floor plans and specifications showing size, roof material, finish and elevations that clearly show footings for the structure. The plans should include a calculation of the building height as defined in Section 3.2.

6. A detailed drainage plan signed by a professional engineer with the location and size of culverts, drainage outflow lines and washout protection of the HHMC ditch. The plan must meet County standards of acceptance per requirements of the building permit. The plan is subject to review by R&D.

A copy of the Clallam County approved building permit must be submitted to the ACC prior to final ACC approval.

The following must be available at the construction site for ACC review prior to approval:

- Lot lines with surveyed corners.
- Trees marked for possible removal
- House corners staked to disclose set-backs

2.2 Environmental Protection Deposit (Input)

An environmental protection deposit (currently \$2,000) is required for approval of a project and payment is due prior to any site clearing, dumping of fill dirt, excavation, or construction activities approvals. A construction deposit balance falling below one thousand dollars (\$1,000) must be replenished by the owner to that amount (\$1,000) within three days of ACC written demand.

This deposit is to help cover any cost incurred by HHMC for cleanup or repairs to the property owner's property, or to HHMC's ditches or roadways, due to construction practices, or any fines imposed on the property owner prior to ACC verification of completion of the project. The net deposit will be returned upon satisfactory completion and final inspection of the project as described below.

2.3 Clallam County Building Permit (Input)

It is the HHMC homeowner's responsibility to obtain a Clallam County Building Permit and all related approvals, such as permits for sewer and other utility hook-ups, pre-excavation location of underground utilities, etc. The ACC will not intervene in this process and assumes no responsibility for representations made to obtain permits. No approvals will be granted for construction until all proper permits are provided to the ACC.

2.4 ACC Processing and Approval

The PC&Rs allow the ACC 30 days to act on completed plans and specifications. Therefore, an application should be submitted for committee action well in advance of the anticipated starting date of the requested activity, in case clarification or further work is required. The ACC will defer full review of submitted plans until all outstanding information is received and all liens filed by HHMC or unpaid overdue assessments on the subject lot are resolved.

Commission members may review plans and specifications related to applications by contacting a member of the ACC.

The ACC will send the applicant its decision in writing as soon as possible but not later than 30 days from date of receipt of the complete application package containing all necessary plans and supporting documents.

The ACC may conditionally approve a set of plans and state what conditions are necessary for a complete approval. When all identified items are satisfied, the approval process shall be complete. **Construction activities are not to begin until all conditional items have been completed.**

2.5 Appeal Process

If an owner receives disapproval of an application and is unable to resolve the deficiencies with the ACC, an appeal may be made to the Board of Trustees. The proper procedure for appeal is outlined in Policy 1-2: *Being Heard By Your Board*.

2.6 Construction Timeframe, Deadlines, and Changes (Project Execution)

ACC approval of a set of plans for construction to begin is good for twelve (12) months from the date of approval. If construction activity has not begun in that 12-month period, the plans must be resubmitted to the ACC before construction may commence.

Exterior work on any building must be completed within nine (9) months from the start of construction activities. The start of construction activity is the first date of excavation for foundations. Construction work on all buildings and structures must be prosecuted diligently and continuously from commencement of construction until exteriors of such buildings, including decks, are completed and painted, or otherwise suitably finished.

Following approval and through the completion of the construction process, the owner is to contact the ACC before making any of the following changes in the construction of the building from what is shown in the plans and specifications approved by the ACC: those that affect the building height; the building footprint and related structures such as a deck or porch; roofing materials; or other site and utility related location changes. Interior changes, not affecting the building footprint or height, do not require notification. Reasonable efforts will be made by the ACC to assist the property owner in the prompt review of proposed modifications.

2.7 Project Completion

A final inspection by the ACC may be requested when the property owner believes all significant work is completed as planned. A refund of the construction deposit (less any amount withheld for construction damages and/or unpaid fines) will be made by the HHMC Treasurer upon receipt of a satisfactory inspection notice from the ACC.

An ACC member will visit the site. He or she will also review the completed building permit signed by the Clallam County inspectors, looking for final signatures and certification that the home's drainage plan was constructed as drawn. A copy of the Building Permit should be available for the ACC member to take for inclusion in the project file. Note that a project is not completed until a hard surface apron has been installed where the owner's driveway meets the HHMC paved road, and any ditch or road edge damage attributable to the construction process has been repaired (See Sections 3.4 through 3.6). A checklist, similar to the one shown in Appendix C, will be used by the ACC member to verify completion of the project. The results of this inspection will be communicated to the owner and documented in the ACC log.

3.0 DESIGN SPECIFICATIONS

3.1 Property Use and Size of Residence

Construction in Highland Hills is limited to single family residences and related outbuildings. The ground floor area of single family residences, exclusive of one-story open porches and garages, must not be less than 1,250 square feet for a one-story dwelling, nor less than 1,200 square feet of floor area on the ground floor of two-level structures. For multi-floor buildings, a daylight basement does not count as a story. The ground floor is considered to be the main floor living space.

3.2 Maximum Building Height

The building height on Highland Hills may not exceed an overall height of 35 feet, measured from the base reference point discussed below. *Figure 1* presents a drawing with the dimensions to be used for making this maximum height calculation.

Please note, if a foundation wall and footing are poured as an integral unit, the **top of the footing** measurement is taken at a point 24 inches above the bottom (ground contact point) of the integrated wall. Below normal grade subterranean caissons engineered for hillside construction are not considered footings. Further, if elevation changes in the terrain result in footings at different heights, the base reference point is halfway between the tops of the two footings, but not more than five (5) feet above the top of the bottom footing, which ever is less. The use of fill dirt or other constructive means to elevate a footing above the contour of the natural terrain requires specific approval by the ACC. See Section 4.3.

All roof structural elements are to be included in the measurement. Chimneys are not considered a structural element and are allowed to extend up to two feet above the highest part of the roof. Antennas, which are covered in Section 3.9, may extend no more than ten feet above the highest part of the roof.

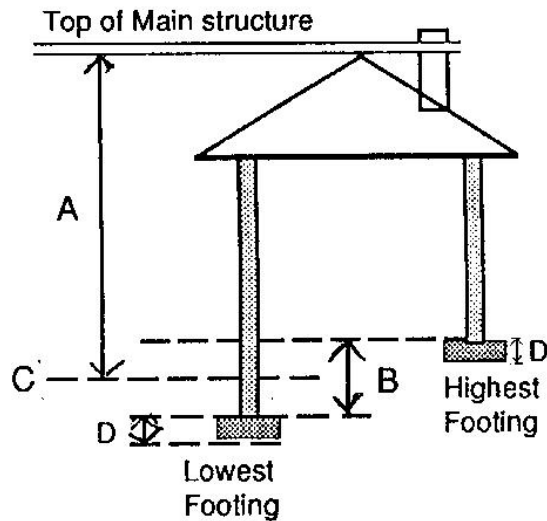


Figure 1: Dimensions and Criteria for Calculating the Maximum Building Height where:

- A= Building Height (35 feet maximum).
- B= Elevation difference between top of lowest footing and top of highest footing.
- C= The base reference point: half way between the top of the lowest footing and the top of the highest footing, but not more than 5 feet above the top of the lowest footing.
- D= 24 inches maximum for measurement calculation purposes.

3.3 Roofing Materials

Roofs on all buildings or outbuildings must be constructed of tile or heavy shake (*as defined by the Cedar Shake and Shingle Bureau - 3/4" butt*), or other materials determined by the ACC to be their equal in appearance. This excludes materials such as light or medium shakes, wooden shingles, asphalt shingles, fiberglass, metal standing seam, Taylor snap-lock metal, or hot-mopped tarred roofing.

The list of approved roofing materials is presented in Appendix B. The list in Appendix B will be updated as the ACC approves new materials for general use. HHMC counsel has advised that the "or equal" provision of PC&R #18 means "*equal in appearance*" to tile or heavy shake. If an owner wants to use a roofing material not listed in Appendix B, a sample of the material should be presented to the ACC for evaluation; and, if possible, a nearby location identified where an installation of the proposed roofing material can be seen. Modern materials meant to be a replacement for heavy shake or tile will also be evaluated for color, shininess, and sunlight reflectivity.

3.4 Driveway Aprons

Installation of a hard surface apron (asphalt or concrete) measuring two (2) feet in depth by the full width of the usable driveway abutting existing HHMC roadways is required for all new construction before it is completed. This requirement is waived if a concrete or asphalt driveway is connected to the road edge in an approved manner before project completion. Aprons must be installed under R&D supervision to their specifications and edge sealed Refer to Policy 9-2 for exact specifications and requirements.

3.5 Utility Lines and Trenches

All permanent utility lines from hook-up point to buildings on the property are required to be underground. The planned interconnection points, along with pathways for these utility lines, are to be shown on the site plan submitted for approval. All utility connections must use a lawful easement created for the specific benefit of the applicant's property or acquired through an agreement with a neighboring property. The ACC may require reasonable restoration of private property landscaping or other infrastructure owned by neighbors if a utility connection damages property through which it must pass. In all instances, construction damage affecting HHMC roads or storm water runoff ditches must be repaired in accordance with standards set in Policies 9-1 and 9-2.

If a trench is cut across an HHMC road for utility service, it must be saw cut, filled, compacted and the asphalt replaced and the edge sealed per R&D specifications contained in Policy 9-2. Re-paving must be finished within (7) seven days after completion of the utility installation.

3.6 Drainage Plan Requirement, Ditch and Roadside Modifications

The property owner is responsible for obtaining a County-approved engineered drainage plan prior to excavation and grading for construction of the home. A copy of this plan is to be submitted to the ACC, who will forward it to R&D to assure compatibility with the HHMC approved storm water runoff system.

The size and location of culverts are to be shown on the site plan and must meet the requirements of the County Engineer's standards or those of HHMC, whichever are more restrictive. Culverts in Highland Hills must be 18 inches or 24 inches in diameter (depending on location) and installed under direct supervision of R&D and to its specifications. R&D must approve any deviation from this requirement in writing. The ACC will assist the owner in requesting a variance where appropriate. Refer to Policy 9-2 for specifications.

Drain pipes or discharge points into an HHMC drainage ditch must be designed to prevent erosion or other damage to the ditch. For a lot and/or ditch that are on a steep slope, this may include a discharge parallel to the direction of flow and/or discharging into a rock field in the ditch. The R&D, through the ACC, may require specific road and ditch protection not identified

in the engineered drainage plan. Plans, materials, and specifications for ditch rocking or other alterations to HHMC ditches must be submitted to the ACC for approval after R&D review and prior to installation. Additionally, any proposed landscaping within five (5) feet of roadway pavement, whether a ditch is present or not, must meet guidelines established by R&D and follow the approval procedures identified in this paragraph. See Policies 9-1 and 9-2.

All construction activity involving the HHMC storm water ditches must be executed in a prompt manner, generally in less than 1 week, so as to minimize interference with the ditch function. At no time is any HHMC ditch to be obstructed or blocked. Upon completion of a project, the ditch must be completely cleaned and totally clear of any loose or obstructing materials to allow a full and unobstructed flow of storm water. Any materials used in ditches must be of a size so as not to be dislodged by water or traffic.

WATER DRAINAGE PRECAUTIONARY WARNING:

Owners/architects/contractors are cautioned and advised that Highland Hills/Bell Hill is a rural community located on a hill, and as such has unique topographical and geological conditions common to this type of area. The community is served by a County-approved open earthen ditch and basin storm water runoff drainage system that is not intended to be watertight. There are no street curbs/gutters or underground storm water collection systems. Highland Hills has a multitude of water sources including seeps, springs, flowing subsurface/subterranean water, landscaping water, site drainage, drain fields, and ponds.

It is highly recommended that owners consult with a licensed engineering firm or hydrologist regarding their property for the possible need to design and install countermeasures against water flow sources (such as the use of curtain/French/foundation/surface drains).

Directing water directly or indirectly onto an adjacent downhill or neighboring property without an easement from the owner of that property is generally a violation of law.

3.7 Propane Tanks

Propane tanks must be shown on the site plan with all buildings and property lines visible. Clallam County requires that all LPG tanks be installed under permit. Propane tanks in Highland Hills are required to be screened from the view of neighbors by a fence or landscaping materials according to Policy 3-5.

3.8 Fences

The criteria for fences are contained in Policy 3-5. In general, fences are to be compatible with the Highland Hills environment and be suited to a specific use and terrain of the site, be designed and constructed to minimize offensiveness and obstruction of views, and are not to

enclose more than one-third of a lot. Plans and specifications are to be approved by the ACC before any fence work is undertaken.

3.9 Radio or TV Antennae and Satellite Dishes

Radio or television antennas must be attached to the residence in such a manner that they extend no more than 10 feet above the roofline. Further, it is recommended that satellite dishes larger than 24 inches be ground-mounted to minimize support requirements for wind loading.

3.10 Out-buildings and Other Structures

Out-buildings such as a garage or a garden or tool shed require approval by ACC before construction. They must have an external style and appearance consistent or compatible with that of the house. The roof of such structures must be a lightweight cedar shingle or the same or equal material as the roof of the house on the lot unless the structure is less than 150 sq. ft. (for these smaller structures, the ACC will consider lighter weight “aesthetically compatible options”).

Green houses and glass solariums that vary substantially in appearance from the residence will be considered for approval on a case by case basis.

Masonry driveway standards with a footprint not over 12 square feet and not more than six feet high and arbors, gazebos and the like with a footprint less than 150 square feet, do not require ACC approval. All mailboxes, including masonry or similar, must meet postal regulations (see Postal Service Form 4056). Further, mailbox location must be set back from the road sufficient to enable road maintenance and snow removal without damage to the mailbox. Postal standards require a hard surface approach to the box. The owner should review Policies 3-5, 9-1 and 9-2 when considering adding accessory structures. Setbacks may apply.

3.11 Landscaping, Views, and Tree Cutting

Trees are an integral part of our Highland Hills environment. They enhance our community, provide stabilization of the soil, are vital in control of ground water runoff, and are essential for wildlife shelter. Trees are one of the benefits of living in this area. Trees can be “windowed” to enhance views and groves can be thinned to provide “sight lines” or view corridors, thus providing both a desirable site screen and means to reduce noise.

HHMC desires to preserve and utilize the unique views and settings possible in Highland Hills. The ACC believes the best way to balance this desire with the need for views is for each property owner to carefully evaluate requests to remove trees **and** their plans to plant new trees and vegetation. This review should consider not only the positive and negative impacts on the owner’s lot but also those on adjacent parcels and the neighborhood in general. Property owners are required to obtain approval before cutting trees six-inches in diameter measured 54” above the ground. See Policy 3-7.

Most homeowners have planted trees and bushes that modify the original setting and add to the vegetation and color in Highland Hills, and older trees and related vegetation continue to grow on all lots. Native willow and scrub alder are rapid growers and property owners are encouraged to remove these species from their lots, especially in the vicinity of the roads and drainage ditch. HHMC may modify or remove any tree or vegetation inside the road easement that is interfering with traffic, traffic safety, or maintenance of HHMC roads and roadside storm water runoff ditches. Refer to Policies 9-1 and 9-2.

4.0 RESTRICTIONS

4.1 Set-Back Requirements

A building may not be located closer than 25 feet to a lot line, paved road, or road easement, as measured from the structure's wall.

For purposes of this requirement, stairways and open decks and porches are not considered in the calculation. However, decks, porches, stairways, or other such structures should be at least 20 feet from any property line, HHMC paved road, or road easement which ever is closest. Owners proposing such structures closer than 20 feet to a property line may be required to demonstrate that they do not interfere with enjoyment of nearby land.

4.2 Easements and Recorded Restrictions

Building in an easement or in violation of any recorded restriction is not permitted. For example, special restrictions were added to some lots when the original parcels were subdivided and to other lots when a lot was resold by an owner. The application package must contain sufficient title report information to ensure that all restrictive conditions are known to the ACC during the review process. If just a summary page of easements is submitted, the ACC may ask for a copy of the complete recording so that it can be fully evaluated. The owner, rather than the HHMC or the ACC, bears complete responsibility for discovery of and compliance with all easements and restrictions.

Utility easements created in the course of short-platting a 5-acre parcel are for use of the lots created *within* that parcel. Use of such utility easements by owners outside of the original 5-acre parcel require written/negotiated permission from affected landowners within the parcel.

Owners developing property are cautioned that easement access rights should be considered when installing landscaping or permanent infrastructure.

4.3 Use of Fill

Fill dirt may be dumped on a lot prior to the ACC's receipt of a house plan. A \$2,000 Environmental Protection Deposit is required before any dumping may occur. Fill dirt must be dumped and managed in such a way that the dirt does not generate silt in the HHMC drainage ditch or slough off onto adjacent property.

Footings are usually placed on undisturbed native soil at or below the contour of the natural terrain, and the location of a building site is generally dictated by factors of slope and terrain. The use of compacted fill or other constructive means to *elevate* footings above the contour of the natural terrain can create a negative impact on another property owner. In order to minimize interference with enjoyment of nearby land, the use of fill or other constructive means for *elevating* footings *above* the contour of the natural terrain requires specific approval of the ACC. Plan details must disclose the depth and distribution of fill upon which footings will be placed relative to the contour of the natural terrain. The intent of allowing any construction on fill is to provide some measure of relief for difficult building situations on steep lots. It is not intended to provide assistance in enhancing views and the request will not be approved if it would have a negative impact on the actual or potential view of any other property owner.

4.4 Erosion Control

Much of Highland Hills has been identified as being in an **erosion hazard area**. Prior to site clearing, excavation or grading, owners are responsible for compliance with the Clallam County Critical Areas code, specifically CCC 27.12.420.

4.5 Greenbelt Areas

The City of Sequim and the original developer (Highland Hills Development Company) entered into a "Sewer Connection Agreement" on August 4, 1983. Under this agreement, the developer was required to provide a "greenbelt controlled area," also referred to in some documents as a "construction setback or no construction zone," as follows:

Provide a 50-foot wide greenbelt controlled area at Highland Hills perimeter where storm water is allowed to sheet flow from the development (generally along the east and west boundaries) and a 100-foot wide greenbelt controlled area along the Highland Ditch (generally along the north boundary).

The original developer was required to record these greenbelt/no construction zones as covenants against the affected tracts that include the requirement that this greenbelt be left in its natural condition with no clearing, grubbing, or removal of vegetation allowed. However, special permission for alterations/removal of vegetation in the Greenbelt may be obtained through the City of Sequim. The Greenbelt Committee acts as liaison for all such requests. See Policies 3-9 and 11-1.

4.6 Vehicle Storage Structures

Carports are not allowed in Highland Hills. Recreational vehicles, including motor homes, campers, trailers, and boats, must generally be housed in a garage. See Policy 3-2.

4.7 Mobile, Manufactured and Log Homes

Mobile and manufactured homes are not permitted in Highland Hills. The Board has gone on record as recommending the ACC prohibit the construction of homes with log exteriors as being aesthetically incompatible with existing architecture.

Modular home systems and prefabricated construction techniques will be reviewed by the ACC for approval on a case-by-case basis. ACC approval criteria include the proposed house compatibility with existing homes in the neighborhood.

4.8 Outdoor Burning

All outdoor burning is prohibited in Highland Hills, other than “recreational fires” and “weed-control spot burning” (each as defined in HHMC Policy 3-6). Felled trees and slash from vacant lots or lots being developed must be lawfully disposed of by chipping or truck removal. Disposal of wood waste by burial within the boundaries of HHMC is unlawful. Refer to HHMC Policies 3-6 and 3-7 and Clallam County Code Chapter 41.10.

4.9 Vehicle and Equipment Parking

No parking is allowed on the roadways or along side of the roadways if it creates a problem or traffic concern for HHMC residents. Vehicles and equipment used in construction, including dumpsters and trailers, must be located in such a manner to keep traffic lanes and roadway shoulder areas as clear as possible at all times. See Policy 3-2.

4.10 Bright Lights

No outdoor mercury-vapor, sodium or other similar high intensity lights are permitted, either as stand-alone yard lights or lights attached to the house or related structure. ***(Note: Light pollution is a growing source of concern within the community. Please think about how your exterior lighting may negatively impact your neighbor’s nighttime view, and plan accordingly.)***

4.11 Temporary Living Quarters

No temporary structure, trailer, mobile home, basement, tent, shack, garage or similar structure may be occupied, even on a temporary basis. Occupancy of a new house is approved after the final County inspection.

5.0 CONSTRUCTION PRACTICES

5.1 HHMC Project Monitoring

During the construction process, an ACC Project Monitor may periodically conduct on-site inspections at his/her discretion to determine compliance with HHMC requirements (e.g. tree removal, set-backs, building height, driveway apron construction, off-road parking, ditch modifications etc.) These inspections may include appropriate members of other involved committees such as R&D. Every effort will be made to conduct such inspections in a manner that minimizes disruption and is consistent with job safety principles. Approval by the ACC to proceed with a project is granted on the condition that job site visits may occur at the discretion of an ACC Project Monitor.

5.2 Owner Responsibilities

It is recognized that the property owner may not be present during most of the construction period. As a result, it is often necessary for the property owner to delegate a number of practices to the general contractor hired to do the work. However, such delegation does not relieve the property owner of the responsibility for the actions of the contractors. Building code enforcement and site safety are the responsibility of the owner.

Each property owner must see that the practices employed by contractors and suppliers are not detrimental to the rights of the contiguous property owners and the HHMC membership as a whole. It is ***the owner's responsibility*** to inform, manage and monitor the contractor's practices so as to:

- Cause compliance with all conditions of this Policy.
- Prevent the scattering of debris on the common roadways and assure prompt clean up if this occurs.
- Protect pavement edges from breaking and repair any damage that occurs to HHMC standards.
- Mitigate storm water runoff or water damage to adjacent properties and ditches.
- Install drainage systems and water, sewer and power utility hookups in a workmanlike manner to minimize potential injury, damage to HHMC roadways, disruption of private property, or fire hazards.
- Cover all pipes running to the roadway ditch and promptly close trenches in the road easement to HHMC standards. Trenches in the road easement within five feet of asphalt roadways may also be required to be filled to standards set by R&D. See Policies 9-1 and 9-2.
- Prohibit work on the construction site prior to 6:30 a.m.

- Limit radio use on the construction site to reasonable and timely use that does not disturb the neighbors.
- Dispose of lot clearing and construction residue/debris in a proper manner without detriment to the surrounding property owners.
- Assure that contractor's dogs or the owner's dogs on site are physically restrained or under some form of *absolute and positive* control at all times.
- Provide a temporary toilet as part of the construction project.

To promote cooperation with the general and sub-contractors, the owner is requested to provide the general contractor with a copy of this Policy and to ensure that he/she understands and will follow it, including the need for periodic access by the ACC to job operations and the need to be considerate of neighbors with respect to noise, parking, and job site cleanliness. Owners and contractors should be aware of Policy 1-4 regarding fines for violations of HHMC Covenants, Policies and Restrictions.

5.3 General Roads and Drainage

Owners must assure that standards set by R&D are reviewed by the contractor and followed for all work that is affected by those standards. See Policies 9-1 and 9-2.

5.4 Fire Protection

Owners constructing homes in Highland Hills are urged to consider the adequacy of fire protection for their properties. This includes the location of existing fire hydrants, turn-around space for a fire truck on dead-end roads, and maintaining a firebreak between a house and flammable trees and bushes. Examine your title documents carefully. Clallam County has required some properties to develop fire protection infrastructure as a condition of a building permit.

5.5 Theft and Vandalism

Owners need to recognize that theft and vandalism of property are a growing problem in Clallam County as elsewhere. They have occurred on occasion during construction activities. It is incumbent upon the owner to discuss these issues with the contractor and to take necessary actions to protect the construction site and stored materials. The owner or the contractor should consult with the Clallam County Sheriff about potential threats and reasonable actions to be taken to protect the property, stored materials and equipment.

5.6 Job Site Signs

All signs on Highland Hills are limited to five square feet or less. During the construction of a house, up to three (different entities) signs that advertise the contractor or a subcontractor or supplier may be displayed. All such signs must be removed no later than 30 days after the

work is completed or receipt of the final County inspection, whichever occurs first. Further, any subcontractor or supplier sign must be removed within 10 days after completion of their work.

5.7 Unloading and Storage of Building and Landscaping Materials

The unloading and temporary storage of building and landscaping materials on HHMC roadways during construction is prohibited unless it is physically impossible to store them on the owner's property. In this case, prior permission must be obtained from the ACC. Permission may be granted for a period not exceeding 24 hours at a time. However, proper safety precautions must be taken when using an HHMC roadway for such purposes. They may include the use of traffic cones, barriers, hazard lighting, or other means of traffic control.

A construction trailer for weather protection and the storage of tools and equipment may be parked on the lot during the construction period. It is to be removed as soon as the work is completed.

Storage of building and landscaping materials on HHMC lots prior to construction is prohibited.

6.0 PRECEDENCE OF THIS POLICY

This Policy takes precedence over the County's restrictions of a like nature if the HHMC requirements are more restrictive.

Appendix A

HIGHLAND HILLS MAINTENANCE COMMISSION
Architectural Control Committee

Project Review Application

Name of Owner(s) _____ Date _____

Mailing Address _____

Phone _____ E-mail _____

Parcel and Lot Number _____ Street Name _____

Construction Company: _____

Project Contact: _____

Phone _____ E-mail _____

Address _____

Estimated start date _____

Estimated completion date _____

Project Description: ___ New construction ___ Addition/alteration to existing structure or site
___ Site clearing

Check applicable documents submitted:

___ Copy of county-approved Short Plat of lot

___ Exhibit(s) page of title insurance and special lot easements and restrictions (Section 4.2)

___ (2) copies construction plans to scale showing:

___ Floor Plan and specifications

___ Elevations, including specific location of highest and lowest footings of the structure, and foundation details

___ Any use of fill as a constructive means of elevating footings above the contour of the natural terrain

___ Maximum building height: _____ ft

___ Building main floor: _____ sq. ft. and Secondary floor: _____ sq. ft.

___ Roofing materials: _____

___ Exterior materials: _____

____ (2) copies of site plan to scale, showing:

____ All setbacks and easements, such as: general, utility, view, special ingress/egress road easements and greenbelt areas

____ Proposed location of structure(s) on site with decks

____ Site clearing details, including location of trees to be removed

____ Driveway location and exact interface with HHMC roads

____ Off-road parking areas

____ Propane tank location(s) and method of screening

____ Exact location of utilities connections, sewer, water, telephone, electric

____ Other Information: _____

____ Engineered drainage plan, including location and size of culverts (if any), discharge to HHMC ditch, and management of water flow onto neighboring properties

____ Copy of County building permit

____ Fence application per Board Policy 3-5

____ Out-buildings description and details

____ Other details _____

____ \$2,000 Environmental Protection Deposit payable to: Highland Hills Maintenance Commission

Signature of Applicant(s) _____ Date _____

Signature of Applicant(s) _____ Date _____

HHMC PC&Rs give the ACC 30 days in which to act on plans and specifications once the application package is complete. Although it rarely takes that long, please submit material for Committee review well in advance of your anticipated starting date of construction.

For use of ACC Project Monitor:

Actual start date _____

Covenant # 15 completion deadline date _____

APPENDIX B

HIGHLAND HILLS MAINTENANCE COMMISSION Architectural Control Committee

Approved Roofing Materials

As of August 3, 2005

The following roofing materials have been approved for Highland Hill construction projects.

1. Monier concrete tile.
2. Certified Number 1 Grade heavy cedar shake (3/4" butt)
3. Firefree.
4. Decra Shake and Decra Tile roofing shingles.

Metal roofing material that simulates the color, appearance and low reflectivity of shakes or concrete tiles will be considered by the ACC on a case-by-case basis.

APPENDIX C

HIGHLAND HILLS MAINTENANCE COMMISSION
Architectural Control Committee

Project Completion Checklist

The following items will be checked, as applicable, to determine compliance and completion prior to authorizing a return of the Environmental Protection Deposit.

Owner: _____ Address: _____ Lot: _____

- ___ Final inspection sign-off by the county on the building permit
- ___ Final inspection sign-off by the county on the drainage system
- ___ Driveway-HHMC road interface as planned.
- ___ Propane tank(s) installed and screened.
- ___ Roof material as specified.
- ___ Lot clean and no slash, debris, building materials or equipment left around.
- ___ Cut firewood stacked.
- ___ All signs removed.
- ___ Exterior completed, painted, etc.
- ___ No obvious or immediate need for heavy equipment at the site.
- ___ No construction debris on adjacent vacant lots, resulting from this project

Roads & Drainage Committee Inspections – (verbal okay required)

- ___ Pavement checked for construction related damage.
- ___ Drain pipes into HHMC ditch baffled/stoned and buried.
- ___ No obvious or potential drainage problems
- ___ Drain pipes on the property buried
- ___ Hard-surface road apron installed properly
- ___ Ditch/no ditch zone modifications okay
- ___ Project completed. ___ Project **not** completed because of:

ACC Member(s): _____ Date: _____

Date Owner Advised: _____ By: _____

Date Refund Request To Treasurer: _____ By: _____