



Newberg Crest
Homeowners Association
PO Box 1105, Snohomish, WA 98291
www.newbergcresthoa.org

ACC Guidelines

Rev 04/10/14

The Newberg Crest Homeowners Association has set the following ACC Standards.

1.1 Purpose

These guidelines have been established to ensure the maximum enjoyment of the neighborhood by all residents, protect the investment of the Homeowner and make the neighborhood, as a whole, a place where owners take pride in the property.

1.2 Authority

These guidelines have been approved by the Board of Directors in accordance with the Washington State's Homeowners Association statute (RCW 64.68), the Newberg Crest Homeowners Association Declaration of Covenants & Restrictions (CCR's), and By-Laws and are subject to change with written notice to all owners and residents to their last known mailing address.

1.3 Conflicts

In the event that these guidelines conflict with the CCR's, the CCR's shall prevail.

1.4 Publication

A copy of the guidelines shall be provided to all owners at their last known address and can be found on the Newberg Crest HOA Web site. www.newbergcresthoa.org.

1.5 Universal Application

All owners, tenants, and guests are subject to these guidelines. It is the responsibility of the owners(s) to notify tenants and guests of these guidelines, and the owner shall be held responsible by the Board of Directors for actions of the residents/guests in violation of these guidelines.

1.6 Inclusion of CCR's

These guidelines are intended to supplement the Associations' Declaration of Conditions, Covenants, and Restrictions. The contents of the Declaration of Conditions, Covenants and Restrictions are incorporated herein by reference.

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2.1 OVERVIEW

These standards were developed to maintain property values and to preserve the architectural appearance of the neighborhood in accordance with Article VII of the Newberg Crest Covenants. These guidelines are in no way intended to replace the CCR's, but only to clarify the interpretation of them, as well as assist the Architectural Control Committee (ACC) in determining issues that will be enforced.

The purpose of the Architectural Control Committee is to insure consistent application of these guidelines. The guidelines are designed to promote those qualities in Newberg Crest which will bring value to individual properties and will promote the attractiveness and functional utility of the community. These qualities include a harmonious relationship between structures, vegetation, topography, and overall design of the community.

The guidelines set forth very specific criteria related to building, construction and site development. These criteria are directed toward insuring that the following general principles are adhered to.

If there is an area you feel needs clarification that is not listed, please contact the Board of Directors.

These Standards are subject to change, as provided for in the CCR's and By-Laws.

2.2 DESIGN REVIEW PROCEDURES & FEE's

In order to obtain an ACC review of the proposed exterior construction, the homeowner or a representative ("Applicant") initiates the review process by submitting an application to the ACC by delivering the application to the Association's address.

The ACC meets regularly and will render a decision on an application within thirty (30) days from the date of submittal.

- a) Complete the application form found on page 11 and submit two (2) copies to:
Architectural Control Committee for Newberg Crest
PO Box 1105
Snohomish, WA 98291
One copy, with comments, will be returned to the Applicant, and one copy will be retained by the Association.
- b) Provide details describing the project (color, materials, size, plot map, etc).
- c) Submit check made out to Newberg Crest HOA for per the NCHA Fee's found on the on the web link: http://www.newbergcresthoa.org/NCHA_Fee_Policy_092618.pdf
- d) The ACC will meet to consider the application, and will render a decision by majority voting, and then submit to the NCHA Board for approval.
- e) Within fifteen (15) days of completion of approved construction, the Applicant shall notify the ACC. The ACC then has up to fifteen (15) days to inspect the work. If the work is not done according to the approved application, the ACC has the authority to require the Applicant to remedy the defect within forty-five (45) days or be subject to action by the NCHA to resolve any unapproved construction.

Enforcement of these Architectural Control standards is pursuant to the terms and provisions of the enforcement of Protective Covenants under the Declarations governing Newberg Crest.

2.3 NEW CONSTRUCTION (CCR 7.8)

ACC approval is required. New home construction must meet the minimum size restrictions, maintenance, permits, codes and time of completion as listed in Section 7.8 of the CC&R.

2.4 ADDITIONS (CCR 7.10)

ACC approval is required. All additions to homes must be approved in advance by the ACC and must be compatible with the size and the scale of the existing house. The color, style, and construction materials must complement the existing house. No building may be erected, altered, placed, or permitted to remain on any lot other than one dwelling unit, garage, and other approved structures for use solely by the occupants. No alterations, additions, or improvement may be made to any garage that would defeat its purpose as a garage. All additions must be approved by the Snohomish County building department.

2.5 AIR CONDITIONING/MECHANICAL EQUIPMENT UTILITIES (CCR 7.10)

Mechanical equipment such as air conditioners, heat pumps, etc., shall be installed as an integral part of the homes architecture. All utilities shall be installed below the ground. Under no circumstances shall these items be installed via roof mounting or external window mounting in such a way that they are visible from the street. Care should be taken to hide all units including ground mounted units from the neighboring view(s). Units are to be concealed where possible and should be screened using approved fencing means. The color and style must complement the existing house. Appropriate required permits must be obtained prior to the installation of any equipment.

2.6 ALTERNATIVE ENERGY SOURCES (CCR 7.10)

ACC approval is required. Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the building architecture. This shall generally mean that the panels be roof-mounted so that the top surface is flush with the roof surface, with all appurtenances recessed into the structure's attic. When solar orientation prohibits this approach, the roof shall be altered so that the panels appear to be "built-in", i.e., sides and bottoms of the panels and any piping, etc., shall not be visible. Other alternative energy sources such as wind machines are generally not allowed.

2.7 ANIMALS (CCR 6.12)

Dogs and Cats: The keeping of more than 4 dogs or cats, in any combination, over 4 months of age, per ownership shall be considered a kennel and shall meet the standards for kennels. Dogs, cats, or other household pets may be kept, provided that they are not bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood, and are in compliance with applicable County ordinances. Actions which may constitute a nuisance include, but are not limited to, barking, scratching, and acting in an aggressive nature or being offensive due to poor hygiene. Residents shall have pets leashed and in control at all times when outside their individual property boundaries. Pet owners will be responsible for the cleanup and the proper disposal of pet wastes.

Chickens: Residents shall have no more than eight (8) chickens. Roosters are not allowed.

Horses: The keeping of horses shall be considered a private or commercial stable and shall meet the standards for private or commercial stable.

Cattle: The keeping of cattle is not allowed.

Pigs: The keeping of pigs is not allowed.

Small fish, Rodents or Reptiles: Fish, small reptiles, small rodents, or small birds shall be kept within the dwelling.

Other: All other animals must have ACC Approval.

2.8 ANIMAL HOUSING (CCR 6.1)

ACC approval is required. Animal houses must be compatible with the residence in color and finish. All runs must be kept clean at all times. Any Owner of animals kept in such areas must comply with the Snohomish County Animal Control Ordinances. Wherever possible, animal housing shall be out of direct site from main road or neighboring property. Landscaping can be used to conceal if necessary.

2.9 ANTENNAS AND SATELLITE DISH (CCR 6.19)

ACC approval is required. The ACC must be notified prior to the installation of any type of antenna or satellite dish over 30 inches in diameter or not attached to the residence. Antenna and satellite dishes are only permitted within FCC guidelines.

2.10 ARBORS/TRELLISES, Etc. (CCR 7.2)

ACC approval is required. Arbors, trellises, and the like are permitted but their location must be approved by the ACC.

2.11 AWNINGS AND PATIO COVERS (CCR 7.2)

ACC approval is required. All requests for awnings must include an actual color or fabric sample. Photocopies or brochures are acceptable for color sampling. Exterior awnings must demonstrate they are clearly compatible with the painted colors of the home as well as the Architectural design and qualities of the home and neighborhood. No awnings are allowed in the front of the house. No metal awnings are allowed.

2.12 CLUTTER (CCR 6.1)

Excessive personal effects in the front of the house and yard shall be avoided.

2.13 DECKS AND GAZEBOS (CCR 6.13)

ACC approval is required. ACC approval is required for all new decks and for permanent and portable gazebos. The ACC Committee prior to the commencement of construction must approve all permanent decks, any additions or alterations to existing decks, and gazebos. A deck or gazebo built without ACC approval may have to be removed at the expense of the Owner. Any decks or gazebos constructed must be wood, approved synthetic wood like material or other material similar to the material of the residence. Such structures must be installed as part of the residence and patio area. Any installed structures must be located so as not to obstruct or diminish greatly the view of adjacent property Owners. The ACC must approve portable gazebos or patio enclosures that are to be installed for more than seventy-two (72) hours. They must be of a compatible finish and color to match or complement the residence. Temporary structures to be used for a single event must be removed within seventy-two (72) hours of initial installation. Railings should match the deck whenever possible.

2.14 FENCES (CCR 6.8)

ACC approval is required. Fence construction, design, placement, materials, paint or stain color shall be subject to prior approval of the ACC.

- Wood or Vinyl Fences must be of post and rail and compliment the color and appearance of the existing home.
- Privacy fences shall not be installed in the front of the home blocking view of home from the street.
- Chain link or iron fencing is permissible. Wire or vinyl meshing between the rails is permissible in a white, brown, black, dark green or gray color.
- Barbed wire fencing is not allowed.
- Fences shall be kept in good repair free of dirt, rust, moss or vegetation growth. Broken or dislodged members shall immediately be replaced or repaired.

2.15 FOUNTAINS (CCR 6.9)

ACC approval is required. All permanent fountains must be approved in writing by the ACC prior to installation.

2.16 GARBAGE CANS (CCR 6.1)

Garbage cans shall be screened by adequate planting or fencing so as to conceal them from view from the street as best as possible. Garbage cans may not be stored in a drive way (beyond the scheduled trash pickup day) or in front of a garage.

2.17 GREENHOUSES (CCR 6.1)

ACC approval is required. A greenhouse location must be approved by the ACC and preferably not visible from the street. A greenhouse must maintain continuity building lines, scale and material with the existing house. Glass and/or clear plastic preferred. Tarps and similar materials are prohibited.

2.18 HOLIDAY DECORATIONS (CCR 7.10)

Decorations for the mid-winter holidays (including Christmas, Hanukkah, Kwanza) may be displayed no earlier than Nov 1 and no later than January 30. Decorations for other commonly recognized holidays may be displayed no earlier than two weeks before and no later than one week after the applicable holiday.

2.19 HOT TUBS & SPAS (CCR 7.2)

Hot tubs and spas must have a hard cover. Any, spa, hot tub, etc., must be installed in such a way that it is not immediately visible to nor does it adversely impact adjacent property owners and that it does not create an unreasonable level of noise for adjacent property owners.

2.20 LANDSCAPING (CCR 6.1, 7.10)

ACC approval is required. Major landscaping makeovers shall be submitted to the ACC for approval. This does not include minor adjustments to existing landscaping or seasonal planting of flowers. Each homeowner shall keep all shrubs, trees and plantings neatly maintained and trimmed, except to the extent such items are aesthetically consistent with the overall appearance of the real property. Additionally, all areas shall be kept free of trash, weeds and other unsightly material and maintained a healthy appearance. Entire front yard landscaping consisting entirely of rock is not permitted. Statues, birdbaths, sculptures or similar structures that are visible from the street shall be of neutral, natural or earth-toned colors (brown, tan, forest green, gray or black.)

2.21 MAINTENANCE (CCR 6.1)

Each home owner shall keep and maintain each lot and structure as well as all landscaping, in good condition and repair, including, but not limited to:

- The repairing and painting (or other appropriate external care, including pressure washing to remove mildew) of all structures;
- The seeding, watering, and mowing of all lawns; and
- The pruning and trimming of all trees, hedges, and shrubbery so that the operation by the motorist is not obstructed.

2.22 PAINTING (CCR 7.2, 7.10)

ACC approval is required. If you plan to change the exterior color of your home, you must receive written approval from the ACC. The chosen paint colors (chips) should be submitted with the ACC form so the colors can be quickly accepted or rejected. A maximum of three (3) colors are to be used. Base color shall be flat sheen. Trim can be either flat or semi-gloss. Garage doors should be painted one of the same colors of the house. Color choices should be a color scheme that draws

from a color palette of browns, tans, grays, greens, whites, and some reds. Pastel colors generally will not be approved.

2.23 PARKING (CCR 6.1)

The parking of any commercial vehicles or vans, mobile homes, motor homes, trailers, campers, boats, RV's and the like is permitted only if parked out of view from the street. An exception, with the prior approval of the Newberg Crest BOD, will be made for temporary periods, not to exceed one week, two (2) times per year. Mobile Home Trailers for new home construction is permissible for a reasonable period of time and must conform to the guidelines in the Newberg Crest CC&R's.

2.24 PATIOS (CCR 7.2)

ACC approval is required. All changes to existing or new patios require the approval of the ACC. Patios generally should be located in rear of the home. Patios may be constructed of poured concrete, brick, stone, or commercial paver tiles. Proper workmanship to ensure solid construction and attractive appearance is required. Patios must be an integral part of the landscape and must be located so as to not create an unreasonable level of noise for adjacent property owners. They must be complementary in color and design of the residence. Patios and porches shall not be used as storage other than patio furniture and grills.

2.25 POOLS (CCR 7.10)

ACC approval is required. All swimming pools must be approved in writing by the ACC prior to installation.

- All Pools should be positioned directly behind the dwelling wherever feasible, for maximum privacy for all concerned. If the pool cannot be positioned out of site, screening shall be installed to hide the pool from the neighboring view(s) or street.
- Permanent Pools shall have fencing installed as described in the Fences section listed above. All pool equipment must be totally screened or buried and enclosed.
- Portable Pools are allowed between June 1st and Sept 30th

2.26 PROPANE TANKS (CCR 7.10)

Propane tanks must be installed in such a way that it is not immediately visible to nor does it adversely impact adjacent property owners. Care should be taken to hide all units including ground mounted units from the neighboring view(s). Units are to be concealed where possible. Appropriate required permits must be obtained prior to the installation of any equipment.

2.27 RECREATIONAL, PLAY/SPORTS EQUIPMENT (CCR 7.10)

ACC approval is required. All basketball goals, recreational/playground equipment, swing sets, etc. must be approved in writing by the ACC prior to installation. Play structures, sporting goal nets and alike, that will exceed 8 feet in height requires approval from the ACC.

- Play Structures shall be located directly behind the home wherever practical. Such equipment must be exclusively in earth-toned colors (brown, tan, forest green, gray or black) or other color as may be approved in writing by the Newberg Crest ACC.
- Permanent basketball structures are permitted but must have posts of brown, tan, forest green, gray or black and transparent, earth-toned or neutral colored backboards. Portable/roll-a-way basketball goals shall not be placed or stored on the street.

2.28 ROOFING (CCR 7.2, 7.10)

ACC approval is required. If you plan to change the color or material of your roof, you must receive written approval from the ACC. In general, colors shall be of neutral, natural or earth-toned colors (brown, tan, forest green, gray or black.) Pastel colors will not be approved. Other composite, tile, and steel products can also be used.

2.29 STORAGE SHEDS (CCR 7.2, 7.10)

ACC approval is required. All ancillary structures, such as, storage sheds, must be approved by the ACC. Any such structure shall be sited and designed to be compatible with the house.

Wood structures must be constructed and/or covered with materials of similar appearance as the exterior of the home. Wall height shall not exceed eight (8) feet off ground. The roof should have the same roof pitch line as the existing home and must be constructed of the same materials as the roof on the existing home. The size of the structure per Snohomish County is limited at four-hundred (400) square feet without the requirement of a building permit. This includes storage buildings, playhouses, and equipment buildings. Any utilities to such buildings must be underground. Landscape screening or fencing may be required to hide the shed from view. Storage sheds must be properly maintained by the Owner so as not to present an unsightly appearance. There shall be no more than two (2) sheds per lot.

2.30 TREE RESTRICTIONS (CCR 6.24)

ACC approval is required. All trimming of Trees to protect views must be approved by the ACC. The measurement for any trees over twenty (20) feet in height lying within one-hundred (100) feet of the easement of the main East West Private Roadway shall be taken from the centerline of the road.

2.31 VEGETABLE AND FLOWER GARDEN (CCR 6.9)

It is preferable that vegetable gardens be planted in the rear yard, located directly behind the house and between the imaginary lines extending directly back from the dwelling's side walls. Vegetable gardens are permitted on the side yard as long as some sort of landscaping means is incorporated to keep them from being visible from the street. All compost must be contained and/or hidden from view of the street. Proper tending to garden is required all year. No dead plants, lawn clipping mounds or debris should be visible from the street after the garden has been harvested.

ACC STATEMENT

It is the sincerest hope of the ACC and HOA board that no Violation notices will ever have to be sent or assessed when everyone should have the same goal – to keep the integrity, beauty and safety of the Newberg Crest neighborhood intact.

Newberg Crest ACC Request Form



Homeowners Association
PO Box 1105, Snohomish, WA 98291
www.newbergcresthoa.org

Homeowner Name		Lot #
Mailing Address		City
Home Phone		Cell Phone
Email		

Statement of Work Description					
<input type="checkbox"/>	New Home Plans	<input type="checkbox"/>	Addition/Remodel	<input type="checkbox"/>	Fence
<input type="checkbox"/>	Paint	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Other
Describe work to be performed below:					
Proposed Completion Date:					

I understand that I must receive approval from the ACC in order to proceed. I understand the ACC approval does not constitute approval of the local/county building department and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving approval. I have read the accompanying information and will comply with the community guidelines. I understand that all projects are subject to final inspection by the ACC. **Please make checks out to Newberg Crest HOA.**

Homeowner Signature	Date
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ACC Use Only	
<input type="checkbox"/>	Request Approved as submitted
<input type="checkbox"/>	Request Approved subject to req'ts noted
<input type="checkbox"/>	Request disapproved for reasons noted

BOD Use Only	
Date Rcvd:	
Amnt Rcvd::	
ACC Fwd. Date:	

ACC Chair Signature	Date	BOD Signature	Date
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ACC Appeal Request Form



Homeowners Association
PO Box 1105, Snohomish, WA 98291
www.newbergcresthoa.org

Name: _____

Date: _____

Address: _____

Lot #: _____

I wish to appeal the "Notice of Non-Compliance" I have received on: _____
(Date)

Reference CC&R number: _____

Description of Non-Compliance: _____

I understand that I will have an appeal hearing with the Newberg Crest Board of Directors at the next scheduled Board meeting. At the appeal hearing, I will be allowed to present evidence or information, which will help substantiate my appeal. A binding decision will be made within 7 calendar days of the meeting.

I further understand that my failure to meet the time deadlines noted in the Newberg Crest Appeal Procedure will automatically void my appeals process.

I understand that if I with the appeal, the *Notice of Non-Compliance* and any possible fines accrued against this particular notice will be dismissed. If I lose the appeal, the fine accrual will be retroactive back 15 calendar days after the *Notice of Non-Compliance* was mailed to me.

Signed: _____

Date: _____