

KIWANDA SHORES MAINTENANCE ASSOCIATION

ARCHITECTURAL DESIGN POLICY

**Architectural Control Committee
Revised May 10, 2003
Rev. A**

KSMA ARCHITECTURAL DESIGN POLICY

Contents

INTRODUCTION	4
ARTICLE 1 ARCHITECTURAL CONTROL COMMITTEE	4
1.01 Responsibilities	4
1.02 Policy.....	4
1.03 Committee Discretion	5
ARTICLE 2 PLAN SUBMITTAL PROCEDURES.....	5
2.01 Preliminary Review for Building or Changing.....	5
2.02 Formal Review Procedure.....	5
2.03 Standards.....	6
2.04 Completion	6
2.05 Appeal	7
ARTICLE 3 DESIGN GUIDELINES.....	7
3.01 General.....	7
3.02 Roof Forms and Materials	7
3.03 Masonry.....	7
3.04 Exterior Walls	8
3.05 Colors	8
3.06 Concrete Exposure.....	8
3.07 Impervious Surfaces.....	8
3.08 Building Sites.....	8
3.09 Garages.....	9
3.10 Privacy Fences.....	9
3.11 Retaining Walls	9
3.12 Decks	9
3.13 Garbage Enclosures.....	9
3.14 Poles and Antennae	9
3.15 Heating and Air Conditioning Equipment	9
3.16 Building Size.....	9
3.17 House Numbers	10
3.18 Exterior Lighting	10
3.19 Utilities.....	10
ARTICLE 4 LANDSCAPING POLICY.....	10
4.01 Landscaping Design.....	10
4.03 Yard Ornamentation	10
4.04 Procedure.....	11
ARTICLE 5 CONSTRUCTION STANDARDS.....	11
5.01 Construction Standards.....	11
5.02 Enforcement of Construction Standards	11
ARTICLE 6 ENFORCEMENT OF ARCHITECTURAL STANDARDS	12
6.01 Enforcement Process	12
6.02 Fine Categories.....	12
6.03 Schedule of Fines.....	13

ARTICLE 7 REVISION OF ARCHITECTURAL DESIGN POLICY 13
7.01 Revisions..... 13

ARTICLE 8 APPLICATION AND SUBMITTAL FORMS..... 13
8.01 Application for New Home Construction, Addition or Alteration to Existing Home .. 14
8.02 Construction Agreement..... 15
8.03 Checklist for Design Review Application—Items Required 16
8.04 Home Exterior Improvement, Maintenance and Landscape Request Form 19

INTRODUCTION

This Architectural Design Policy (ADP) for Kiwanda Shores Maintenance Association (KSMA) members includes procedures and guidelines to assist the Architectural Control Committee (ACC) and owners through the architectural review. It makes specific the architectural restrictions outlined in the Code of Covenant and Restrictions for Kiwanda Shores (CC&Rs) that bind each property owner. The review is essential to create and preserve a community that is attractive and livable, and to protect property values.

The Board of Directors will be deemed to have approved all actions and decisions of the Architectural Control Committee required in these guidelines, if all procedures, approvals and conditions required herein are satisfied.

ARTICLE 1 ARCHITECTURAL CONTROL COMMITTEE

1.01 Responsibilities

In accordance with authority granted to the Board of Directors in the governing documents, an Architectural Control Committee has been appointed. The ACC's primary duty is to supervise and control the external design, appearance, location and maintenance of all improvements and landscaping additions in the Planned Community in accordance with the provisions of the governing documents and this Architectural Design Policy.

The ACC shall have 3 to 5 members, with one of them also a member of the Board of Directors. In carrying out its duties, the Architectural Committee shall review submittals and apply the procedures, standards and design guidelines set forth in this policy. The Committee shall keep records and shall maintain a file of construction plans for a period of not less than two years.

1.02 Policy

All owners and/or contractors must submit application and plans to the Architectural Control Committee prior to commencement of any construction work. The Committee will review plans, materials, site plans, grading and/or fill, colors and/or landscaping plans to ensure compliance with the design requirements, policy and procedures of the Architectural Design Policy. No construction of any kind shall be commenced until plans and specifications have been submitted to and approved in writing by the Architectural Committee and the president of the Board of Directors.

General land use requirements and building codes are established and overseen by Tillamook County. The homeowners association assumes no responsibility for the structural integrity, safety features, mechanical operation or building code compliance of the proposed construction. Kiwanda Shores' requirements are in addition to those of Tillamook County.

1.03 Committee Discretion

This policy does not cover every possible situation that may require ACC approval. As it applies, the ACC is authorized to exercise discretion in approving or disapproving a specific proposal. In some special cases, the ACC with special approval from the Board of Directors may approve a proposal that may conflict with a standard set forth in this manual. This approval does not constitute a precedent for future requests nor shall any approval hereunder constitute a waiver of the ACC's right to enforce these guidelines.

Because of the age and diversity of the community, existing home designs cannot necessarily be used as a precedent for future design approvals.

ARTICLE 2 PLAN SUBMITTAL PROCEDURES

2.01 Preliminary Review for Building or Changing

Applicants are encouraged to contact the Architectural Committee in the earliest stages of home plans, prior to committing substantial resources for design. This Preliminary Review process is also available to those who wish to make changes to the exterior of their existing homes.

The ACC can serve as a resource for applicants who wish to ask questions relating to the design review process. The committee will review any information provided by the applicant and give timely feedback about the acceptability of the plan. The intent of the preliminary review is to identify at an early stage in the design process and insofar as possible, prevent difficulties in the Formal Application Review. This will expedite the overall process and minimize cost and delay.

Feedback may relate concerns about designs that may not be in keeping with the Architectural Design Policy or that could be the duplication of other designs in close proximity to the applicant's home site. The ACC may also suggest changes in the design that may be required to make it approvable. Applications that are more complete will receive a more detailed response from the committee. The applicant will receive a memorandum of the preliminary review within 30 days. With this memorandum, the applicant will then have information to make to complete their design proposal. The property owner then should submit the final design plans to the Architectural Committee for formal review and approval. Construction may begin after the formal approval has been granted and applicable permits have been obtained.

2.02 Formal Review Procedure

A completed application for construction including exterior remodeling must be submitted to the ACC. A completed application means:

- a) Two copies of plans, specifications and a plot plan showing building setbacks that comply with the attached checklist;
- b) A completed application form, signed construction agreement and the checklist;

- c) A check for \$300 required covering the review process for new home construction. No application will be reviewed without receipt of the \$300 fee. This fee includes re-submission of rejected plans within one year of the original submission.

There is no fee for submission and review of improvements, maintenance, and/or landscaping projects.

The Committee has thirty (30) days to review and respond to a submittal. The Committee will retain one copy of the submittal for their files. The other will be returned to the applicant marked with one of the following:

- "Approved" (project approved as submitted)
- "Approved as Noted" (subject to conditions noted)
- "Not approved" (reasons noted on drawings and forms)

An incomplete submittal will be returned to the applicant marked "Not Approved". It is the owner's responsibility to apply for and pay all fees for permits and inspections required by Tillamook County. The \$300 fee covers a submittal for one year from approval to the start of framing. Resubmitted plans will be reviewed within fifteen (15) days.

Decisions of the Architectural Control Committee may be appealed to the board.

2.03 Standards

Plans shall use the applicable standards established by KSMA and Tillamook County for density, building type, setback requirements, utilities and placement, and other exterior characteristics. Where conflicts exist between these standards, the more stringent requirements will apply. The design criterion of this Architectural Design Policy is to preserve consistent external appearance and design. Plans must be of professional quality with sufficient detail to clearly define the proposed project. Plans for a new home start must include all four elevations in respect to the front, back and left and right sides of the home. Roof and attic vents must be shown on the building elevations.

2.04 Completion

Approved projects must be commenced within one year of committee approval. After one year, re-submittal and re-approval is required. Construction shall be completed in a timely and continuous manner.

The exterior construction of new home construction shall be completed within one year of start of construction. Failure to complete the work within the prescribed time may result in penalties as prescribed in the Schedule of Fines. The ACC may grant an extension due to extenuating circumstances brought to its attention.

After completion of any work, the lot owner will give written notice of completion to the Architectural Control Committee. After receipt of the notice, the ACC will inspect the completed work and give written notice to the Lot Owner of approval or of any respects in which the completed work fails to meet the specifications consented to by the ACC. The lot owner shall be given at least 30 days in which to remedy any variance.

2.05 Appeal

There is no automatic right of appeal to the Board of Directors of a decision by the ACC. An applicant may petition the Board for a review of the ACC's decision by submitting a written petition to the President of the Board, explaining the issue and the proposed solution. A majority of the Directors must agree that a review is appropriate and will notify the applicant within 30 days after the applicant's statement is received of the acceptance or denial of the petition, and any conditions. The Board may set procedural limitations for the review, including restricting the scope of the review to specific issues and limiting the time that the applicant may speak.

ARTICLE 3 DESIGN GUIDELINES

3.01 General

Home designs shall be of an attractive and high-quality architectural design that is compatible in external appearance, design and quality with existing structures. The style of each individual home should be developed to endure over time, with well-conceived features, without resorting to fads. Homes must be architecturally consistent, with attractive detail and appropriate proportion. The style of the home must not be something applied to a facade but should be a consistent expression of mass, volume, transparency, appropriate proportions, materials, details, windows, doors, trim, color, and melding the home with the site. Homes should look like the same house when seen from any viewpoint. All design guidelines apply to both new and remodeled homes.

3.02 Roof Forms and Materials

Roof forms should be designed to produce a coherent, consistently harmonious and unified appearance both overall and in detail. The roof should convey an appearance with a high level of quality, whether a simple or complex form, regardless of the materials used. The roof shall not have a ridge running the entire length of the home unless it is broken up with other roof elements. The style of the roof should remain consistent from all views.

Roofing material and color should be compatible with other roofs close by as well as with siding and trim colors. Minimum roof slope is generally defined as being appropriate to the style of the home and should not be less than 4 vertical to 12 horizontal. Approved roofing materials are cedar shakes, wood shingles, 25-30 year or greater architectural (composition) shingles, or metal roofs. Other materials will be judged on their merit on a case-by-case basis and must be submitted for material, color, and texture approval.

3.03 Masonry

As noted in the KSMA Declaration 11.9.2, masonry building exteriors, including chimneys but excluding rim, are not permitted in Kiwanda Shores.

3.04 Exterior Walls

The front elevation of each dwelling shall have design features that are consistent with other homes. Approved wall materials are: wood or simulated wood products such as beveled siding. Plywood or T-111 as a finish siding is not permitted. Side and rear elevations shall be of the same or compatible materials as front elevations. Large blank walls should be avoided. Blank walls visible from adjacent streets or open spaces should be broken up by means of well-placed windows, doors, bay windows, cantilevers and/or well-placed large-sized landscaping installed before completion of home.

3.05 Colors

Exterior colors of residences should be natural, blend with the environment and be appropriate for the design of the home. Vivid, bright or high-intensity colors will not be considered compatible for the exterior body of the home (11.9.2). Only colors in subdued or neutral tones will be considered for the body color. Examples include shades of gray, brown, gray-greens, brown-greens. Accent colors must be compatible with the field color. Repainting of existing home requires ACC approval on color and trim.

3.06 Concrete Exposure

Exposed concrete of foundations, porches, stairs, and landings shall not exceed a height of 12 inches if siding is parallel to finish grade, and 24 inches if siding is stepped. Appropriate, approved landscape materials must screen any concrete exposure exceeding 12 inches. The bottom edge of siding should be sloped to follow finish grade as much as possible and must be sloped to follow finish grade on front and other street elevations. Concrete must be stepped to follow finish grade or extended below finish grade.

3.07 Impervious Surfaces

Not more than seventy percent (70%) of any Lot shall be covered with an impervious material (solid decks, patios, pools, walkways, driveways, and other permanent materials).

3.08 Building Sites

All structures shall be constructed within the following setback requirements:

- (a) Street Front: twenty (20) feet from property line.
- (b) Side: five (5) feet from property line.
- (c) Rear: The CC&Rs do not have a rear setback specification. However, Tillamook County requires twenty (20) feet and that would be the preferred set back. The ACC will review each individual lot and defer to the county specifications when necessary.
- (d) Corner lots: twenty (20) feet on both sides facing streets, five (5) feet on other two (2) sides.

3.09 Garages

Each single home shall include a maximum of two garage doors, only one of which can be double. Garage doors shall conceal the contents of the garage. The structure shall relate to the dwelling in respect to character, material, and finish. Carports and unattached garages are not permitted.

3.10 Privacy Fences

The ACC must approve all fences, gates or similar structures (11.9.7 of Declaration). No view-obstructing fence or plantings may be used except for immediate privacy, such as between decks or patios of two adjacent properties.

3.11 Retaining Walls

The ACC and Tillamook County must approve all retaining walls. Natural plantings to reduce visual impact of retaining walls are required.

3.12 Decks

The deck shall appear as if it were an extension of both the home and landscape. If the deck is directly visible from adjacent streets and residences, particular attention must be given to continuity of design and home. Decks must not crowd rear yards, particularly on home sites overlooking other living spaces, indoor or outdoor. Decks more than 30 inches above ground shall meet the same setback requirements as building walls.

3.13 Garbage Enclosures

Any home with trash pick-up service must have a structure to screen trash receptacles from view and to contain it prior to pickup. The structure should blend with the home and be constructed of wood.

3.14 Poles and Antennae

- (a) Exterior poles and towers for radio or television antennae are not permitted without prior permission of the Board of Directors. (Per Amended and Restated Declaration 11.7).
- (b) Flag Poles are permitted subject to review by the ACC.
- (c) Satellite dishes larger than one (1) meter are not permitted.

3.15 Heating and Air Conditioning Equipment

Outdoor air conditioning units shall be placed to minimize noise to adjacent dwellings and shall be screened from view. Use of solar heating systems is acceptable provided the panels or collectors are integrated into the structure with regard to the overall appearance and design.

3.16 Building Size

Design considerations for a new house shall include compatibility to the natural setting. All homes shall be no higher than three (3) stories above finished grade level with a maximum thirty-five (35) foot high ridge line from the crown of the road (center of the road).

Homes on the West side of Ocean Drive may not exceed sixteen (16) feet above road level (11.9.11 of Declaration).

Garage floor may not be greater than two (2) feet above road level. The first floor level may not be greater than three (3) feet above road level.

The minimum size for a house excluding garage, shall be as follows:

- (a) single-family homes (one story): 900 square feet (11.9.9 of Declaration)
- (b) single-family homes (two story): 1,200 square feet, with a minimum of 800 square feet on the main living area.

3.17 House Numbers

The house numbers must be clearly readable from the street, but not so large as to be out of proportion to the structure, and compatible to the overall design of the structure.

3.18 Exterior Lighting

The Committee must approve type and placement of exterior lighting devices. To restrict glare and annoyance to adjacent property owners, only down lights are permitted. These should be mounted at the first-story level of a home with the footprint of the light remaining within the boundaries of the owner's property. Motion-detecting lights should not be so sensitive that they are triggered by activity on a neighbor's lot or motion on the Common Property.

3.19 Utilities

Connections from trunk lines to individual structures must be underground. Exposed plumbing and electrical lines are not allowed. Materials must conform to Tillamook County regulations and guidelines. Excavation for site utility hookups must be restored to the previous natural condition.

ARTICLE 4 LANDSCAPING POLICY

4.01 Landscaping Design

Lots shall be landscaped in a manner that is harmonious and compatible with the overall landscaping policy.

4.02 Landscaping Maintenance

Each Owner shall maintain the natural landscaped area in an attractive appearance. Each Owner shall be required to remove Scotch Broom from their lot.

4.03 Yard Ornamentation

Yard ornamentation shall be modest in nature, scale and quantity. Garish or extreme displays detract from property values and are not allowed. Pink flamingos and gnomes are specifically not permitted. Seasonal holiday decorations shall be removed within two weeks after the holiday.

4.04 Procedure

Landscape plans shall be submitted in triplicate with the application. No plans need be submitted if the property will remain in a natural state using only grasses and plants native to the immediate area. Plans shall include a site plan to scale (min. 1/8 inch = 1 ft.) showing property lines, above-ground structures, location, and description of natural plantings including species. Requests for approval of privacy fencing shall include design drawings or photos to assure compliance with other requirements of this ADP.

ARTICLE 5 CONSTRUCTION STANDARDS

5.01 Construction Standards

- (a) **Common Property.** Owner, his or her contractor or any other person associated with construction of the house may not damage the surface of the Common Property during construction, or use any portion of the Common Property for storage or other activities relating to construction. Roadways and adjoining lots shall be kept clean and free of debris (and roadways free of mud) arising from construction activities on a Lot. A fine may be assessed for nonconformance.

- (b) **Construction Sites.** Owners, Contractors and others shall keep a clean construction site. All construction debris, lumber remnants and scrap materials shall be removed from the site after each phase of work such as foundations, floors, walls, roofs, etc. and in no case allow the accumulation of more than one week's debris. Small lightweight material and articles capable of being windblown must be contained within refuse containers. Chemical toilets shall be placed on the construction lot, not in the street or the shoulder of the street.

- (c) **Noise Control.** Contractors, owners and others shall restrict all noise-producing construction activities to the following hours: Monday through Saturday, 7:00AM to 5:00PM. Loud radios or similar devices are not permitted on the job site. Violators will be required to leave.

5.02 Enforcement of Construction Standards

If, as a result of construction activities on a lot, violations of 5.01 (a) damage to surface of Common Property or (b) failure to keep a clean construction site occur, then in addition to any other remedies permitted by the governing documents and law, the Association may correct the violation, charge the owner of the lot for the cleanup (payable on demand), and place a lien on the lot to secure payment. See [Article 6 Enforcement of Architectural Guidelines](#).

ARTICLE 6 ENFORCEMENT OF ARCHITECTURAL STANDARDS

6.01 Enforcement Process

- a) **Purpose of the Enforcement Process** The purpose of the enforcement process is to assure that the property owner contact and work with the Architectural Committee to correct any violation of the architectural standards.
- b) **Notification of Property Owners** Property owners in violation will receive notice of the violation by registered mail; it is the property owners' responsibility to keep KSMA membership contact information current. The **first notification** will give the property owners 30 days to contact the architectural committee and work out a resolution. If no contact is made within the 30 days allotted, a **second notification** will be sent giving the owner another 30 days to contact the ACC and work out a resolution. It also notifies the property owner of the intent to assess a fine at the end of the second 30-day period.
- c) **Fines Levied** In the second notice, the fine for the violation would be outlined. This fine would be levied on a monthly basis until the violation is fully resolved. [Table 1](#) provides the fine structure. If the owner does not resolve the violation, the owner will be billed for the fines accrued at the time of the annual assessment. If the owner does not pay the fines with the annual fee assessment, the fines shall become a lien on the parcel or the residential unit along with interest accrued and legal fees.
- d) **Resolution of Violations** A resolution of a violation is defined as contacting the Architectural Committee and working out a plan to correct the situation to the satisfaction of the Architectural Committee. This would include a time-line when the work would be completed.
- e) **Right of Appeal** The property owner can appeal the fines assessed to the Board of Directors of KSMA within 30 days of the notice. The property owner may schedule a hearing at the next scheduled Board Meeting. The Architectural Committee and/or the Board of Directors may rescind any accrued fines when the violation is corrected.

6.02 Fine Categories

The four areas where fines may be levied include:

- **Landscape:** Major changes to property landscaping. (See [Article 4](#))
- **Exterior Painting/Major Maintenance:** Change trim and body color of home, re-siding, re-roofing
- **Major external remodeling:** Home additions, adding/replacing windows, decks, fireplaces, other major changes to home
- **New Construction:** New home construction

6.03 Schedule of Fines

These fines will be levied based on the violations per category. Note that the fees are levied per month and continue to accrue with an interest rate of twelve [12] % until paid and the matter resolved.

Table 1 Fee Per Month Per Category Violation

Failure of Property Owner to:	Category of Violation			
	Landscape	Exterior Painting/ Major Maintenance	Major External Remodeling	New Construction
SUBMIT PLANS TO ACC	\$25	\$100	\$150	\$200
FOLLOW PLANS SUBMITTED TO ACC	\$25	\$100	\$150	\$200
COMPLY WITH CHANGES AFTER VIOLATION NOTIFICATION FROM ACC	\$25	\$100	\$150	\$200

ARTICLE 7 REVISION OF ARCHITECTURAL DESIGN POLICY

7.01 Revisions

The Board may, from time to time, amend, modify or revise provisions of the Architectural Design Policy, including the procedures for submitting, reviewing and approval of the ACC. No such amendment, modification, or revision shall be binding upon the owners until notice has been given to the owners by the Board, and no such amendment, modification or revisions shall affect structures, improvements, or landscaping approved prior to the enactment of such amendment, modification or revision.

ARTICLE 8 APPLICATION AND SUBMITTAL FORMS

[8.01 Application for New Home Construction, Addition or Alteration to Existing Home](#)

[8.02 Construction Agreement](#)

[8.03 Checklist for Design Review Application—Items Required Page 1](#)

[8.04 Home Exterior Improvement, Maintenance and Landscape Request Form](#)

Kiwanda Shores Maintenance Association

8.01 Application for New Home Construction, Addition or Alteration to Existing Home

The ACC, as provided for in the governing documents, is charged with assuring that minimum standards are maintained for design and maintenance of houses and lots. When an owner wishes to construct or remodel a house, application must be made to the ACC using this form. (Two copies are required). The information will provide the ACC with the information necessary to review the proposed construction for compliance with the Architectural Design Control Policy. Applications must be submitted to the ACC a minimum of 30 days prior to the anticipated construction start date.

Addition #	Lot #	Street Address (if known)	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Exterior Alteration	
Submittal Date			2____
Date Received	200__	Recd. By:	
Anticipated Start Date			2____
Grading, excavation or fill requirements:			
Square Footage of Lot:			
Total Square Footage of House: (Guidelines: One Story - 900 sq ft; Two Story 1200 sq feet, with minimum of 800 square feet on main living area)			
1 st Floor:	2 nd Floor:	3 rd Floor:	Total:
Property Owners			
Address			
City		State	Zip Code
Home Phone		Business Phone	
E-mail:		OK to receive notices by email? Yes No	
Architectural Designer		Phone	
Contractor Builder		Phone	
<input type="checkbox"/> New Construction			<input type="checkbox"/> Alternations/Remodeling
Description of Proposed Work			

Kiwanda Shores Maintenance Association

8.02 Construction Agreement

As a property owner or prospective homeowner, I/We have read the current Architectural Design Policy and Application forms and fully understand the requirements.

I/We understand that any exterior changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I/We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand that the surface of the Common Property must not be damaged or disturbed during construction or used for other activities relating to construction without the written permission of the Committee.

I/We understand that mud and debris that accumulates on the street as a result of the construction must be removed promptly. If not removed promptly, the Association may have it removed and the cost charged to Me/Us.

I/We understand that to enforce its standards, the Association may seek injunctions from a court of law and other legal remedies.

Owner Signatures (all owners must sign)

Owner _____ Date _____, 2 _____

Owner _____ Date _____, 2 _____

Representative of Property Owner

I certify that I am an authorized representative of the above named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above-stated requirements.

Representative _____ Date _____, 2 _____

Kiwanda Shores Maintenance Association

8.03 Checklist for Design Review Application—Items Required **Page 1**

All the following items must be included with this application for review of a proposed new home. Please check off each item or note if not applicable. If an item is not included, this application will be returned for completion. For applications other than new home construction, include any relevant items from this checklist.

A. SITE PLAN (Include the following information)

- 1. Minimum scale 1/8 inch = 1 foot
- 2. Building location(s) –include garage, decks, patios, overhangs, and chimneys
- 3. Property lines and easements
- 4. Setbacks: Front: _____ Back: _____
Left Side: _____ Right Side _____
- 5. Tree locations – sizes, species, those to be removed, if applicable
- 6. Topography – existing and proposed
- 7. Utility locations – TV, phone, water, hydrants, gas meters
- 8. Driveways, walks and parking – indicate materials/finish/color
- 9. Privacy screening and retaining walls – indicate materials/finish/color
- 10. Outdoor lighting – down lights only (see [section 3.18](#) in Architectural Design Policy)
- 11. Construction staging and access areas
- 12. Temporary structures locations, if applicable
- 13. Natural landscaping
- 14. Arrow indicating North
- 15. Street names
- 16. Ridgeline with height designation

B. FLOOR PLAN

- 1. Minimum scale: ¼ inch = 1 foot
- 2. Exterior door and window openings
- 3. Exterior walls and partitions
- 4. Exterior stairways, if applicable
- 5. Exterior lights
- 6. Decks, patios and porches, if applicable
- 7. Electrical meter location
- 8. Type & location of heating/cooling system, location of outdoor unit or tank
- 9. Arrow indicating North

Kiwanda Shores Maintenance Association

8.03 Checklist for Design Review Application—Items Required

[] C. ELEVATIONS

- [] 1. Minimum scale: ¼ inch = 1 foot, street elevation
- [] 2. All exterior features: doors, windows, roof, siding, trim, foundations, decks, railings, stairs, house numbers, etc.
- [] 3. Finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from finish grade: _____ (max. of 35 feet, 16 feet on the west side of Ocean Drive)
- [] 4. Flag pole location and height, if any
- [] 5. Exterior light locations
- [] 6. Vents and flues

[] D. TEMPORARY STRUCTURES to be used during construction

- [] 1. Storage
- [] 2. Dumpster
- [] 3. Construction shack
- [] 4. Toilet(s)
- [] 5. Staging area

[] E. SITE WORK

- [] 1. Walks material: _____ color: _____
- [] 2. Driveway material: _____ color: _____

[] F. BUILDING MATERIALS

- [] 1. Siding material: _____ color: _____ vertical/horiz: _____
- [] 2. Trim material: _____ color: _____
- [] 3. Fascia material: _____ color: _____
- [] 4. Gutter material: _____ color: _____
- [] 5. Chimney material: _____ color: _____ (no masonry allowed)
- [] 6. Roof material: _____ color: _____
- [] 7. Front Door material: _____ color: _____ trim color: _____
- [] 8. Other Door material: _____ color: _____ trim color: _____
- [] 9. Window material: _____ color: _____
- [] 10. Shutter material: _____ color: _____
- [] 11. Skylights material: _____ finish: _____
- [] 12. Garage doors material: _____ color: _____ trim color: _____ size: _____

Kiwanda Shores Maintenance Association

8.03 Checklist for Design Review Application—Items Required

- 13. Exterior: paint, stain, type-finish, color (provide color chips)
- 14. Deck material:_____ finish:_____
- 15. Railings material:_____ finish:_____
- 16. Hot tub material:_____ finish:_____
- 17. Exterior light fixture type: _____ wattage: _____ color:_____
- 18. Heating/Cooling enclosure material: _____ color:_____
- 19. Trash enclosure material: _____ color:_____
- 20. Antenna dish location and size:_____ (18" diameter maximum)

Architectural Control Committee (ACC) Action

Date: _____

- Approved as proposed
- Approved with conditions
- Sent back. See comments.

ACC member signature: _____ Date: _____

ACC member signature: _____ Date: _____

ACC member signature: _____ Date: _____

ACC member signature: _____ Date: _____

ACC head signature: _____ Date: _____

Robert McMasters

KSMA president: _____ Date: _____

Susan Caney-Peterson

Review Comments and/or Approval Conditions

- Approved plans attached.

Kiwanda Shores Maintenance Association

8.04 Home Exterior Improvement, Maintenance and Landscape Request Form

Addition ____ Lot Number _____ Submittal Date _____, 2____

Beach Street Address _____

Anticipated Start Date: _____ 2____

Square Footage of Lot: _____

Square Footage of House _____ One Story ____ Two Stories _____

Property Owner(s) _____

Address _____

City _____ State _____ Zipcode _____

Home Phone _____ Business Phone _____

E-mail _____

OK to receive notices by email?

Yes No

Type of Submittal

- Roof Replacement Siding Replacement
- Window Replacement Exterior Painting
- New Patio/Deck Privacy Wall/Screen
- Planting/Natural Landscaping Site work (walks & driveways)
- Other (specify) _____

Contractor _____ Landscaper _____

Address _____ Phone/Fax _____

Description of Work. Please describe fully and in detail. Use another sheet if necessary. Provide color samples, construction materials and planting list, if applicable.

Architectural Control Committee Use only:

Conditions of Approval:

Approved: Date _____ By _____

Rob McMasters, Chairman, ACC Susan Caney-Peterson, President, KSMA