

Glenhaven Lakes Club (GLC) Board Resolution 25-11-01

A & Z GUIDELINES

Glenhaven Architectural and Zoning (A & Z) Guidelines

- The Board assumes primary authority for establishing these guidelines and will administer the same by directing the A & Z Committee along with the Operations Manager to enforce Its provisions. The A & Z Committee will not approve any application unless all necessary documents, as well as pictures are included, have been filled out completely and submitted to the committee no later than the Thursday before the meeting. Permits will not be approved until the member is current on all GLC obligations and in good standing
- When any permit application is submitted to the A & Z Committee, the A & Z Committee will conduct a review of the project which may include an onsite visit to your property to assist in their decision making. Members should not expect immediate approval of any application
- When Whatcom County permits are required for any project, the member must furnish the A & Z Committee with copies of the approved Whatcom County permits. Approval of a county permit does not mean approval by Glenhaven since Glenhaven's governing documents may differ from county regulations on some matters.
- No work or site preparation of any kind may commence until all applicable county and GLC permit applications have been approved, and a copy has been given to the member applicant notifying them of the approval. Approved construction and or tree permit or permit certificate from both GLC and Whatcom County (if county permit is required) MUST be posted onsite during any construction, or tree cutting, trimming or removal.
- Glenhaven Lakes Club reserves the right to enter upon member property to inspect all approved permit application projects upon completion. It will be the responsibility of the property owner to notify Glenhaven Lakes Club of the permit approved completed project so an inspection can be done.

The process for a member seeking approval of a project is as follows:

- Get Whatcom County permit approval If required
- Get GLC permit applications from the GLC website, or office
- Fill out all pages of the permit and attach any required or additional documents and pictures
- Submit a written letter of permission if you plan to use an agent to represent you
- Submit the completed permits, approved County permit copies, GLC permit applications, and required pictures to the Glenhaven office or in your GLC AppFolio portal under "architectural and zoning requests" no later than the Thursday before the A&Z meeting. Permit applications that are not fully complete or not containing all required documents and not submitted in advance will not be reviewed.
- The A & Z Committee will conduct a review of your project at their monthly meeting or via your submission in your GLC AppFolio portal under "architectural and zoning requests"
- If your project is approved, the Glenhaven office will ensure all obligations and

conditions are met before finalizing and issuing an approved permit application and or permit certificate to the member. If denied, the member will be told the reason for the denial. Permits will be uploaded to the member portal or emailed. Hard copies can be picked up at the office, or a request can be made to have them mailed with an additional \$5.00 mailing fee.

- Once the permit application has been signed off by both the A&Z committee and the Office, and the member has the approved County and GLC permit, or permit certificate posted on the approved lot the member may begin the actual work on the project.
- The member must follow GLC project timeline requirements

Permit Time Limits, Expirations, and Extensions:

- A permit commences its valid time period beginning on the date the permit is issued by Glenhaven.
- New Construction, Additions (more than 200 sq ft), Septic System Installation, and Mobile Home installation permits will expire one year after it is issued. All other permits will expire six months after they are issued.
- An extension may be granted by the A & Z Committee when the owner and contractor have been working diligently and continuously to complete the project, but circumstances have occurred causing a delay in completion.
- The extension will be for six months. Only one extension should be allowed for a given permit. If a second extension is requested, it must have A & Z Committee and Board approval.

A & Z Committee and Powers:

- The A & Z Committee is a standing committee of the Glenhaven Lakes Club Board of Directors.
- The committee consists of not less than three, nor more than five members. A quorum, needed to conduct business at any A & Z Committee meeting shall be a majority of members on the committee.
- All members are appointed annually by the Board and serve one-year terms.
- The Committee is responsible for carrying out the A&Z guidelines along with the Covenants and Restrictions of Glenhaven and following the policies set forth in this Resolution/Policy.
- The GLC Board may designate enforcement authority to the A&Z Committee or GLC staff personnel. A&Z Committee decisions may be overruled by the GLC Board in accordance with the GLC Governing Documents, Policies and Resolutions when it is deemed by the Board to be in the best interest of Glenhaven. members rights.
- The appeal process for denied permit applications, violations and fines can be found in Section 7 of the Bylaws and in this Resolution/Policy.
- The A & Z Committee is a crucial element to ensure that Glenhaven is a well-maintained community that is a desirable place to live both now and in the future.
- Committee members understand their responsibilities, regularly attend the A & Z Committee meetings and are required to abide by the GLC "Board and Committee Code of Conduct."

Member Requests and Committee Considerations:

Any physical change proposed for any lot, tract, parcel, developed or undeveloped or additions to the exterior of any structure within Glenhaven requires prior approval from the A & Z Committee. This includes but is not limited to new construction, remodels, additions, out buildings, sheds, fences, decks, carports, garages, retaining walls, in-ground pools, spas, hot tubs and sprinkler systems, some tree limbing, cutting and removal, stump removal, mechanical clearing of vegetation and lot re-grading.

When reviewing requests for changes or when enforcing the covenants and restrictions, the A&Z Committee will consider the following criteria (Article I, Covenants and Restrictions):

- The proposed change must ensure the best use and the most appropriate development of each building site.
- The proposed change must protect the owners of GLC lots against improper use of surrounding building sites which will depreciate the value of their property.
- The proposed change must preserve the natural beauty of the property.
- The proposed change must guard against the erection of poorly designed or proportioned structures and structures built of improper or unsuitable materials.
- The proposed change must secure and maintain proper setbacks from streets, and adequate free spaces between structures.

A & Z Guidelines for Improving or Developing Lots in Glenhaven

1. Exterior Alteration of a Home or Lot

- a. All exterior alterations or projects causing physical change must have written approval from the A & Z Committee, and must meet all GLC and Whatcom County standards, codes and requirements.
- b. Retaining walls require an exterior alteration permit application.
- c. Driveway paving, culverts, re-roofing, painting of structures/sheds and dwellings do not require a permit application.
- d. New construction and large additions greater than two hundred square feet (200 sq ft) require using the new construction and additions permit application submittal process (a shed, playhouse/tree house, greenhouse that is 200 sq ft or less should follow the guidelines for structures/sheds.)
- e. Projects, including Accessory buildings, pole buildings, or detached garage must follow Whatcom County requirements in the permit application process.
- f. Structure permit applications will be denied if they exceed the County “Impervious Surface” Requirements for the lot.
- g. Accessory buildings cannot be erected on an undeveloped lot in Glenhaven unless said lot is legally bound to a lot with a dwelling and the deed for both lots are registered to the same property owner
- h. Structure permit applications may be denied by the Glenhaven A & Z Committee due to the following, it is out of scale, does not fit in with the esthetics of the rest of the community, or follow other A&Z guidelines or GLC governing documents and county requirements.

- i. Any structures other than a “dwelling” are not habitable structures and shall not have any sleeping or cooking facilities installed nor any water service or plumbing installed. Wiring for lights is allowed.

2. Structures/sheds (200 sq ft maximum)

- a. All structures/sheds 200 sq ft and under including but not limited to playhouses/treehouses greenhouses, erected in Glenhaven must have written approval from the A & Z Committee, and must meet all GLC and Whatcom County standards, codes and requirements.
- b. The size of the structure/shed shall not exceed 200 sq ft with width and length no greater than 16 ft. The height of the shed shall be one story with a maximum height of 12 ft. Any building structure larger than 200 sq ft is considered an “Accessory Building” and must follow the permit process for New Construction
- c. Structures 200 sq ft and under that are not enclosed, including but not limited to pergolas, arbors, and wood storage, do not require a permit.
- d. Maximum two (200 sq ft) or under, structures/sheds per lot.
- e. No plumbing is to be installed in a structure/shed 200 sq ft and under including water pipes, toilets, sinks, or any devices requiring running water.
- f. Sleeping or cooking facilities are not to be installed in a structure/shed 200 sq ft and under
- g. Structures/sheds 200 sq ft or less are not habitable structures and are not to be used for that purpose.
- h. Structures/sheds must comply with County and GLC setback requirements relating to residences and water pipes.
- i. Where possible structures/sheds are to be placed only in backyards.
- j. Structures/sheds cannot be erected on an undeveloped lot in Glenhaven unless said lot is legally bound to a lot with a dwelling and the deed for both lots is registered to the same property owner.

3. Fences

- a. All fences erected In Glenhaven must have written approval from the A & Z Committee, and must meet all GLC and Whatcom County standards, codes and requirements.
- b. Fences are allowed on developed and undeveloped property.
- c. All fence permit applications must have a picture of the type of proposed fence and or materials of the proposed fence with a description.
- d. The height of a fence can be 5 feet maximum at the front property line from side to side, or when directly in front of the house facing the road.
- e. The side fence height is limited to a 5 ft maximum from the front property line to the minimum county setback point and thereafter can be 6 ft maximum to the rear of the lot. For example: If the county setback is 10 ft from the front property line, then the side fence maximum height is 5 ft until you reach the 10 ft setback point and from there it can be 6 ft to the rear of the lot.
- f. The rear fence can be 6 feet high maximum at the rear property line from side to side.
- g. The height dimensions for fences on corner lots may have special Whatcom County requirements.
- h. Fences in Glenhaven must not cross over, cover, or enclose any Water Service Installation (curb stop,

meter,) that would Impede or make difficult the operation and maintenance of the water system.

- i. Any fence impeding the operation and maintenance of the GLC Water System could result in a notification to the owner, a fine, or the removal of the fence at the owner's expense.
- j. Fences must be built on or inside your property line to avoid future removal or changes in the placement of the fence through the Glenhaven compliance procedure
- k. Glenhaven Lakes Club reserves the right to request a survey for any fence application submitted
- l. Above ground electric fences, barbed wire fences and temporary fences as described here are not allowed in Glenhaven. A temporary fence is a free-standing, portable barrier or enclosure designed for short-term use that can be easily installed, moved, and removed without permanent anchoring, unlike permanent fencing. It provides temporary security, crowd control, or safety at events, construction sites, or other locations requiring a flexible, non-permanent boundary including welded wire mesh, plastic posts or panels, metal panels supported by feet and braces, and T posts or U posts)
- m. Replacement or repair of existing same style/material fences in the same location do not require a permit as long as the fence meets the current A&Z guidelines.

4. Docks and Floats

- a. All docks and floats erected in Glenhaven must have written approval from the A & Z Committee, and meet all GLC, Washington State, and Whatcom County standards, codes and requirements.
- b. The maximum length from mean high water line to end of dock or float extending onto lakes is thirty (30) feet. In areas where the lakes are narrow, such as canals, maximum extension onto lakes is six(6)feet.
- c. Maximum dock or float width Is twelve (12) feet.
- d. All docks or floats will be located at least five (5) feet inside the property owner's side property lines.
- e. All docks and floats must be securely anchored.
- n. Member must submit one set of plans including any required Whatcom County permits, showing construction material and design.
- o. All dock permit applications must have a picture of the type of proposed dock and or materials of the proposed dock with a description.
- f. A request for a length exception may be made depending on the depth of the water and the area in which the dock is being erected, so long as the exception request stays within the county rules and guidelines.

5. Spas, Hot tubs, Permanent in ground swimming pools, and Permanent in ground sprinkler systems

- a. Glenhaven has its own water system for supplying water to its members. As such it must be proactive to help prevent any cross-connection problems which might affect our water system.
- b. Permanent, in-ground spas, hot tubs, swimming pools, and sprinkler system installations in Glenhaven must have written approval from the A & Z Committee, and must meet all GLC and Whatcom County standards, codes and requirements.
- c. Back flow valves are required for all permanent in-ground spas, hot tubs, swimming pools and sprinkler systems.

- d. All spa, hot tub, in ground swimming pools and in ground sprinkler systems permit applications must have a picture of the type of proposed project and or materials of the proposed project with a description.

6. Commercial uses of lots

- a. Glenhaven is a single-family home residential community. Commercial uses are permitted in designated areas only (Div 2, Blk 1, Lots 1-21) upon prior written approval of the A & Z Committee for the specific use stated. The A & Z Committee shall evaluate the potential impact on the community of the stated use before granting any such request. Commercial uses which cause increased traffic movement on the roads are to be discouraged.

7. Vehicle, Equipment, RV and Material Storage

- a. No vehicle of any type, no construction equipment or materials of any type, shall be stored on any undeveloped lot without prior written approval from the A & Z Committee. A "vehicle" includes but is not limited to motor vehicles, ATVs, trailers, RVs and campers.
- b. Exceptions, for equipment, motor vehicles, ATVs, trailers, RVs and camper storage can be made if the vacant lot is legally combined and adjacent to a lot that contains a dwelling with the deed of both properties under the same name. So long as the lot is not kept in an unsightly condition as per the Covenants and Restrictions
- c. No construction equipment, or materials of any type shall be stored on any developed lot without prior approval from the A & Z Committee. Any approval should be for a specific purpose such as remodeling or building, and may be stored on a lot only during construction

8. Container Storage

- a. A "container" shall mean any temporary, movable, portable structure designed to store, keep, hold or protect tools, implements, parts, materials, household, or other items.
- b. It may be stored on a developed or undeveloped lot only during construction, remodel, or home repair, and must have written approval from the A & Z Committee
- c. Container storage permits will only be issued for an undeveloped lot after all new construction permit applications have been approved.
- d. Containers shall not be allowed as permanent storage on any developed or undeveloped lot.
- e. Containers can remain on lots during construction for the time designated on the permit.

9. Tree Cutting and removal

- a. Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a tree in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as trees for purposes of these guidelines.
- b. Glenhaven seeks to maintain as far as practicable the older mature evergreen tree species such as cedar. Naturally growing native trees with a trunk diameter of 4 inches or more must have A & Z Committee approval before cutting.
- c. Glenhaven recognizes that less desirable tree species such as the alder may likely be replaced with a

- species that will enhance a property more.
- d. Glenhaven lot owners in Divisions 10 and 11 must contact Glenroads, Inc. before cutting a tree that is in the Glenroads right-of-way.
 - e. No person may engage in or cause, directly or indirectly, the cutting of trees without first obtaining a permit application from Glenhaven.
 - f. All tree permit applications must have a picture of the proposed trees to be cut down attached to the application.
 - g. The Committee, along with the Glenhaven Board of Directors, reserve the right to request a survey if, during the review process, they deem a survey necessary
 - h. Cutting trees in emergency situations where life or property is threatened may be exempt from the Pre permitting process, however, any cutting of trees must be reported within 48 hours via tree permit application with attached pictures, certified arborist report, an explanation for the emergency and any other supporting documents
 - i. If the A & Z Committee, Manager, or Board of Directors determines whether a tree was cut down without emergency justification, a violation and fine may be assessed against the member. See the definition of a hazard/danger tree below.
 - j. The normal maintenance of trees and vegetation include the cutting and trimming of hedges, the cutting of tall grasses, and brush or the removal of small bushes, plants, or invasive berry bushes on any lot is required.
 - k. Commercially sold trees, shrubs and plants that are purchased by an owner for landscaping their developed or undeveloped lots may be planted or removed without the need for A & Z approval provided these actions improve the appearance of the lot and are not detrimental in other ways If a property owner is in doubt, they should submit a permit application to the A&Z. Species which are considered invasive should not be planted in Glenhaven.
 - l. Topping of mature evergreen trees is recognized by the National Arborists Assoc. as injurious to the health of the trees. GLC will therefore require identification of alternative remedies and shall consider topping of trees as the least acceptable of such remedies.
 - m. Tree cutting permit application must show an accurate plot plan specific to the lot in which the work will be done. Including the tree location, approximate diameter and the type of tree to be removed. Each tree to be removed must be marked with colored tape, prior to submitting a permit application.
 - n. Written consent of the lot owner is required with the permit application if the owner is represented by an agent.
 - o. The owner is responsible for ensuring all debris is removed.
 - p. The A & Z Committee may require replacement with acceptable trees and landscaping as a condition of approval of the application.
 - q. Once the actual tree removal begins, the cleanup of all debris must be completed within 90 days.
 - r. A tree request denied may be reconsidered if the applicant has new pertinent information or if important information has been overlooked. See "Sec 7 Appeals".

10. Hazzard or danger tree definition/characteristics and examples

- a. Definition of hazard or dangerous tree “A hazard or danger tree is a tree that has a structural defect—such as damage, disease, or instability—that makes it likely to fail and pose a risk of causing personal injury or property damage to a potential target. The classification of a hazard tree involves evaluating both the likelihood of failure due to defects and the presence of a potential target, such as people, structures, or vehicles, in the path of the falling tree.”

11. Key Characteristics

- a. Structural Defects: These can include dead or broken branches, cracks in the trunk or roots, decay (indicated by bugs or woodpecker holes), leaning, or being uprooted.
- b. Potential for Failure: The defect makes the tree or part of the tree prone to falling.
- c. Presence of a Target: The tree is located near a person, vehicle, building, or other valuable property that could be harmed or damaged if the tree fails.

12. Examples of Defects

- a. Dead or Dying Trees: Trees that have no leaves, bark, or limbs can be structurally unsound.
- b. Physical Damage: Trees with broken tops, basal scars, or significant splits in the trunk are more likely to fall.
- c. Disease: Fungal growths, a large number of holes, or other signs of disease can indicate internal rot.
- d. Insect Infestation: Infestations can weaken a tree, causing its decline.

13. Tree limbing

- a. Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a tree in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as trees for purposes of these guidelines.
- b. Glenhaven seeks to maintain as far as practicable the older mature evergreen tree species such as cedar. Naturally growing native trees with a trunk diameter of 4 inches or more must have A & Z Committee approval before limbing (if limbing is more than 1/3 of the height of the tree measuring from the ground).
- c. Glenhaven lot owners in Divisions 10 and 11 must contact Glenroads, Inc. before limbing a tree that is in Glenroads right-of-way.
- d. With limited exceptions, tree limbing greater than one third (1/3) the height of the tree, measuring from the ground, must have written approval from the A & Z Committee and must meet all GLC guidelines. No person may engage in or cause, directly or indirectly, the limbing of trees without first obtaining a permit application from Glenhaven.
- e. All tree limbing permit applications must have a picture of the proposed tree to be limbed.
- f. limbing trees in emergency situations where life or property is threatened may be exempt from the Pre permitting process, however, any limbing of trees greater than one third (1/3) measuring from the ground must be reported within 48 hours via tree permit application with attached pictures, an explanation for the emergency and any other supporting documents
- g. If the A & Z Committee, Manager or Board of Directors determines a tree was limbed without emergency justification, a violation and fine may be assessed against the member.
- h. The normal maintenance and upkeep of trees and vegetation include the cutting and trimming of hedges, the cutting of tall grasses, and brush or the removal of small bushes, plants, or invasive berry bushes on any lot is required.
- i. Commercially sold trees, shrubs and plants that are purchased by an owner for landscaping their

developed or undeveloped lots may be planted or trimmed without the need for A & Z approval provided these actions improve the appearance of the lot and are not detrimental in other ways. If a property owner is in doubt, they should submit a permit application to the A&Z. Species which are considered invasive should not be planted in Glenhaven.

- j. Topping of mature evergreen trees is recognized by the National Arborists Assoc. as injurious to the health of the trees. GLC will therefore require identification of alternative remedies and shall consider topping of trees as the least acceptable of such remedies.
- k. Tree trimming applications must show an accurate plot plan specific to the lot in which the work will be done. Including the tree location, approximate diameter, the type of tree being trimmed and the location of any dwellings including sheds. Each tree to be trimmed must be marked with colored tape, prior to submitting a permit application
- l. Written consent of the lot owner is required with the application if the owner is represented by an agent.
- m. Once the actual tree trimming begins, the cleanup of all debris must be completed within 90 days.
- n. A tree trimming request denied may be reconsidered if the applicant has new pertinent information or if important information has been overlooked.

14. Land Clearing

Land clearing is the process of removing vegetation, trees, brush, and other ground cover from a site to prepare it for specific land use, such as construction, agriculture, parking spaces, real estate development or RV parking. This typically involves heavy machinery to uproot stumps, grade the land and remove debris, but can also include methods like fire for underbrush management. The cleared land then becomes usable and accessible for various purposes, potentially increasing property value.

- a. Whatcom County land clearing regulations and requirements must be followed when applying for a land clearing permit through Glenhaven.
- b. Clear cutting a lot for the purpose of timber sales is prohibited.
- c. Clearing the land for profit or for sale is strictly prohibited.
- d. If a land clearing permit application was issued in conjunction with a new construction permit application and construction has not commenced within six months of the date the applications were approved, the Water Availability may be terminated, and the owner may be subject to a violation.
- e. Once land clearing begins, cleanup of all debris must be complete within 90 days.

15. Stump removal

Stump removal is the process of physically excavating and extracting an entire tree stump and or, its associated root system from the ground, often with the use of heavy machinery. This intensive method creates a large hole but provides a clean slate, making it ideal for major landscaping or construction projects where complete clearance is necessary.

- a. Whatcom County stump removal regulations and requirements must be followed when applying for a stump removal application permit through Glenhaven
- b. All stump removal projects require a stump removal permit application to be submitted and approved before work can begin.
- c. Clear cutting a lot for the purpose of timber sales is prohibited.

- d. Clearing the land for profit or for sale is strictly prohibited.
- e. If a land clearing, stump removal or tree cutting permit was issued in conjunction with a new construction permit application and construction has not commenced within six months of the date the applications were approved, the Water Availability may be terminated, and the owner may be subject to a notice of violation.
- f. Once stump removal begins, cleanup of all debris must be complete within 90 days.

16. Erosion Control

Glenhaven's physical geography and large number of developed lots make control of water runoff both during and after construction essential. During construction property owners should meet or exceed Whatcom County requirements for erosion control. During and after construction water runoff, including downspouts, should be directed toward property corners of adjoining, downhill lots. Owners are responsible for ensuring that development of their property does not cause water runoff, drainage or erosion issues on any neighboring properties. The A & Z Committee may require the owner who is applying for new construction, land clearing, stump removal or tree removal to take specific steps to control water runoff, drainage or erosion as a condition of the permit application approval.

17. Septic Tank/Drain Field Requirements for Homes

- a. All septic tank/drain field installations in Glenhaven must have written approval from the A & Z Committee and must meet all GLC and Whatcom County and Health Department standards, codes and requirements.
- b. To obtain a Whatcom County septic permit the owner must request, through the GLC office, a Whatcom County Water Availability form for Public Water System before submitting the septic application to the County.
- c. Water Availability is governed by Washington State and is only permitted if the Glenhaven water system has new water connections available at the time requested.
- d. Submit County approved septic permit and GLC septic permit application along with any other documents, or applications that may be required such as, land clearing, tree removal, or stump removal to the A & Z Committee.
- e. Attach recorded deed to show proof of ownership (required).
- f. Grass, trees, and shrubs may be requested to be planted if warranted in the opinion of the A & Z Committee. Trees and shrubs should be planted far enough from the drain field to prevent root intrusion into the drain field.
- g. The Water service installation fee (WSI) must be paid prior to septic tank/drain field installation. This fee will be nonrefundable and stay with the property.
- h. Owners must be aware that having a septic system approved and in place does not guarantee a permit from GLC to build a home.
- i. All approved septic systems shall meet all Washington State and Whatcom County installation and maintenance requirements. Owners shall be responsible for proper system maintenance.

18. Mobile Homes

- a. All mobile homes in Glenhaven must have written approval from the A & Z Committee and must meet all GLC, Washington State, and Whatcom County standards, codes and requirements.
- b. Mobile homes are only allowed in the following areas:
 - o Div 2, Blk 1, Lots 1-8 and lots 33-40,
 - o Div 2, Blk 2, Lots 1-4 and lots 18-24,
 - o Div 2, Blk 3, Lots 1-12 and lots 26-33,
 - o Div 2, Blk 4, Lots 1-5 and lots 23-34,
 - o Div 2, Blk 5, Lots 1-9,
 - o Div 2, Blk 7, Lots 1-7.

19. Mobile home versus Modular home definition:

- a. A Mobile home is delivered with an "Installation Manual" and built to HUD standards.
- b. A Modular home is delivered with "House Plans" and built to UBC Standards.
- c. If the applicant is unable to provide "House Plans" it is a "Mobile Home" and is stated on the permit issued by Whatcom County. (If the unit accommodates an axle system, which will permit the towing of the unit then it will be construed to be a mobile home.
- d. Mobile homes are to be no older than five (5) years at the time of installation.
- e. Foundations and tie-downs are to comply with Whatcom County Building Code.
- f. Mobile home skirting is to be installed within sixty (60) days and subject to approval by the A & Z Committee.
- g. All setbacks must comply with GLC and Whatcom County requirements.
- h. Applications are available on the Glenhaven website or at the office.
- i. Foundations and tie-downs are to comply with Whatcom County Building Code.
- j. Mobile home skirting is to be installed within sixty (60) days and subject to approval by the A & Z Committee.
- k. All setbacks are to comply with GLC and Whatcom County requirements.
- l. Applications are available on the Glenhaven website or at the office.
- m. At the next regular A & Z Committee meeting, the Committee will either approve or deny the request for a variance.
- n. Any member of the A & Z Committee with a conflict interest regarding the variance will not vote on the variance.
- o. An appeal of the A & Z Committee's decision by the member requesting the variance via written request to Glenhaven to the Board of Directors at their first meeting following this variance decision. A majority role by the Board members present will be necessary to reverse the decision of the A & Z Committee. No member of the Board with a conflict of interest will vote on the appeal.

20. New Construction and Additions procedure

- a. Submit all required documents, county permits, building checklist, and GLC permit applications to the GLC office no later than Thursday before the A&Z committee meeting.
- b. House plans submitted for Divisions 10 or 11 require notification to Glenroads.
- c. Property owners and or their agents are required to attend the A & Z Meeting in person for any new construction requests.
- d. Acting agent for the GLC property owner must have written and signed consent from the property owner included in their submitted documents.
- e. All County plans, documents and GLC permit applications must match the name of the property owner listed on the GLC account. All GLC permit application documents issued by GLC will be made out in the owner's name.
- f. Member or their representative must be present at the A&Z meeting for new construction.
- g. GLC approval for new homes or major construction projects could take longer for the approval process.

21. Application and Submittal Requirements

- a. Submit one set of Whatcom County approved house or structure plans for GLC. Plans must meet all GLC specifications.
- b. Proof of ownership of lot(s) on which the house or structure is to be constructed. (Recorded Deed.)
- c. Proof lots are legally bound, if applicable.
- d. Plot plan must include location of house, structure, setbacks, drain fields, waterline and driveways. (Driveways must be 5 feet from water service.) Show elevations of house, structure and lot with a horizontal line intersecting a vertical view of the house, structure at the high point of the original grade.
- e. Septic permit and septic design.
- f. Licensed survey
- g. Whatcom County Land Disturbance {clearing} permit.
- h. GLC tree cutting permit application (If applicable)
- i. GLC septic permit application
- j. GLC land clearing permit application
- k. GLC stump removal application (If applicable)
- l. New construction permit application
- m. One copy of all the above documents must be turned into the GLC office no later than the Thursday before the A&Z meeting. Property owners are required to attend the A&Z meeting in person to present their plans and answer questions

New Construction and Additions Requirements:

22. Lot and Building Size Restrictions

- a. No dwelling shall be erected or placed on any lot having an area less than 7200 sq ft.
- b. No dwelling shall be permitted on any lot wherein the ground floor of the main structure, exclusive of one-story porches and garages, shall be less than 600 sq ft.
- c. No dwelling or structure shall exceed a maximum height of twenty-two (22) feet from the highest point of the original grade without written approval from the A & Z Committee.
- d. All building and structures shall be new construction. Exception requests can be submitted along with all required documents for pre-submittal
- e. The maximum size for any accessory building shall be 1200 square feet.
- f. Accessory buildings cannot be erected on an undeveloped lot in Glenhaven unless said lot is legally bound

to a lot with a dwelling and the deed for both lots is registered to the same property owner.

23. Setbacks

- a. All setbacks shall be in accordance with Whatcom County and GLC requirements.
- b. Driveways, fences, shrubs, sheds and other obstructions must be five (5) feet from any water service installation unless a variance is approved by the A & Z Committee and GLC Water Distribution Manager.
- c. One single family dwelling per lot.

24. Building Site Rules and Regulations

The owner shall be responsible for keeping the lot clean and tidy from garbage and debris, and removal and proper disposal of all debris, and garbage from the site and such removal shall be during or coincide with the completion of construction.

Littering of the job site and adjacent properties with debris from lot clearing, or any construction activity is strictly prohibited and subject to notice of violation.

- a. No burning of any substance that is prohibited by the EPA. Burning trash or organic debris anywhere on the lot is prohibited. Any burning must comply with all federal, state and county regulations.
- b. One temporary portable toilet facility, equivalent in sanitary effectiveness to a "Port O Let" must be placed no closer than five (5) feet from the roadway and in a location least offensive to people in adjoining homes. It shall remain in place until such time as the house's toilet facilities are approved for operation.
- c. An RV may be used on a lot during construction once all new construction and septic permitting has been approved. Whatcom County codes and GLC requirements must be adhered to. The permit is good for six (6) months from the date the permit is approved. Extensions may be requested and will be reviewed by the A&Z committee.
- d. All concrete and asphalt driveways will require a joint at the front property line.

25. Construction Time Limits

- a. Construction must begin within six(6) months after construction plans or house plans have been approved and a permit issued by Glenhaven.
- b. The exterior must be completed within six (6)months after commencement of construction.
- c. Mobile homes must have skirting within 60 days after mobile home Installation.
- d. A construction time extension can be granted by the A & Z Committee if the owner and builder have prosecuted construction diligently and continuously and has a Whatcom County Building Permit still active.
- e. An extension request form must be submitted to the GLC office.
- f. All financial obligations to GLC must be current before an extension can be approved.
- g. All outstanding or unresolved compliance violations must be resolved before an extension can be approved
- h. The interior must be completed and the house approved habitable within two (2) years of issuance of a GLC construction permit.

26. Procedure for Height Variance Request

- a. The member petitioning for a variance must present the request to the GLC office.
- b. Petitioner will supply the office with unsealed, stamped envelopes containing a copy of a letter approved by the office, addressing the change in the height of the structure
- c. With a "reply by" date seven (7) days from the date of the letter.
- d. The reply by date gives the members 7 days to reply to the GLC office in writing with any

concerns they have regarding the height variance request.

- e. The letter must be addressed to every member owning property within 300 feet of the perimeter of the petitioner's property/building site.
- f. These letters will be mailed from the GLC Office.
- g. All height variances along with all required new construction documents will be sent to the A&Z committee for review and final approval.

27. Fees

- a. Water service Installation (WSI) fee is required for all developed and undeveloped lot connections to the GLC water system (see Board approved fee schedule).
- b. The WSI Fee must be paid prior to receiving approval to start construction
- c. The WSI fee is nonrefundable. The WSI fee must be paid prior to septic tank/drain field installation.
- d. The new construction and new addition fee must be paid prior to the start of construction

28. Camping

Camping qualifies as the temporary, overnight use of a natural or outdoor area, typically involving a shelter like a tent or RV, to sleep or stay there for 3 to 5 nights. The act encompasses a wide range of activities from basic tent sleeping to more complex RV camping.

- a. Glenhaven provides one 3-to-5-day camping permit per month for members camping on their undeveloped lot.
- b. Members must attach a copy of their deed to the camping permit application
- c. RVs, campers, tents, and sleeping facilities of any kind must be cleaned up and moved off the property after their 3 to 5 day stay.
- d. All garbage, fire debris and other items must be cleaned up and removed from the property.
- e. Do not add allowable camping on developed lots

Property Maintenance

29. Developed and undeveloped Property

- a. All developed and undeveloped property, whether occupied or not, and all Improvements (buildings, accessory structures, sheds, fences, etc.) and landscaping shall at all times be maintained in such a manner as to prevent their becoming unsightly due to, but not limited to, deteriorating exterior materials and finishes (siding, roofing, decks, paint, fences.), unchecked growth of common or invasive weeds, accumulation of rubbish or improper outside storage of any items, including but not limited to unkempt vehicles, off road vehicles, boats, trailers, and RV's
- b. Tree and Brush maintenance:
- c. All property owners shall be responsible for the removal and cleanup of dead or hazardous trees or limbs, and dead brush on their property.

30. Refuse and Nuisances

- a. No lot shall be used or maintained as a dumping ground for rubbish, refuse or garbage. Garbage or other waste shall not be kept except in sanitary containers.
- b. No noxious ("Noxious", harmful or injurious to health or the environment") or offensive activity ("offensive", causing anger, displeasure, or disgust, or violating moral standards.") shall be carried on

upon any property, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.

- c. Replacement of Damaged Structures:
- d. No improvement which has been partially or totally destroyed by fire, earthquake, or other means shall be allowed to remain in such state beyond the minimum time period necessary to secure inspections and permits allowing removal of the debris or to begin repair of the structure. In no event shall this period exceed six (6) months from the date of such destruction or loss unless it can be shown that such delay is beyond the control of the owner. If the damaged structure is to be rebuilt or replaced, all requirements and permitting for approval of the plans by the A & Z Committee, all time limits for completion and other requirements specified elsewhere in these Guidelines shall apply.

31. Storage: Boat, Trailer and Vehicle

- a. The storage of boats, trailers, RVs, campers or "vehicles" of any kind as defined in these Guidelines is not permitted on any vacant lot, unless said lot is legally bound to a lot with a dwelling and the deed for both lots is registered to the same property owner.
- b. Storage of any of the above shall be permitted on a developed lot, however, it should not be in an obvious state of disrepair or make the lot unsightly.

32. Culvert Maintenance

- a. All lot owners are responsible for ensuring culverts on their property are in good condition and kept free of debris.
- b. Whatcom County is responsible for maintaining the ditches in Glenhaven with the exception of Divisions 10 and 11

33. Signs

- a. No signs shall be displayed to the public view on any lot without written approval of the A & Z Committee, excluding "for sale", "for rent", yard sale, and garage sale signs and Political signs before a primary or general election (Washington State RCW). Commonly available commercially made signs smaller than 10 x 14 inches are generally allowed as long as the rules regarding signs are followed. Yard sale and garage sale signs should be removed in a timely manner after the sale date. Glenhaven may require any sign be removed if it is deemed inappropriate, offensive, unsightly or is in violation of any Federal law, State law or Glenhavens governing documents or policies. Political signs shall not exceed 4 feet by 3 feet in size.

34. Enforcement

- a. Enforcement may be by proceedings in equity or at law against any person or persons violating or attempting or threatening to violate any of the A & Z Guidelines hereof, either to restrain such violation or to recover damages. The party prevailing in such enforcement proceeding whether in law or equity shall have from his opponent such attorney's fees as the court may deem reasonable. When a property has three (3) or more notices of violation for the same violation in any twelve (12) consecutive calendar month period, the owner shall be fined in accordance with the GLC Fine Schedule for a "Correctable violation not corrected."

35. Appeals

- a. The A & Z Committee will consider a resubmitted request by the original applicant when a request was originally denied if there is a significant change in the situation or there is additional information to present to the A & Z Committee. If a member feels a decision has been made that is not in the best interests of Glenhaven, the member should Write a letter to the Glenhaven Board explaining the situation in detail.
- b. A & Z Committee or Glenhaven enforcement actions relating to violations or fines imposed upon a member may be appealed by the member to the Glenhaven Board. Any member appeal must be made within 15 days of permit denial or notice of violation or fine.
- c. The Board has final decision authority on all A & Z Committee matters.

Definitions:

A & Z Committee - Architectural & Zoning Committee of Glenhaven

- Accessory Building-An additional structure on a lot with a home on it. It could be a pole building, an outbuilding, a detached garage or other structure. Glenhaven regards this as different from a "shed" that is defined as 120 square feet or less in area.
- An accessory building is not a habitable structure.
- Board - The Glenhaven Board of Directors.
- CCRs - Conditions, Covenants and Restrictions. Also refers to Glenhaven's "Declaration of Covenants and Restrictions." These are rules that all members are legally bound to follow.
- Clearing - The act of cutting or removing more than 30 percent of the trees or vegetation on a lot in a permanent manner.
- Container -Any temporary, movable, portable structure designed to store, keep, hold or protect tools, implements, parts, materials or other items. It is usually hauled on a truck.
- Developed Lot - An originally platted lot with a house or mobile home on it. GLC - Glenhaven Lakes Club, Inc. Also referred to as Glenhaven.
- Hazard or Dangerous Tree -Any tree that is susceptible to immediate fall due to its condition (dead, damaged, diseased or other factors) and which because of its location is at risk of damaging permanent physical improvements to property or causing personal injury. (Whatcom County Planning Department, 2009, Sec23.110.080)
- Non-residential Water Service - Water service which has been paid for and provided to a vacant lot.
- Most often used on a lot where the owners come to camp on the lot during the summer.
- Plot plan -A scaled drawing showing the exterior property lines, adjacent roads or other key markers, any improvements and significant vegetation on the lot(s). Dimensions and other pertinent landmarks must be shown.

- Removal - The actual destruction or causing the effective destruction through damaging, poisoning, or other direct or indirect means that results in the death of a tree or ground cover. This includes cutting a tree down.
- Residential Water Service - Water service which has been paid for and provided to a developed lot.
- Shed - A structure 120 sq ft or less in area used to store tools or other household items.
- Tree - Glenhaven defines a "tree" as a native, naturally occurring species commonly identified as a "tree" in most tree identification books and does not consider seedlings, or immature trees with a trunk diameter less than 4 inches as "trees" for purposes of these guidelines.
- Vacant lot - An originally plated lot without a house or mobile home on it. It is an undeveloped lot.
- Vehicle - An object, usually with wheels, originally built to allow it to be driven or towed. This includes but is not limited to cars, vans, pickups, trucks, tractors, trailers, boat trailers, travel trailers, camp trailers, RVs, and campers.
- Temporary fencing - A temporary fence is a free-standing, portable barrier or enclosure designed for short-term use that can be easily installed, moved, and removed without permanent anchoring, unlike permanent fencing. It provides temporary security, crowd control, or safety at events, construction sites, or other locations requiring a flexible, non-permanent boundary including welded wire mesh, plastic posts or panels, metal panels supported by feet and braces, and T posts or U posts