

## Appendix D

### ALDERBROOK GOLF & YACHT CLUB

#### CONSTRUCTION GUIDELINES

##### I. INTRODUCTION

The Protective Covenants governing the Alderbrook Golf & Yacht Club (AGYC) authorize AGYC to prepare and make available in printed form guidelines, principles, and criteria to guide and assist those who are preparing to build, improve, maintain, or develop their lot. The AGYC Board of Directors (Board) established the following Guidelines for the benefit of all property owners. They are intended to move AGYC forward as the community grows and changes occur.

##### II. AUTHORITY

The Board hereby establishes a Building and Architectural Committee (B&A Committee), as authorized by the Covenants, to approve or disapprove in writing:

1. All plans and specifications for any building, structure, fence, or wall erected, placed, or altered on any lot
2. Surface and groundwater drainage plans
3. Landscaping plans (see article IX of this document)
4. Driveway plans (see Policy 7.0 N. B&A Committee)
5. Any lot clearing or grading, with the intent to preserve as much of the natural beauty, trees, shrubs, and plants as possible.

Decisions will be based on aesthetics of exterior design, and location with respect to the topography and finished grade elevations. To be approved, applications, and the materials contained therein, shall conform to the Covenants, these Construction Guidelines, and related policies. Decisions may be appealed to the Board of Directors within fourteen days from receipt of the B&A Committee decision. The decision of the Board is final.

##### III. DEFINITIONS

**Buildings** are defined as any house, garage, carport, shed, deck, porch, or other outbuildings, such as gazebos, greenhouses, etc.

**Structures** are defined as fences, walls, golf ball screens, arbors, light standards, flagpoles, satellite dishes, above ground tanks, spas, or any other such external appliance foreign to the natural landscape.

**Clearing** is defined as removal of any tree, with a butt diameter greater than five inches, from the area outside of the construction boundaries. The construction boundaries are defined by a line ten feet from the perimeter of any approved building, structure, septic system, driveway, or path.

##### IV. AGYC CONSTRUCTION PERMITS

###### 1. CONSTRUCTION PERMIT –

- a. An AGYC Construction Permit must be obtained prior to beginning any construction activities on any lot. The permit must be approved by the B&A Committee and include a Mason County Building Permit.



- e. Five-foot drainage and utility easements exist on the sides and back of each lot. AGYC, at its sole discretion, may choose to utilize those easements to control the flow of storm water to or from common areas.

- f. Right-of-way access and driveway construction.

All roads within Alderbrook Golf & Yacht Club, except Manzanita Dr. are owned and maintained by AGYC. The right-of-way is the property where the road is located and the land between property lines and the road. The right-of-ways are owned by AGYC and any work taking place within the right-of-way requires prior approval. AGYC must allow driveway access to all properties bordering the right-of-ways. Property owners are responsible for construction and construction costs, and are required to submit an application for any work the owner performs within the right-of-way. All driveway construction must meet current AGYC specifications (see Driveway Diagram in Policy 7.0.N). Applications for new driveway construction and improvements must be submitted to the B&A Committee for review and approval. Modifications to driveways across right-of-ways must also have Roads & Drainage Committee approval.

## **V. APPLICATION APPROVAL PROCESS**

1. The B&A Committee will consider requests for lot clearing prior to construction after reviewing septic system designs, building plans, and the plot plan.
2. The B&A Committee's approval/disapproval of permit applications will be based on the aesthetics of exterior design and location with respect to the topography and finished grade elevations. The B&A Committee will not evaluate the engineering aspects of the improvement or determine if Mason County requirements are met.
3. The B&A Committee will send a written approval/disapproval, along with any conditional requirements, to the submitting party within 30 days after receiving an acceptable construction permit application. Additional time may be required if further information is requested. An unacceptable application will be returned to the submitting party with a written description of the deficiencies.
4. All B&A Committee approvals are given subject to compliance with all governmental and quasi-governmental requirements. Any changes to plans or variances granted by other agencies must be submitted to the B&A Committee for approval prior to implementation.

## **VI. RECONSIDERATION**

If the B&A Committee denies a permit, an owner may request reconsideration by the B&A Committee.

1. The request must be filed with the B&A Committee-within fourteen days of written notice of the denial. The denial notice is deemed given upon personal delivery, or three days after it is deposited in the U.S. mail, postage prepaid and addressed to the owner at the owner's address stated in the Mason County real property tax records or such other address established by written notice from the owner to AGYC.
2. If requested by the owner, the B&A Committee will meet with the applicant at a mutually agreeable time, no later than fourteen days following the request. The owner and any other persons with relevant knowledge of the issue will be allowed to speak. The B&A Committee will conduct the meeting so that it is reasonable and fair to all parties. The purpose of the meeting is for the B&A Committee to obtain a better perspective from the applicant's standpoint to assure all aspects of a particular issue have been fairly evaluated.

3. At the end of the hearing, the B&A Committee shall decide whether or not to uphold the original decision and determine if any changes need to be made. This information must be communicated in writing to the owner within seven days of the hearing.
4. Following the reconsideration decision, the owner may file an appeal with the Board within fourteen days of the decision if they are dissatisfied with the decision.

#### **VII. CONSTRUCTION MONITORING**

1. Work commenced or changed without written B&A Committee approval shall be issued a stop work order and considered a major infraction under Policies & Procedures Section 9.3.A.2
2. Approval/disapproval will be granted to the named applicant and a specific lot and is not transferable to another member or another lot, except for pre-approvals of designs to be used upon multiple lots by the same owner.
3. A Construction Permit is valid for twelve months from the date of the approval letter. If construction has not started within that period, a new application must be submitted, and fees associated with the initial submittal will be forfeited.
4. The B&A Committee will monitor during construction phases and will provide the owner/builder with a detailed checklist, including notification requirements.

#### **VIII. CULVERT INSTALLATION**

1. Any work done in the AGYC right-of-way's requires a permit from the B&A Committee. A culvert may be required under all driveways or pathways that cross any AGYC owned ditch or drainage area, as determined by the Roads & Drainage Committee. Any variance to this requirement must be documented in writing by the B&A Committee. All culverts must be installed per specifications provided by the B&A Committee and signed off by a B&A Committee representative with a copy kept in the owner's file.
2. Culvert installation will be the first construction activity performed, except for planning and septic design activities, and must precede all site work.
3. The culvert will be installed at the location shown on the plot plan submitted with the Construction Permit application.

#### **IX. LANDSCAPE PLANS**

1. No later than nine months after starting construction, the owner must submit a landscape plan for B&A Committee approval. All disturbed areas must be replanted. Bark covering and gravel alone will not be sufficient. Landscaping with a northwest theme is recommended.
2. Basic landscaping must be completed within one year of completion of construction as defined below or two years of issuance of the Construction Permit, whichever occurs first.

#### **X. CONSTRUCTION REQUIREMENTS**

1. Single Family. Only houses that are single-family dwellings are permitted.
2. House Trailers or Mobile Homes are not allowed, except that a trailer may be parked on the property during the period of construction and may be used as a residence during that period. When the residence under construction is certified for occupancy by the County or at the end of one year, whichever comes first, the trailer may no longer be occupied as a residence. The B&A Committee will review applications for modular homes on a case-by-case basis.

3. Perk Holes must be refilled within sixty days after tests have been completed unless construction has started.
4. Utility Connections. All utility connections must be underground.
5. Completion of construction. Within one year from the time the lot is initially cleared, construction must be completed from all outward appearances and the grounds cleaned of debris and building materials.
6. Setbacks. AGYC setback requirements are as follows: Setbacks are measured to the nearest portion of any structure, which is normally the drip line, not the foundation. Front and back setbacks from the property lines to the nearest portion of any building, deck, or porch must be at least 25 feet in the front and 15 feet in the back. Side setbacks from property lines to the nearest portion of any building, deck, or porch must be at least five feet. Variances may be approved on a case-by-case basis. Any request for a variance must include written justification.  
**Special Notice:** Setback requirements imposed by AGYC and Mason County may differ. Mason County may grant variances to setback requirements that are not acceptable to AGYC. Any change or variance to any setback as noted on an original plot plan submitted to AGYC must be approved by AGYC. Violation of this requirement may be cause for penalties, issuance of a stop work order, or removal of the portion of the improvement located within the setback.
7. Foundations. All newly constructed residences must have a continuous perimeter concrete foundation, except where the terrain may require otherwise.
8. Minimum Size. All newly constructed residences must have a minimum of 1,000 sq. ft. of heated living space , excluding garages, porches, and decks. Waivers may be granted on a case-by-case basis.
9. Garages and Parking Spaces. Any newly constructed residence must include an enclosed garage, with a minimum capacity of two cars, and sufficient hard or graveled surface on the lot to allow the parking of two passenger vehicles off the street, in addition to the space for parking located in the garage. Waivers may be granted on a case-by-case basis.
10. Roofs. All building roofs must be Class A fire-rated architectural roofing. The principal roof of a newly constructed residence must have continuous ridge vents.
11. Exterior Appearance. The B&A Committee will not approve applications for AGYC Construction Permits that do not reasonably meet the following criteria:
  - a. The principal residence must include sufficient windows, siding material changes, and projections or recesses to minimize the appearance of a stark, plain wall. Some latitude will be allowed for the backside of non-fairway lots.
  - b. Trim is required around all windows, doors, and other openings.
  - c. Exterior colors must be muted or earth-toned.
12. Lighting. No glare or light spillover should be apparent from neighboring properties. "Dark Sky" compliant lighting is preferred.
13. Screening. Areas below first floor decks or porches greater than 24 inches above ground level and above ground tanks must be screened. Screening, such as lattice or adequately sized shrubbery, will be considered sufficient.
14. External Noise. Heat pumps and/or other noise producing devices must be located such, or noise dampened, so as not be a nuisance to neighboring properties or the golf course.
15. Satellite or Transmitting Antennas. Satellite antennas or transmitting devices, must be screened and be as unobtrusive as possible to neighboring properties. Acceptability of any transmitting devices will be determined by the existence or impact of any radio frequency interference associated with those devices. Lack of such interference may have to be

demonstrated. Acceptance of any such devices may be deferred, withheld, or rescinded if shown to be a nuisance to any other AGYC members.

16. Fences. The design and concept of Alderbrook is one that promotes and emphasizes continuity of open space and natural settings. In general, fencing is inappropriate. In certain situations and locations, however, a fence that serves a specific purpose such as screening wood storage, propane tanks, etc., may be appropriate. Prior to construction, the applicant must receive B&A Committee approval.

The B&A Committee will consider fence requests subject to the following:

- a. Living fences or hedges composed of native evergreens, or a combination of specimen and native plants, are encouraged where there is a legitimate purpose for a fence.
- b. Living fences along a property line, whether planted or cultivated using native vegetation may be planted or cultivated only to the extent that they can be maintained by the applicant property owner and will not encroach onto the neighboring lot nor grow to excessive heights. Height limits may be imposed to preserve views enjoyed by adjoining properties.
- c. Existing vegetation may not be removed to accommodate a non-vegetative fence without prior approval of the B&A Committee and application for such must be made part of the original request.
- d. A non-vegetative residential purpose fence shall be kept to the minimum height and length necessary to fulfill its purpose. Except in exceptional circumstances, no fence of any composition that parallels a golf course fairway will be permitted.
- e. All residential non-vegetative fencing shall be composed of materials and finishes compatible with the principal structure(s) or that would blend with the native background. Approval will depend upon fence style, aesthetic qualities, and structural integrity of each proposal, with emphasis on consistency within the local neighboring area.
- f. Golf ball protective screens, dog kennels, and deer fencing will be approved on a case-by-case basis, taking into consideration the criteria in the above paragraphs. See-through screening around individual shrubs does not require approval.
- g. Prior to approval, the B&A Committee requires submittal of a site plan depicting the location on the lot of the proposed fence, together with details that shall include the type of materials or species of plants proposed.

The B&A Committee will render its decision based on the criteria above and these additional factors:

1. Topography of the lot
2. Intended purpose, i.e., screening, etc.
3. Additional considerations specific to the proposal
4. Positive or negative impacts to the area and neighboring properties

#### **XI. BUILDER/CONTRACTOR RESPONSIBILITIES.**

Lot owners are responsible for the conduct and behavior of their contractors. Builders and their sub-contractors must observe the following rules during the period of construction. Repeated violations of these basic rules may result in penalties to the lot owner, barring the offending party access to Alderbrook, or both.

1. Contractors and delivery vehicles must try to find the most direct route to the home site, minimizing use of AGYC's private roads. All delivery vehicles should access Alderbrook via Manzanita and never use Beach Drive unless that is the location of the home site.
2. Contractors and delivery vehicles must strictly observe posted speed limits.
3. Contractors must be mindful that Alderbrook is an established community and the prevalent peace and quiet of the neighborhood must be maintained to the greatest extent possible during construction. The volume of radio, tape players, or any other devices not directly used in the construction process should be kept to a minimum so as to not unduly disturb neighbors or golfers. Noise from construction activities, such as power saws, compressors and hammering, is limited to the hours between 7:30 AM and 7:30 PM.
4. Shouting or unruly behavior among construction workers is prohibited. Use of profanity or other offensive language or behavior affecting AGYC members or guests is prohibited.
5. Any dogs or pets brought to Alderbrook by contractors must be kept on a leash at all times and not allowed to create a nuisance in the community.
6. The lot owner must provide temporary sanitary facilities for use during the period of construction. Such facilities must be placed on the construction site and located as inconspicuously as possible on the property, unless a suitable off-site location is approved by the B&A Committee.
7. Open burning is prohibited at all times.
8. Drainage ditches must be kept free of all debris.
9. Construction sites must be kept free of trash and not be visually detrimental to neighboring homes or passersby.
11. Concrete and paving truck cleanout must never be done on AGYC property, right of ways, easements, or drainage ditches.
12. In addition to a sign with the owner's name, two "For Sale" signs, not to exceed four square feet, and one sign listing the contractor's name, not to exceed six square feet, may be located on the property during construction.

## **XII. IMPROVEMENT OF EXISTING HOMES.**

1. An AGYC permit is required for any home improvement that alters the footprint of the structure, repainting main body exterior (colors must be muted or earth-toned), landscape project that involves excavation of dirt, building any structure, constructing any wall or fence, altering driveways, or creating any entry or pathway to a home.
2. Landscaping improvements done to update or renew existing features do not require an AGYC permit unless one of the following is included in the scope of the work:
  - a. Any project that requires three or more yards of concrete, such as an extension of a driveway or patio.
  - b. Erection of any wall greater than four feet in height.
  - c. Excavation or grading for any project that may alter the topography in such a way that drainage is affected.
  - d. Any planting or structure that could affect neighboring sight lines, play on the golf course, or is aesthetically obtrusive.
3. In general, all of the conditions contained in these Guidelines for new construction apply to remodels or other improvements/modifications to a currently developed property. The B&A Committee, however, will consider the extent of such improvement, when reviewing the materials submitted with an application for a construction permit.

### **XIII. NON-COMPLIANCE**

AGYC is authorized to assess penalties for violations of the Construction Guidelines. Violations shall be considered major infractions per Policies & Procedures Section 9.3.A.2 and may be assessed fines from \$100 to \$500 according to the severity of the violation.

\* \* \* \* \*

#### Information Sources

Required forms or process: Alderbrook Golf & Yacht Club (AGYC)

360-898-2560; 330 E. Country Club Dr. E. Union, WA 98592; [www.alderbrookgolf.com](http://www.alderbrookgolf.com)

Water or electricity hook-ups: PUD#1 of Mason County:

360-877-5249; 21971 N. US Hwy 101, Shelton, WA 98584

Telephone or cable: Hood Canal Communications

360-898-2481; 300 E. Dalby Rd., Union, WA 98592

**Appendix D (cont.)**

**APPLICATION FOR CONSTRUCTION PERMIT**

Date: \_\_\_\_\_

Division \_\_\_\_\_ Lot \_\_\_\_\_

**Type of Construction Project (check applicable):**

- |                          |   |               |
|--------------------------|---|---------------|
| <input type="checkbox"/> | <b>New Home – Application Fee</b>                         | <b>\$ 750</b> |
| <input type="checkbox"/> | <b>Garage or major exterior remodel – Application Fee</b> | <b>\$ 500</b> |
| <input type="checkbox"/> | <b>Deck or porch construction or modification</b>         | <b>N/C</b>    |
| <input type="checkbox"/> | <b>Outbuilding construction or modification</b>           | <b>N/C</b>    |
| <input type="checkbox"/> | <b>Other structure* construction or modification</b>      | <b>N/C</b>    |
| <input type="checkbox"/> | <b>Driveway modification</b>                              | <b>N/C</b>    |
| <input type="checkbox"/> | <b>Other</b>  | <b>N/C</b>    |

**Total paid** \$ \_\_\_\_\_

Submitted by \_\_\_\_\_

Amount Received \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**

**Permit expires twelve months from submittal date if construction has not begun during that period and fees will be forfeited.**

**\*Structures** are defined as fences, walls, golf ball screens, arbors, light standards, flagpoles, satellite dishes, above ground tanks, spas, or any other such external appliance foreign to the natural landscape.

**Appendix D (cont.)  
Application for AGYC Construction Permit**

*The Building and Architectural Committee (B&A) must approve all new home construction, major remodeling, and major landscaping.*

Building Site: Division \_\_\_\_\_ Lot \_\_\_\_\_

Mason County Parcel # \_\_\_\_\_

Project Description \_\_\_\_\_

Estimated Start Date \_\_\_\_\_

Prime Contractor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Registration # \_\_\_\_\_

Phone Number \_\_\_\_\_

By signing and submitting this application, the applicant/owner acknowledges and promises the following:

- Compliance with AGYC governing documents, including AGYC Bylaws, Covenants, and Construction Guidelines.
- Applicant/owner responsibility to legally locate lot lines and any improvements they may relate to lot lines and easements.
- Prior to any clearing, you are required to meet with a B&A Representative.
- Foundation inspection (to confirm setbacks) is required by a B&A Representative prior to pouring concrete.
- Responsibility for any and all water drainage issues during and after construction activities.
- Any approval will be limited to plans submitted and will not apply to any deviations. Any changes to plans will require re-approval.
- Non-compliance of the AGYC rules may result in violation fines.

Owner/applicant \_\_\_\_\_

Current mailing address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_