

**Architectural Committee
Lakeview Estates Homeowners Association
NE 108 Windflower Way
Tahuya, WA 98588**

Purpose and Procedures
November, 1994

In accordance with the covenants, the Architectural Committee's purpose is to ensure that all structures, including their locations, erected within the Lakeview Estates are in accordance with the covenants and local regulations. The Committee is first and foremost a regulating body for architectural issues and for members clearing land, building homes, piers, sheds and all other structures which the covenants impact. Secondly, the Committee is a resource and a sounding-board for all members planning to develop property. In the event of plans or existing structures not conforming to covenants, the Committee is committed to working with the lot-owners to find solutions, where possible, that are agreeable to all parties, and are consistent with the covenants.

Approval by the Committee **MUST** be obtained **before** work on the structure, or work clearing land is begun.

Legal enforcement of Committee decisions is allowed as described in the covenants and is a duty of the Homeowners Association and the HOA Board.

The Committee may make recommendations about issues which are not directly addressed by the Covenants; however, it may not have approval and disapproval rights regarding those issues. If an issue arises which is not addressed by the Covenants and which the Committee deems serious, it may bring the issue to the HOA Board. We hope that with similar environmental and aesthetic concerns the Committee, the HOA Board, and the member can find a mutually agreeable compromise or alternative.

The Architectural Committee is composed of 4-6 Lakeview Estates HOA members, appointed by the HOA Board. Their term is 1 year.

A. Meeting schedule and Committee rules

The Architectural Committee will meet on an as needed basis, to ensure prompt response to the members' needs. These meetings will be scheduled and announced in the HOA meeting minutes when possible. The meetings will be held at Erdman Lake.

The Committee meetings will be run by one member of the Committee who will take the role of a facilitator. A Secretary may be elected, or the job rotated with each meeting. Minutes will be taken at every meeting. A Point of Contact (POC)

person will be chosen by the Committee; this person's role is to be the one contact members have with the Committee. The purpose of this role is to simplify, and make consistent, contacting the Committee for the HOA members. The term of the POC is 6 months.

The Secretary will keep a notebook of ALL Committee correspondence and meeting minutes. This includes letters received, submitted plans, letters sent, and records of relevant phone conversations, in addition to all meeting minutes

Input from all (available) Committee members is required for any approval or disapproval decisions to be made. A Committee member shall absent himself or herself from any decisions concerning lots which he or she owns.

B. Procedure to obtain design assistance

The Committee is available to provide design assistance, such as it relates to the Covenants and environmental concerns. This is available to the members in an attempt to share information, successes and failures; the Committee is not responsible for designing a structure, nor does it have any liabilities for decisions made by the lot-owner. The Committee is NOT an architectural firm, nor does it provide that service.

1. The requesting member must, in writing or by phone, contact the POC to request a meeting.
2. It is useful for the requesting member to bring plans in progress and site information to this meeting.

C. Procedure to obtain design approval

The Committee will review design plans for all land clearing and structures being erected in Lakeview Estates. Written approval is mandatory before ANY work at the site begins.

1. Design plans consist of:
 - a brief, complete description of the project
 - a site plan with setbacks
 - topography profile
 - building and roofing materials, colors, and windows.

Design plans must be sent to the POC, at the Lakeview Estates HOA address. The POC will reproduce and send the plans to the other Committee members as promptly as possible. (The turn-around time can be reduced by up to a week if the requesting member sends 6 copies of all information.) It is suggested that the lot-owner submit plans to the Committee before applying for a building permit in case any changes must be made.

2. The POC will determine a meeting time for the Committee that is within 2 weeks of Committee members receiving the plans. The POC will notify the requesting member, by phone or in writing, of the date and location of the meeting. The requesting member may attend that meeting if desired; attendance is not mandatory. Attendance may facilitate approval if questions arise.

3. At the Committee meeting the Committee members will discuss the project and determine if it meets the Covenants. Individual preferences and concerns are NOT to be considered by the Committee; only the specific Covenant restrictions and guidelines and local regulations are to be considered. 4. The outcome of this meeting will be written in a letter and sent to the requesting lot-owner within two (2) weeks of this meeting. (Copies are also sent to other Committee members.) Three outcomes are possible:

1. The plans are acceptable as is. Note that changes must be cleared with the Committee.
2. The plans are acceptable with minor changes, detailed by the Committee. A letter is sent to the lot-owner with the suggested changes. The lot-owner may agree to these changes, in writing, to the Committee POC. The project is then considered approved.
3. The plans are not acceptable. A detailed explanation of what does not agree with the Covenants must be included. Suggestions for meeting the Covenants restrictions may be included.

D. Procedure to appeal decision

1. A Committee decision may be appealed. A letter from the requesting lot-owner must be sent to the POC person. This letter must address each concern raised by the Committee, and describe why the design does in fact meet Covenant restrictions. If exception to any Covenant restriction is requested, the lot-owner must thoroughly justify the exception, and describe its impact on neighbors, the lake, waterways, land, flora and fauna of the Lakeview Estates.

2. The POC will notify the requesting lot-owner, in writing, when and where the meeting will be held to address the appeal. The requesting lot-owner may attend that meeting if desired; attendance is not mandatory. Attendance may facilitate approval if questions arise.

3. The Committee will discuss the appeal at the next meeting. If exception to a Covenant restriction is requested, that request must be brought before the HOA Board at the meeting before the Committee meeting. Any exceptions will be voted on by the Board and Committee members jointly. At this time the member and any other involved members will have an opportunity to voice their input.

4. The outcome of the Board and/or Committee meetings will be written in a letter and sent to the requesting lot-owner within two (2) weeks. (Copies are sent to other Committee members.) Three outcomes are possible:

1. The appeal is granted and the plans are acceptable as is.
2. The appeal is granted and the plans are acceptable with minor changes, detailed by the Committee. A letter is sent to the lot-owner with the suggested changes. The lot-owner may agree to these changes, in writing, to the Committee POC. The project is then considered approved.
3. The appeal is not granted. An explanation of why the appeal was denied is included.