

**The Ridge at Rock Creek Homeowners Association**  
Architectural Control Committee  
Community Standards & Guidelines



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# Introduction

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Whether you have recently purchased a home in The Ridge at Rock Creek or are one of our original homeowners, we're glad you are a part of our community. The Ridge at Rock Creek is an exciting, vibrant, growing community, and the members of our Homeowners Association wish to make it an even better place to call home through their continuing efforts to protect, maintain and enhance our property values.

As you may know, The Ridge at Rock Creek was specifically planned and designed as a first class residential community, intended to provide a high quality of life in a stunning natural setting. It was approved as a self-contained, deed restricted community with its own set of covenants, conditions and restrictions (e.g., "the CC&Rs"), a copy of which you should have received when you purchased your property. These covenants, conditions and restrictions exist so that the overall aesthetics, congruity, appearance and safety of the neighborhood would be maintained in such a way that the homeowners can live in harmony. Each homeowner is assured, to some degree, that basic guidelines are in place to support the quiet enjoyment of their home and property, and to protect the value of their investment. The ultimate intent of the CC&Rs is not to create a rigid set of controls that limit personal freedom or property rights, but rather to create and maintain a self-governing community where members of the Homeowners Association tend and protect their investment through active participation in committees and other activities that support the life and growth of our neighborhood.

A well maintained and respectful community makes for a supportive and nurturing place to live. To that end, under the CC&Rs, all exterior and landscaping changes must be preapproved by the Architectural Control Committee (ACC). This booklet describes how the ACC operates, and identifies the responsibilities of all concerned in maintaining the standards established under Articles 3.5 of the Declaration of Covenants, Conditions and Restrictions for The Ridge at Rock Creek. Please read through it and familiarize yourself with the guidelines that have been established to support and maintain the peaceful and pleasant environment of our community.

# The Architectural Control Committee (ACC)

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## Organization

Article 3.5 of The Declaration of Covenants, Conditions and Restrictions requires that the Board of Directors appoint an Architectural Control Committee to review and act on proposals and plans submitted by The Ridge at Rock Creek property owners to further the intent and purpose of the CC&Rs as they relate to all exterior and landscaping maintenance and/or improvement projects.

The ACC is composed of no less than one and no more than five members and are appointed by the Board of Directors. ACC membership is voluntary, and representation is encouraged from among the residents of all The Ridge at Rock Creek owners, however the ACC shall include two members of the Board. The ACC chairperson is either selected by the committee or appointed by the President.

## Purpose

The ACC exists to promote qualities in the neighborhood that bring value to the community by promoting the attractiveness and functional utility of The Ridge at Rock Creek as a place to live. To achieve its objectives, the committee is responsible for:

- ❖ Developing draft architectural rules and guidelines for submission to the ACC for approval
- ❖ Reviewing applications for exterior architectural and landscaping changes from individual homeowners.
- ❖ Investigating complaints from homeowners related to exterior and/or landscaping changes that are inconsistent with the CC&Rs, and providing input to the Board for follow-up.
- ❖ Recommending approval or non-approval of requests to The Ridge at Rock Creek HOA Board of Directors by a majority vote (unless the authority to approve or deny has been delegated to a part of the committee or an individual by a majority vote).

## Authority

The authority of the ACC is delegated by the Board of Directors, based on the Declaration of Covenants, Conditions and Restrictions for The Ridge at Rock Creek. HOA members receive a copy of the CC&Rs when they purchase their property. Copies of the CC&Rs may also be found on The Ridge at Rock Creek website, [www.ridgeatrockcreekhoa.com](http://www.ridgeatrockcreekhoa.com). The CC&Rs provide a framework for any written guidelines and recommendations adopted by the ACC, and serve as the “final authority” in issues of exterior architectural and landscape control in our community.

The ACC shall be the sole arbiter of plans submitted to it and may withhold approval for any reason, including aesthetic considerations, and it shall be entitled to stop any construction, or require restoration, of any project in violation of approved plans or this Declaration.

## **Standards and Guidelines**

According to the CC&Rs, the ACC may develop, adopt and amend written rules or guidelines, as needed, to be applied in its review of plans and specifications submitted for approval by The Ridge at Rock Creek homeowners. Such rules and guidelines have been developed by the ACC to help property owners understand and utilize:

- ❖ The community specific standards for architectural and landscaping changes that must be reviewed and approved through the ACC;
- ❖ The application process for requesting changes to exterior architectural or landscaping modifications;
- ❖ The review procedures utilized by the ACC; and,
- ❖ The complaint resolution process.

The guidelines developed by the ACC may include examples of recommended design practices that are generally accepted methods for approaching particular design problems or potential “controversies” frequently encountered in the community. These guidelines are intended to support the Architectural Control Committee and the Homeowners in the ongoing process of community design and neighborhood development.

## **Compliance with Community Standards, Guidelines and Procedures**

Follow-up of compliance issues related to the ACC rules and guidelines is the responsibility of the HOA Board of Directors, as described in Declaration of Covenants, Conditions and Restrictions for The Ridge at Rock Creek.

# Architectural Control Committee Procedures

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- ❖ Submitting an Application to the ACC
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- ❖ Minimal Requirements for Approval
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## When is ACC Approval Required?

The CC&Rs stipulate that the ACC must approve the plans and specifications for a variety of home improvement/maintenance projects before any project work begins or contractors are employed. To promote the timely approval of plans and specifications related to such a project, and to avoid costly delays, homeowners (or their tenants) are strongly encouraged to familiarize themselves with the contents of the CC&Rs as well as any current, written ACC guidelines when planning a project involving any type of exterior architectural or landscaping work. Homeowners are also encouraged to discuss such plans and specifications with any immediate or adjacent neighbors who may be affected by the proposed change, as a gesture of courtesy. Careful planning and communication on the front end can often prevent unintended consequences on the back end of a project!

Plans requiring approval by the ACC includes, but is not limited to, the following:

- ❖ Construction or erection of any building (including outbuildings), enclosure, sign\*, fence, deck, patio, wall or other structure, including the installation, erection or construction of any type of solar collection device

\* Includes address signs or any type of sign other than an authorized real estate sale or rent notice. Signs advertising businesses, occupations or professions are not permitted by the CC&Rs under any circumstances

- ❖ Remodeling, reconstruction, or alteration – including painting – of any building or structure
- ❖ Planting of any tree which may grow to a height in excess of 25 feet
- ❖ Changes to exterior finishes and materials (all buildings, roofing, trim, fences, walls, screening materials, enclosures, doors, railings, decks, eaves, gutters, and driveways)
- ❖ Changes to original landscape designs (including removal or replacement of grass, hedges, retaining walls, or the use of alternative landscaping materials such as rock, gravel, sand, brick, or other natural or manmade products)
- ❖ Exterior lighting
- ❖ Projects affecting or exposing radio, television and other electronic transmission devices, including external aerials, antennas, and microwave/satellite dish receivers.

## Submitting an Application to the ACC

**Step 1: Prior to any alteration, addition or improvement**, the property owner (not their contractors or other parties) should obtain a copy of the Architectural Control Committee Change Request Form. Forms may be requested from the ACC or HOA via email. Homeowners may also download the current application form from the HOA website, or photocopy the form included at the end this booklet. Copies of the most current set of ACC guidelines are maintained on the website, or may be obtained from the ACC or HOA upon request.

**Step 2:** Prior to any alteration, addition or improvement, the property owner should complete the ACC Change Request Form, including any additional information or supporting documentation

that may be required (if necessary, as an attachment to the form). Homeowners should refer to the most current version of the ACC guidelines for specific information related to the proposed improvement, alteration, or addition. To ensure timely review and action on requests, homeowners are encouraged to provide complete, detailed information, including pictures, diagrams, color charts, or other information that supports the application. Incomplete applications will be returned.

**Note:** Any calculation of time related to the processing of an application will not start until the application is received by the ACC complete with all required attachments.

**Step 3:** The homeowner is asked to submit two (2) copies of the completed application and attachments (including site plans and specifications) to the ACC. Applications must be mailed directly to the ACC or HOA at the address listed on the application form. Applications left with a member of the ACC, or any officer or director of the Association will not be processed.

**Note:** If your email account allows you may send the application and attachments to the ACC via email.

**Step 4:** The HOA, or ACC, will stamp the application with the date received, and send it on to the Chair of the ACC to be included on the agenda of the next regularly scheduled meeting, unless there is a compelling or otherwise urgent need to expedite the request.

- ❖ The ACC meets each month at the beginning of each HOA meeting (see web site for HOA meeting scheduled meetings). Ad Hoc meetings will be scheduled as needed for timely processing of resubmitted applications.
- ❖ Expedited requests will only be considered on a case-by-case basis by the ACC. If circumstances are such that the homeowner cannot reasonably wait until the next scheduled ACC meeting, email the application to the ACC, explaining why the situation and explaining why the request is urgent.

**Step 5:** Committee members will review all new, complete applications, and will respond to the homeowner within twenty (20) business days, unless the situation requires an emergency or expedited approval process (for example, urgent home repairs due to structural damage). The ACC may:

- ❖ Determine that an application is incomplete and request additional information from the homeowner;
- ❖ Unconditionally approve the application as submitted;
- ❖ Conditionally approve the application, stating the condition(s) in writing;
- ❖ Deny approval of the application, stating the reasons for denial in writing.

In accordance with stipulations set forth in the CC&Rs, the ACC will make a decision within twenty (20) business days from the date the completed plans and specifications are submitted for approval. If the ACC fails to render a decision within that time frame, the application is deemed

“approved”.

**Note:** The 20-day timeframe applies when the application has been completed and submitted to the ACC with all required attachments and supporting documentation. Incomplete applications will not be processed, and will be returned to the homeowner, with instructions for resubmission. It may be prudent to send the ACC an email if no approval has been received within this 20-day time period in case your application has been lost in the mail.

**Step 6:** Once the ACC has made its decision, the owner will be notified and the application stamped with the date(s) the decision was received and communicated to the applicant. If an application is returned with a request for additional information or supporting documentation, the information needed will be listed on the response form attached to the application.

**Note:** Any calculation of time for the purpose of processing of an application will begin when the application is determined “complete” by the ACC.

## Once a Decision is Reached

The ACC is responsible for determining that projects have been completed according to the plans as submitted and approved, within sixty (60) days of completion of the work. By submitting an application for approval you agree to allow an ACC member, as appropriate and when convenient to both parties, to determine if the project is being conducted as submitted.

If the application is approved without conditions, the homeowner may begin the project as soon as he/she is notified of the approval.

- ❖ If the application is approved with conditions, the conditions will be listed on the response/approval form, and the homeowner may begin the project immediately, as long as the stated conditions are met.
- ❖ If the application is not approved, the reasons and/or requirements will be noted on the response form provided to the homeowner.
- ❖ Any property owner who is not satisfied with the Committee’s decision on an application may resubmit it, or appeal the Committee’s decision to the Board of Directors by notifying the HOA, in writing, within thirty (30) days.

If the ACC determines that the project does not comply with plans, specifications or other conditions as submitted and approved, the homeowner will be notified within the 60 day period. According to the CC&Rs, the homeowner will then be responsible for either removing or altering the improvement, or taking other steps recommended by the ACC to remedy the situation, within a timeframe of not less than thirty (30) nor more than sixty (60) days.

## Minimal Requirements for Approval

Two (2) sets of plans and specifications should be submitted with the application for ACC approval. One copy will be returned to the homeowner; the other will be retained on file with the



ACC.

The plans and specifications must include, at a minimum:

- ❖ The size and dimension of the improvements
- ❖ The exterior design and materials (including all surfaces and the roof, if applicable)
- ❖ The exterior color chart
- ❖ The exact location of the improvement on the property
- ❖ The location of driveways and parking areas
- ❖ The scheme for drainage and grading
- ❖ Proposed landscaping, including the area between the curb and the sidewalk on the road frontage side of the property
- ❖ Proposed outdoor lighting

Depending on the nature of the project, additional information may be requested by the ACC as part of the review and approval process. The homeowner may include additional supporting documentation that may be helpful in reviewing the application, including photographs, diagrams or other reference materials. The more detail provided, the easier it will be for the committee to complete its review and provide a timely decision for the applicant.

## **Reporting Violations and Concerns to the Board**

Property owners concerned about potential violations of the architectural guidelines and standards, as developed by the ACC or otherwise set forth in the CC&Rs, are encouraged to request a review of the issue by the Board of Directors by filing a Violation Report Form with the HOA (via mail or e-mail).

## **Investigation by the Board**

The Board will investigate all complaints forwarded by The Ridge at Rock Creek HOA members. If necessary, members of the Board will contact the homeowner for additional information that may be helpful in investigating or responding to the complaint.

Upon investigation, the Board will make a determination of its findings, as follows:

- ❖ The homeowner is in compliance with current guidelines and standards; no further action is indicated,
- ❖ Major/minor architectural or landscaping changes have taken place without ACC approval,
- ❖ Architectural or landscaping changes have taken place and are not consistent with conditions established for approval of the project.
- ❖ Architectural or landscaping changes have begun or were completed after application to the ACC, but prior to actual approval.
- ❖ Architectural or landscaping changes have begun or were completed following denial by

the ACC.

### **Follow-up by the Board**

If the Board finds that the homeowner is in compliance with established guidelines, the Board will notify the complainant of their findings.

If the Board finds that the homeowner is not in compliance with current ACC procedures and/or rules and guidelines the Board will follow-up with the affected homeowner(s).

### **Other**

Don't forget to check with the City of Marysville to see if any permits are required for your project. Detailed information is available on the city's website at <http://marysvillewa.gov/>.

Typical projects that require a city permit include, but are not limited to, the following:

- ❖ Residential additions (including garages, decks, patio covers, etc.);
- ❖ structural roof repair;
- ❖ fire repair to the original configuration of the building;
- ❖ replacement of mechanical equipment > 400 lbs.;
- ❖ Ductwork changes (with or without penetration of rated walls, ceilings and floors).

**Note:** It is the homeowners' responsibility to check with the City of Marysville to determine what permits may be required for the project under consideration.

To ensure that important utility services are not interrupted when the project begins, always notify the appropriate authorities to mark existing underground utility lines before construction begins.

Check to make sure that the project does not encroach upon any designated "buffer zones" adjacent to the property. Clearing within these areas is restricted by Snohomish County. These zones are marked on the final plat map of the property.

# The Ridge at Rock Creek HOA ACC Community Standards and Guidelines

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# Architectural Control Committee Guidelines

## Section I

### Decks

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#### **Location**

In general, decking is restricted to the back of the home, if permitted by the building setback. All decks must be within the minimum setback requirements of the City of Marysville.

#### **Appearance and Materials**

Natural wood decks may remain natural in finish color, but it is recommended that a semitransparent stain be applied to reduce future maintenance and preserve the appearance of the wood. If a semitransparent stain is desired, a color sample must be submitted to the ACC for approval before it may be applied. Painting is not permitted.

Synthetic decking and railing materials will be approved by the ACC on a case-by-case basis. Because of the number and types of synthetics available, it is helpful to submit samples of product literature and color selections with the ACC application for approval.

#### **Requirements**

A building permit must be obtained from the City of Marysville, where required, and all required inspections successfully completed. All decks must meet the building requirements in addition to any of the above community specific standards. Proper drainage must be maintained around the deck, away from the foundation and adjacent homes.

# Architectural Control Committee

## Section II

### Building Additions or Exterior Modifications

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#### Definitions

- ❖ Examples of additions include screened porches, new living space, sunrooms, or storage areas that are physically attached to the main structure of the home.
- ❖ Examples of exterior modifications include non-retractable awnings, solar panels, and other (usually “removable”) features that change the appearance of the home.
- ❖ Roofing materials are also included in this section of the ACC guidelines.

#### Location

Generally, the location of building additions will be established consistent with the maximum building area as defined by the City of Marysville, with respect to the minimum setback requirements from the property line(s). The intent of the ACC is to preserve the overall architectural character of the community, with emphasis on maintaining consistency in scale, detailing, materials, colors, and design of the original home. There may be situations in which the project may meet City of Marysville setback requirements but may be inconsistent with the objectives of the community, and may not be approved as originally submitted. An example is if the proposed addition or modification unreasonably impacts “view” considerations from adjacent homes or common areas.

#### Appearance and Materials

In general, the ACC will review materials, colors, location, scale, and other details of the proposed addition or exterior modification to determine coherence with the architectural intent of the existing home and the relationship of the proposed addition or modification to surrounding areas.

In approving materials and color selections, the objective of the ACC is to maintain the quality of materials and workmanship as intended in the original structure. Requests to use materials other than those used in original construction will be reviewed and approved on a case-by-case basis.

# Architectural Control Committee Guidelines

## Section III

### Fences

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#### **Location**

Fences shall follow the natural topography of the property. Setbacks and/or buffers must comply with all applicable building codes for the City of Marysville.

#### **Appearance and Materials**

Natural, pressure treated wood is strongly preferred; however, on a case-by-case basis, other materials may be used with the approval of the ACC. Chain link or similar metallic fences will not be approved.

#### **Requirements**

Per The Ridge at Rock Creek CC&Rs, fences will not exceed 6 feet in height. Any attachments to the fence, including hanging planters or devices used to deter pets or wildlife, shall not be visible above the fence line. All fencing should be maintained in an aesthetic and safe condition.

Any other types of fencing, such as that installed to contain garden areas (e.g., herb or vegetable gardens) or pets (e.g., dog runs or outdoor caged areas) must not be visible from the street, and should be appropriately screened if visible from adjacent properties or common areas.

# Architectural Control Committee Guidelines

## Section IV

### Walkways and Patios

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#### **Appearance and Materials**

Patios and walkways should be designed in scale with the home and surrounding property.

In general, brick, concrete, pavers, flagstone and slate are considered acceptable materials. Materials and color chosen shall complement the existing structures and be consistent with the design and materials used. All patios and walkways will be reviewed on an individual basis for material, color and location.

In general, the majority of available “front yard” landscaping space shall be maintained as grass, unless otherwise approved by the ACC.

#### **Requirements**

Slope of the walkways, patios and parking pads should be designed to preserve the original runoff flow pattern and shall not cause excessive water accumulation or diversion to the foundation of adjacent properties. If a walkway or patio is planned, homeowners are required to include a plan with their ACC application that details drainage patterns and runoff.

# Architectural Control Committee Guidelines

## Section V

### Playground and Recreational Equipment

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#### Definitions

- ❖ **Playground or Play Equipment:** Swing sets, sliding boards, sandboxes, and similar items that are “installed” on the property are classified as playground or play equipment for the purpose of this guideline. This guideline does not apply to moveable, temporary items such as bikes, wagons, or similar equipment.
- ❖ **Recreational Equipment:** Basketball goals, trampolines, horseshoe pits, permanent volleyball courts, ramps for bicycles and/or skateboards, and similar items are classified as recreational equipment for the purpose of this guideline. The guideline does not cover temporary volleyball or badminton nets or other types of equipment that is intermittently used and is routinely removed and stored or otherwise not maintained in a “permanent” location on the property.

#### Location

All playground equipment will be located in the back yard. The location of play areas surrounding recreational equipment must consider the visual impact on adjacent properties, noise issues, safety issues, and the overall aesthetics of the equipment as it affects neighbors or public areas in the community.

Recreational equipment will be placed in the back yard area where appropriate. Potentially dangerous equipment such as trampolines should be located within fenced areas to maintain secure access and prevent use by unsupervised children or unintended users.

Equipment such as basketball goals may be placed in the front (e.g., driveway area) if a hard surface is desired and is not available elsewhere on the property. These items must be placed to avoid balls or other objects striking vehicles, landscaping, or other items on neighboring property. Homeowners are also encouraged to be mindful of safety concerns if the street is intended as the primary play area, particularly on through streets or corners where visibility may be a problem.

#### Appearance and Materials

To the extent possible, playground and recreational equipment should blend in with the natural surroundings and complement the surrounding property.

Landscaping or fencing should be planned to screen playground and recreational equipment such that it is not “visibly offensive” to adjacent properties, and to maintain a safe environment for



children.

For the purpose of this guideline, the concept of “visually offensive” will be determined by the ACC using a standard of objectivity and reason, and will not be judged solely on the basis of the complaints or subjective views of other homeowners.

Playground equipment constructed of pressure treated natural wood is encouraged. All playground equipment should be constructed of proper materials to ensure safe use, be aesthetically pleasing for their intended use, and must be properly anchored.

## **Requirements**

Detailed drawings, including location on the property, must be submitted to the ACC for approval prior to installation. All playground and recreational equipment must be maintained in safe and aesthetically appropriate condition.

# Architectural Control Committee Guidelines

## Section VI

### Landscaping and Trees

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#### Definitions

- ❖ Natural Area/Landscaping Bed: Any area of the property with ground cover other than grass.
- ❖ “Planting strips”/“Curbside Strips”: The area of the front yard located between the street and the sidewalk adjacent to the homeowner’s lot.
- ❖ Flower Bed: Any grouping of flowers or plants not contained in a natural area or preexisting landscape bed.
- ❖ Garden: For the purpose of this guideline, the term “garden” is used to designate an area used to grow vegetables or herbs.
- ❖ Water Gardens/Water Features: Natural or prefabricated body of water used for decorative purposes (e.g., ponds, waterfalls, and fountains).

#### Location

Vegetable, herb and water gardens will be placed in the back yard, out of view from public streets and common areas. Requests for water gardens or water features to be installed in the front or side yard, or other areas visible from the streets or common areas, will be denied.

The CC&Rs require that homeowners obtain ACC approval prior to planting any tree that is expected to grow to a height greater than 25 feet. The application should include detailed information about the proposed tree(s) and a diagram showing where the tree(s) will be planted. Placement should consider potential impact on the homeowner’s property due to root growth or potential storm damage, as well as safety and view concerns that may affect adjacent properties.

#### Appearance and Materials

Landscaping on each lot shall make use of significant grass sod or seeded areas visible from the street in front of the property. The majority of the available “front yard” landscaping space shall be maintained as lawn area unless otherwise approved by the ACC.

“Planting strips”, located between the sidewalk and the curb, should be landscaped with grass, or a combination of grass and trees. Trees used in the planting strip areas must be consistent with those used along the streets in common areas of the development. The use of gravel, bark, or other materials as an alternative to grass will not be approved. Each homeowner is responsible to maintain the planting strip adjacent to their property in accordance with the original intent of the

developer, to maintain aesthetic consistency throughout the community.

All landscaped areas, plantings and bushes shall be maintained to prevent overgrowth of individual plants or weeds. Trees shall be maintained and pruned to remove debris and damaged limbs due to wind, decay, disease, or ice damage. Landscape edging, if used, should be consistent with the existing style and aesthetics of the community.

Vegetable, herb and water gardens shall be maintained regularly to prevent excessive weed growth and maintain a neat appearance, and not be visually offensive to neighbors.

For the purpose of this guideline, the concept of “visually offensive” will be determined by the ACC using a standard of objectivity and reason, and will not be judged solely on the basis of the complaints or subjective views of other homeowners.

The style, materials and color scheme used in water gardens and water features should complement the existing architectural design and color scheme of the home and surrounding area.

## **Requirements**

All landscaping must be designed to maintain proper drainage on the site. If changes are planned to the original landscape design on the property, homeowners are required to provide a plan detailing drainage patterns and runoff. Plans may require modification to meet these requirements before the project is approved by the ACC.

The timeline for completion of landscaping projects must be consistent with the standards set forth in The Ridge at Rock Creek CC&Rs.

In addition, within 180 days after final inspection of the building, all other side and back yard landscaping must be completed on the remaining property, unless otherwise approved by the ACC.

# Architectural Control Committee Guidelines

## Section VII

### Satellite Dishes and Antennas

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Installation of satellite dishes may be installed on the property upon approval from the ACC to determine the safety impact of your proposed installation location. The equipment should not be placed on the front of the home where it is readily visible from the street.

If acceptable quality signals may be received by placing antennas inside a dwelling without unreasonable cost or delay, the homeowner is encouraged to consider this as an alternative.

The Federal Communication Commission (FCC) has ultimate governing authority over matters related to the licensing and approved uses of satellite dishes, radio and television antennas, and other electronic communication devices.

# Architectural Control Committee Guidelines

## Section VIII

### Exterior Freestanding Detached Structures

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#### Definition

For the purpose of this guideline, exterior freestanding detached structures include, but are not limited to, storage sheds, gazebos, greenhouses, and pet enclosures. All exterior freestanding detached structures must be approved by the ACC prior to construction or installation.

**Note:** Prior approval of an application does not guarantee subsequent approvals on the same property.

#### Location

All exterior freestanding detached structures will be confined to the back yard. The location for these structures will typically be governed by the maximum building area defined by the City of Marysville with respect to the property setback requirements from the property line.

The placement of pet enclosures and surrounding areas used by pets must take into consideration safety, noise and sanitary concerns, should minimize the possibility of offensive odors, and should not be visually offensive to neighbors and common areas.

#### Appearance and Materials

Generally, the ACC will review materials, colors, location, scale and size of the proposed structure to determine compatibility with surrounding structures and consistency with the intent of the Board to maintain the standards associated with a first class residential subdivision. The intent of the ACC is to preserve the architectural character of the neighborhood, with emphasis on maintaining an architectural style consistent with the original design of the home, surrounding areas, and The Ridge at Rock Creek community.

For the purpose of this guideline, the concept of “visually offensive” will be determined by the ACC using a standard of objectivity and reason, and will not be judged solely on the basis of the complaints or subjective views of other homeowners.

Materials used on any detached structure shall meet or exceed the materials used in construction of the original home and comply with all applicable building codes for the City of Marysville. In general, the ACC seeks to maintain high standards for the quality of materials and workmanship used throughout the community.

Color selection, including exterior stain or paint colors, shall be consistent with the dwelling and

surrounding area.

Metal storage structures will not be approved.

## **Requirements**

All exterior freestanding structures must maintain proper drainage on the site. If a structure is planned, homeowners must provide a plan that details any drainage patterns and runoff as a result of the new structure, where applicable.

The application must also include details of the foundation or anchors for freestanding structures.

If electrical service is to be provided to the detached structure, the application must include details of how that service will be run and must comply with all applicable electrical codes and regulations. In general, overhead electrical service is not permitted in The Ridge at Rock Creek.

# Architectural Control Committee Guidelines

## Section IX

### Exterior Painting

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#### **Appearance and Materials**

All exterior paint colors shall be consistent with standards set forth in The Ridge at Rock Creek CC&Rs. Siding paint shall have a flat latex finish, in subtle, natural and, generally, “neutral” earth tones. Trim and accent paints may be satin or semi-gloss and should complement the primary exterior color.

The exterior of all construction on any property shall be designed, built and maintained in such a manner as to blend in with the natural surroundings, existing structures, and landscaping. Paint or stain colors on additions and exterior detached structures shall be consistent with the dwelling and surrounding area.

The original paint colors and schemes used by Harbour Homes in finishing your home are of the Sherwin-Williams brand. A table of the various color schemes used by Harbour Homes is included at the end of this booklet for your reference.

#### **Requirements**

Repainting of the home’s exterior, excluding repainting in the home’s original color, must have ACC approval. Any repainting in the home’s original colors must be done in a manner that produces a seamless appearance to any original or previously painted adjacent surfaces, and does not look spotty when dry. The quality and appearance of the completed exterior paint, regardless of color scheme, shall be consistent with the standards of the original appearance of the home and surrounding area.

# Architectural Control Committee Guidelines

## Section X

### Exterior Lighting and Signs

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#### **Location**

Generally, low voltage lighting that is confined to planting beds or along walkways or deck areas is acceptable. Other lighting devices, such as floodlights and spotlights should generally be limited to rear and side yards. Specific approval is required for spotlights or floodlights. The use of motion activated devices is encouraged when such lights are installed for security purposes and must be approved by the ACC.

Other lighting fixtures, such as decorative post lighting that was not part of the original landscape/home design, will be reviewed and approved on a case-by-case basis.

This guideline is not intended to be interpreted as discouraging security lighting systems, but only to control the source and spread of the light beam that may be intrusive to adjacent property owners. The application should include a diagram showing the proposed location of new lights and the area to be illuminated.

“Temporary” festive or holiday lighting and decorative displays generally do not require approval from the ACC. However, such “temporary” lighting, and any associated wiring, must be removed within 30 days after the associated holiday or event.

“Signs” includes address signs or any type of sign other than an authorized real estate sale notice. Signs advertising businesses, occupations or professions are not permitted by the CC&Rs under any circumstances.

Approval is not required for replacement of original light fixtures, house numbers or address signs with those of a similar type and style.

#### **Materials**

Materials should be consistent with the design, quality and workmanship of the original structure and its surroundings. A list of materials and, if possible, a picture or drawing of the proposed light fixture(s) or sign(s) should be included with the application.

“Permanent” address signs should be designed to complement the home’s architectural style and color scheme and should be limited to a reasonable size.



## Requirements

Lighting: Beam spread from all light sources should be confined to the homeowner's lot. On corner lots and locations where the lighting may affect drivers, care must be taken to ensure that any spotlights or floodlights do not pose a safety hazard by blinding oncoming traffic.

All electrical installations must be in accordance with all applicable electrical codes and regulations.

# Architectural Control Committee Guidelines

## Section XI

### Retaining Walls

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#### Location

Location for retaining walls must be clearly specified on the plot plan submitted with the ACC application. Applications for retaining walls will be reviewed on an individual, case-by-case basis. Consideration will be given to changes in the natural topography and existing draining patterns.

#### Appearance and Materials

The ACC will review materials, colors, location, scale and massing of the proposed wall to determine compatibility with the architectural intent of the existing home and relationship to the surrounding site.

“Natural” building materials such as stone, slate, brick and pressure treated wood timbers are generally acceptable. The ACC will review materials, colors, location, scale and size of the proposed wall to determine compatibility with the architectural intent of the existing home and surrounding area(s). Materials and colors should complement the existing structure(s) and landscaping plan.

#### Requirements

No owner shall grade, fill or otherwise alter the slope or contour of any Lot, construct or alter the drainage patterns initially installed and constructed, or as established by the grading and natural course of surface and subsurface water run-off without first obtaining:

- 1) Recommendations from a soils engineer or civil engineer, as appropriate, duly licensed by the State of Washington,
- 2) Any and all necessary governmental approvals and permits and,
- 3) Written approval of the ACC, if any.

No Owner shall perform any such work except in conformance with the recommendations, plans and specifications of such engineer.

All retaining walls must maintain proper drainage on the site. If a wall is planned, the homeowner must submit a plan that details drainage patterns and runoff as a result of the new or “replacement” structure.

All retaining walls must be secured to prevent collapse and must meet all codes and requirements for the City of Marysville, if applicable. The application and plan must include specifications on

anchoring the wall.

There is no height limit, not excepting the City of Marysville, but compatibility with the surrounding area and home will be considered in the approval process.

# Architectural Control Committee Guidelines

## Section XII

### Hot Tubs and Pools

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#### **Location**

All hot tubs and pools will be restricted to the back yard. On lots where a back yard adjoins or is visible from a public right-of-way, or is readily visible to neighboring homeowners, appropriate screening shall be installed to minimize the visual impact and blend with the natural surroundings. Homeowners are reminded to consider the potential impact of noise on surrounding neighbors and minimize it to the extent possible.

#### **Appearance and Materials**

All hot tubs and pools will be reviewed on an individual, case-by-case basis. The ACC recognizes that styles and sizes are limited and will place emphasis on screening systems to minimize the visual impact from public streets, common areas, or adjoining properties.

All pools and hot tubs will be reviewed individually for materials and color.

#### **Requirements**

Installation must meet or exceed all applicable codes, regulations, ordinances, permit requirements, and inspection requirements of the City of Marysville.

All hot tubs and pools must maintain proper drainage on the site. If a pool or hot tub is planned, homeowners must submit a plan that details the drainage patterns and runoff resulting from the installation.

Pools and hot tubs may require additional fencing or security measures to prevent access by unsupervised individuals or unintended users.

Pumps and other machinery related to the pool or hot tub shall be concealed in a manner to minimize noise production and be aesthetically acceptable to adjacent properties and common areas.

# Architectural Control Committee Guidelines

## Section XIII

### Property Maintenance Standards

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#### Appearance

Each homeowner is responsible to maintain his/her property in such a way that it contributes value to and enhances the beauty and harmony of the community. Each homeowner is encouraged to take this responsibility seriously, as failure to maintain your property can negatively impact the value of your home as well as the homes and properties of your neighbors and the community as a whole.

There are many areas in and around the home which should be regularly inspected by the homeowner to ensure that the property is well maintained and in good repair. These include, but are not limited to, the following:

- ❖ Lawn Care
- ❖ Trimming of trees and shrubbery
- ❖ Landscaping
- ❖ Decks
- ❖ Fences
- ❖ Driveways and sidewalks
- ❖ Playground and recreational equipment
- ❖ Paint
- ❖ Roofing
- ❖ Exterior lighting and fixtures
- ❖ Garbage receptacle storage
- ❖ Debris and Trash removal

#### Deterioration

If at any time The Ridge at Rock Creek Board of Directors is made aware of a property that has deteriorated to the point that it is affecting the aesthetics of the community, the ACC, a member of the Board or a combination of the above will be requested to assess the site for compliance with applicable CC&Rs and ACC guidelines. A recommendation will be made to the Board of Directors for action.

Based on the severity of the deterioration, the homeowner will be given a specified time in which to make the necessary repairs. If, after that time, the repairs have not been completed to the satisfaction of the Board, the Board has the obligation of enforcement as described in the Declaration of Covenants, Conditions and Restrictions for The Ridge at Rock Creek and any other

applicable regulations and policies governing the quality of life in our community.

**Note:** The ACC and the Board will give due consideration to extenuating circumstances, including, for example, illness or temporary disability, accidents, vandalism or other incidents, and/or storm damage. The homeowner should advise the Board or ACC when any of these – or other – conditions exist that may affect the timeliness of property improvement(s) and provide an estimated date for completion of any necessary repairs to the property.

# The Ridge at Rock Creek HOA ACC Change Request Application

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Homeowner's Name: _____	Date Prepared: _____
Address: _____	Home Phone: _____
Lot #: _____	Email Address: _____
Project Start Date: _____	Project Completion Date: _____

Please check the improvement you would like to make. Beside each category is a list of numbers that corresponds with the attachments that will be required for ACC review. The Guidelines & Section in **BOLD** identify the applicable ACC Guidelines associated with each type of project (refer to the CC&Rs and current ACC Community Standards & Guidelines for additional information). Please be sure to include all required information or the request will be returned, causing a delay in the review and approval process. In accordance with stipulations set forth in the CC&Rs, the ACC will make a decision within twenty (20) business days from the date the completed plans and specifications are submitted for approval.

- |   |                                 |
|---|---------------------------------|
| _____ Deck (1, 2, 3, 4)                                     | <b>Guidelines, Section I</b>    |
| _____ Building Addition/Exterior Modification (1, 2, 3, 4,) | <b>Guidelines, Section II</b>   |
| _____ Fence (1, 2, 3, 4)                                    | <b>Guidelines, Section III</b>  |
| _____ Walkway/Patio (1, 2, 3, 4)                            | <b>Guidelines, Section IV</b>   |
| _____ Recreational/Playground Equipment (1, 2, 3, 4)        | <b>Guidelines, Section V</b>    |
| _____ Landscaping, Trees, Planting Strips (1, 2)            | <b>Guidelines, Section VI</b>   |
| _____ Satellite Dish/Antenna (1, 2, 3, 4)                   | <b>Guidelines, Section VII</b>  |
| _____ Exterior Detached Structure (1, 2, 3, 4)              | <b>Guidelines, Section VIII</b> |
| _____ Exterior Painting (2, 3)                              | <b>Guidelines, Section IX</b>   |
| _____ Exterior Lighting or Sign (1, 2, 3, 4)                | <b>Guidelines, Section X</b>    |
| _____ Retaining Wall (1, 2, 3, 4)                           | <b>Guidelines, Section XI</b>   |
| _____ Other (1, 2, 3, 4)                                    |                                 |

### Information and Attachments Required to Process Application

1. Lot Plan with improvements drawn to scale including dimensions of proposed improvement and distances to property lines. Copy of Lot Plan can be obtained from the CC&Rs.
2. Materials List (for landscaping requests, include lists of plants to be used, with locations shown)
3. Color Selections (include samples or photographs) to include primary, trim and accent colors
4. Provide a picture, scaled drawing, or manufacturer's literature indicating overall size and specifications (length, height, width, top and side views)

Detailed Description of Requested Project (please attaché additional sheets if necessary)

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# The Ridge at Rock Creek HOA Violation Report Form

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## Reported by

Name \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Lot # \_\_\_\_\_ Alt Phone \_\_\_\_\_

*Note: Any personal information submitted with this Violation will be kept confidential by the board and ACC members.*

## Violation Information

Date \_\_\_\_\_ Subject(s) Involved \_\_\_\_\_  
 Ongoing \_\_\_\_\_ to \_\_\_/\_\_\_/\_\_\_ \_\_\_\_\_  
 Specific Date \_\_\_\_\_ Time \_\_\_\_\_ \_\_\_\_\_

## Location of Violation

Address \_\_\_\_\_  
 Common Area \_\_\_\_\_  
 Street \_\_\_\_\_  
 Other \_\_\_\_\_

## Specific Violation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Investigation (for HOA use only)

Name \_\_\_\_\_ HOA Position \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Findings \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Unfounded at this time  
 Valid findings to proceed with HOA board

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



# The Ridge at Rock Creek HOA

## Original Paint & Color Schemes

Scheme #	Body	Shake	Trim	Door	Door/Shutters	Shingle
1	Sands of Time		Pacer White		Rookwood Dark Red	Mountain Ash
2	Rookwood Clay		Roycroft Vellum		Black Bean	Mountain Ash
3	Gray Matters		Reserved White		Cordovan	Blue Shadow
4	Shipyard Gray		Reserved White		Bitter Chocolate	Blue Shadow
5	Summit Gray		Reserved White		Plum Brown	Blue Shadow
6	Keystone Gray		Apline White		Fireweed	Harbour Mist
7	Pavestone		Reserved White		Iron Gate	Harbour Mist
8	Gray Ashlar		Nimbus White		Iron Gate	Mountain Ash
9	Chelsea Gray		Pure White		Urbane Bronze	Harbour Mist
10	Granite Peak		Ski Slope		Cyberspace	Blue Shadow
11	Virtual Taupe		Alpine White		Sealskin	Harbour Mist
12	Stepping Stone		Paris White		Iron Gate	Hill Country
13	Cobble Brown		Diverse Beige		Darkroom	Hawthorne
14	Twilight Gray		Pacer White		Plum Brown	Mountain Ash
15	Realist Beige		Extra White		Blackthorn	Mountain Ash
16	Universal Khaki		Roycroft Vellum		Jasper	Mountain Ash
17	Hammered Silver		Classical White		Polished Mahogany	Mountain Ash
18	Sand Dune		Modest White		Sundried Tomato	Mountain Ash
19	Harmonic Tan		Roycroft Vellum		Artifact	Hill Country
20	Burlap		Netsuke		Roycroft Copper Red	Hill Country
21	Cardboard		Rice Grain		Toile Red	Crossroads
22	Zeus		Moonglow		Garden Path	Hill Country
23	Connected Gray		Svelte Sage		Cyberspace	Hill Country
24	Attitude Gray		Anew Gray		Night Owl	Leeward
25	Repose Gray		Ibis White		Hardware	Leeward
26	Rare Gray		Pure White		Jasper	Leeward
27	Oyster Bay		Pure White		Retreat	Hill Country
28	Bunglehouse Gray		Classical White		Sage Green Light	Hill Country
29	Magnetic Gray		Pure White		Rookwood Shutter Green	Leeward
30	Sage		Roycroft Vellum		Hardware	Hill Country
31	Brainstrom Bronze	Harbour Mist	Balanced Beige	Urbane Bronze		
32	Weathered Shingle	Mountain Ash	Balanced Beige	Roycroft Pewter		
33	Craftsman Brown	Crossroads	Softer Tan	Roycroft Bronze Green		
34	Basket Beige	Banyan Brown	Softer Tan	Roycroft Bronze Green		
35	Cocoon	Hill Country	Accessible Beige	Polished Mahogany		
36	Bunglehouse Gray	Mountain Ash	Accessible Beige	Rookwood Dark Brown		
37	Restrained Gold	Grossroads	Moderate White	Roycroft Pewter		
38	Baguette	Banyan Brown	Ivoire	Black Fox		
39	Sawdust	Hill Country	Ramie	Rugged Brown		
40	Favorite Tan	Crossroads	Moderate White	Best Bronze		
41	Backdrop	Mountain Ash	Anew Gray	Tricorn Black		
42	Gauntlet Gray	Charwood	Anew Gray	Rookwood Dark Red		
43	Portabello	Mountain Ash	Kilim Beige	Thunderous		

44	Artisan Tan	Crossroads	Roycroft Vellum	Rosemary		
45	Downing Earth	Hawthorne	Downing Sand	French Roast		
46	Downing Stone	Mountain Ash	Downing Sand	Downing Earth		