

# **SUN WILLOWS HOMEOWNERS ASSOCIATION**

## **ARCHITECTURAL REVIEW COMMITTEE (ARC) RULES AND GUIDELINE**

### **A. CONSTRUCTION RULES**

- 1. Changes and/or Modifications:** Exterior changes and/or modification to building or landscape plan require the written prior approval of ARC. Please submit in accordance with *Architectural Control Committee Submittal Form and Application* attached hereto.
- 2. Adjacent Private Property Damage:** Any damage to adjacent property shall be the responsibility of the owner of the property undergoing modification.
- 3. Disturbances:** All work must be done to create minimum of disturbance.
- 4. Materials:** All project materials must be stored with consideration to neighboring properties.
- 5. Debris:** All debris must be contained and removed in accordance to City of Pasco rules.
- 6. Accessory Buildings:** No accessory buildings other than Porta-Pots will be allowed during modifications.

### **B. Architectural Rules**

- 1. Exterior Walls and Trims:** The following materials are approved for use in exterior walls and trims;
  - a. Wood (painted, natural or treated with semi-transparent stains) or composite, metal or vinyl materials with raised grain finish.
  - b. Natural stone
  - c. Brick
  - d. Stucco- medium to light colors (limited availability as stated above). No vertical siding is permitted.
- 2. Exterior Color and Material Treatment:** Colors and materials must be continuous and consistent on all elevations of a residence in order to achieve a uniform and complete architectural design and to avoid a “veneer” look. Exterior colors must harmonize with surrounding properties and all colors are subject to approval of the ARC.
- 3. Aluminum Windows, Door Frames and Skylights:** Must be an anodized color or painted to match house colors or trim, unless other treatments are specifically authorized by the ARC.
- 4. Skylight or Solar Devices:** All glass, plastic or other transparent skylight or solar devices shall be treated to eliminate reflective glare.
- 5. Grading:** All grading shall conform to natural contours to the greatest extent feasible.
- 6. Gutters and Downspouts:** All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored to blend in with the surface to which they are attached.

7. **Skirting:** Exposed understructures of homes and decks are prohibited. Siding material must extend to within twelve inches of the finished grade; elevations that require exceptions require the approval of the **ARC**. Skirt walls higher than four feet to the finish floor shall have foundation landscaping to reduce the scale of the skirt wall.
8. **Roofs:** Roofs shall be constructed of materials that provide a high quality textured appearance and which meet or exceed fire class rating "A" or "B".
9. **Utilities:** All trunk lines to individual structures must be underground.
10. **Solar Heat Systems:** Any solar heat system requires the approval of the **ARC**.
11. **House Facing:** All construction shall have a front accent consisting of brick or other materials approved by the **ARC**.
12. **Coach Light:** To provide street light and safety, each residence must have a coach light near the front walk solely initiated by a photo sensor.
13. **Driveways/Entrance Walkways:** Maximum slope to conform to City of Pasco codes. All material shall be asphalt, concrete or masonry.
14. **Exterior Add-ons:** No awnings, air conditioning units, antennas, satellite dishes or similar equipment shall be placed on or hang from the exterior surfaces of any homes unless they have been approved by the **ARC**.

### **C. LANDSCAPING POLICIES:**

1. **Landscaping:** Landscaping changes require approval by the **ARC**.
2. **Sprinkler systems:** All lots shall have an underground automatic sprinkler system capable of being easily winterized that will supply water to all areas of the lot with vegetative landscaping.
3. **Landscape Maintenance:** Landscaping shall be maintained in a healthy and neat appearance at all times.
4. **Ground Plane:** A minimum of 60 percent of the ground area shall be in lawn and designed to accomplish a continuous appearance along the property frontage from the street. 40 percent of the ground area may be planted with trees, shrubs, groundcovers, slope banks, or utilized as a patio.
5. **Trees:** Shrubs and Landscape Beds: The landscape design shall be based on **mature size and dimensions** of trees and shrubs in accordance with the following:
  - a. A minimum of one tree shall be planted in the front yard.
  - b. Trees/shrubs shall be planted in an informal pattern within landscape beds, but in no event to establish a hedge or block neighboring view.
  - c. Trees/shrubs shall be planted so branches of mature plantings will not project beyond the lot line or cause a safety hazard.
  - d. Landscape beds must have a ground cover of stone, bark, or vegetation.
6. **Fences and Hedges:** Fencing and hedges are prohibited. Hedges are defined as where the intent of planting would define a property line or provide a division or separation of an area not immediately adjacent to a patio/deck or foundation.
7. **Privacy Screens:** Screening is not allowed in the front yards. Side/rear screening requires approval of the **ARC** and may carry restrictions for periodic pruning to maintain approved height and shape.
8. **Solar Encroachment:** Any new planting that interferes with the existing use of solar energy on an adjacent property is prohibited.

## D. GOLF COURSE FRONTAGE:

- 1. Golf Ball Protection Screening:** Screening is permitted, however, the location and type requires the prior approval of the **ARC**.
- 2. Special Care:** Care must be taken in selection and maintenance of trees and shrubs to insure that neighboring views of the golf course are not blocked.

## SEVERABILITY:

If any section, subsection, paragraph, sentence, clause or phrase of these Rules and Guidelines is for any reason held by the court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of these Rules.

## NON-WAIVER:

Consent by the **ARC** to any matter proposed to it or within its jurisdiction, or failure by the **ARC** or the Sun Willows Homeowners Association to enforce any violation of these Rules, shall not be deemed to constitute a precedent or waiver impairing the committee's right to withhold approval as to any similar matter thereafter proposed or submitted to it for consent or to enforce any subsequent or similar violation of these Rules.

## NON-CONFORMING USES:

If any property owner has completed a project without compliance to these rules as adopted or amended they shall have six (6) months from notification by the **ARC** to comply unless a mutually agreed upon time frame is deemed necessary. Non-compliance with this mandate should not be taken lightly since the covenants are a legal document and may be enforced legally.

Dated: 11/5/2013

Adopted: Architectural Review Committee

By: Keith Srid

By: Tonya Brown

By: Larry Bafas

By: Steve R. Philpott

Dated: 11/5/2013

Adopted: Sun Willows  
Homeowners Association Board

By: John Tipton

By: Carolyn Gobisch

By: Henry Carlson

By: Tom Baw

By: Cheryl Naylor

By: Keith Srid

By: Carolyn Gobisch

By: M. Helen Ludwill

By: Carol A. Brown  
(Revised 11/2013)

**SUN WILLOWS HOME OWNERS ASSOCIATION**  
*Architectural Review Committee  
Submittal Form and Application*

**PROCEDURE TO OBTAIN APPROVAL FOR YOUR PROJECT**

- 1. Describe the work to be performed (below).
- 2. Attach drawings or plans including materials, colors, etc., to this form.
- 3. Read and perform your responsibilities before signing this form.
- 4. Submit this form to the ARC no later than seven (7) days prior to beginning work.

**IF THE PROJECT REQUIRES A BUILDING PERMIT (please continue):**

- 5. Wait for ARC approval to secure building permit as required by the City of Pasco.
- 6. Submit copy of the Building Permit to the ARC upon receipt from City.
- 7. Alert ARC committee when the Building Inspector finalizes and approves the work.

**DESCRIPTION OF PROJECT**

Attach drawings, paint sample etc. with this form to be retained in the ARC file. ARC may require homeowner to paint 2' x 2' patch on house prior to approval of color.) If additional space is needed, use back of form.

Exterior Home changes       Landscape changes       Other

Describe Project: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

All proposed exterior work must be completed within six (6) months from the date work began.

**INDIVIDUALS INVOLVED WITH PROJECT**

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**RESPONSIBLE HOMEOWNER/INDIVIDUAL (check if understood and agreed)**

- I considered the impact this project will have on my neighbor(s) and received approval.
- I take full responsibility for timely completion of this project as submitted.
- I agree to submit a revised form to the ARC prior to starting this project if the design and/or construction changes from the original form I submitted.

Signature \_\_\_\_\_ Request Date \_\_\_\_\_

Print Name \_\_\_\_\_

To learn more about definitions, restrictions, and requirements of Homeowner responsibilities when remodeling home exteriors or adding/removing/changing landscaping see Restated and Amended Declaration of Covenants, Conditions, Restrictions, and Reservations for Sun Willows and ARC Rules and Guidelines. If you need a copy of either of these documents, contact the appropriate Board or Committee Member listed at the front of the Sun Willows Homeowners Directory.

(revised 1/2012)