

PRESTWICK AT HORN RAPIDS HOMEOWNERS ASSOCIATION

ARCHITECTURAL CONTROLS

GUIDELINES, CRITERIA, AND PROCEDURES

ADOPTED MAY 2015

PRESTWICK AT HORN RAPIDS HOMEOWNERS ASSOCIATION **ARCHITECTURAL CONTROLS**

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PRESTWICK AT HORN RAPIDS MASTER HOME OWNERS
ASSOCIATION

ARCHITECTURAL CONTROLS

Preface

The Prestwick at Horn Rapids Homeowners Association, of which every homeowner is a member, was established to preserve and enhance the resources and the personal property of Prestwick at Horn Rapids' residences. The Association is charged with preserving open space and ensuring the preservation of the residence and landscaping design qualities, uniformity, and compatibility which make Prestwick at Horn Rapids a desirable community in which to live.

The Covenants, Conditions and Restrictions (CC&Rs) are part of every deed to property within Prestwick at Horn Rapids (each property owner receives a copy at closing) and grant the Association the legal authority to review and approve building or alteration plans. The matters subject to review and approval include, but are not limited to, initial construction, conversions, additions or exterior alterations of existing common areas, living units, and accessory buildings on a lot, construction of fences, or changes in landscaping. This authority is vested in the Initial Construction Committee (ICC) and Architectural Control Committee (ACC). The procedures and guidelines for ICC or ACC approval are intended to assist contractors, homeowners and others with the application and approval process. However, they are not a substitution for the requirements of the CC&Rs which in every instance shall control.

The construction of a new residence in Prestwick at Horn Rapids may not commence without the prior written approval of the ICC (see Section 3.9 of the CC&Rs). Please note that an application will not be accepted unless all of the required plans and specifications are included in the submittal by owner and/or an approved builder. NOTE: All builders must be approved by declarant/developer. Should the application be disapproved or should the review process be terminated by the ICC for items subsequently found to be missing or deficient, any re-submittal shall be considered a new application.

Applications/guidelines for ICC approval can be obtained from and are to be submitted to the following address:

Stew Stone/ Zak Stone
Stewstone@prurep.com
Snail Mail: 1220 20th ST SE
Salem, OR 97302
503-371-3013 office
503-559-3013 cell

The ACC is a committee of three to five representatives who are appointed by the Homeowners Association Board of Directors and charged with the architectural review function of the Association. The specifications and guidelines contained in this handbook address those exterior modifications which homeowners most commonly wish to perform. This document is meant to be a living document. There will need to be periodic modifications and enhancements as the community grows and changes. If you have any concerns or questions, please address them to a member of the ACC.

WARNING: It is the property owner's responsibility to determine if government body (City of Richland, etc.) approval is required. Approval by the appropriate government body does not relieve the property owner of the responsibility to obtain ICC or ACC approval nor does ICC or ACC approval relieve the property owner of responsibility to obtain government body approvals or permits. Approvals and permits are required by/from the City of Richland for most construction, fences and hot tubs

1.0 Introduction

This manual has been designed to guide you in determining what exterior modifications require ACC approval and how to apply for that approval.

1.1 Categories of Exterior Modifications

Proposed exterior modifications will fall into one of these categories:
Pre-approved (following specifications)
Application Required
Prohibited Items / Construction

1.1.1 Pre-Approved

Some landscaping is pre-approved and does not require submittal of an application to the ACC as long as the construction follows explicitly the specifications provided in this manual. If the proposed construction does not follow the specifications, an application must be submitted and **approved by the ACC prior to starting work**. It is always a good idea to check with the ACC before making any changes. A simple phone call will do it.

1.1.2 Application Required

All exterior modifications which are not explicitly listed as pre-approved or prohibited require approval by the ACC prior to starting any work. The exterior modifications covered in this manual are not intended to be all encompassing. A general rule is that if you are changing the footprint of your home, an application is required. If in doubt, contact a member of the ACC.

1.1.3. Prohibited Items/ Construction

Certain exterior modifications are expressly prohibited by the Association and may not be performed under any circumstances. A list may be found in Section 4.0 "Prohibited Items/Construction" in this manual.

1.2 How to use this manual

To use this manual effectively, first find in which category your proposed exterior modification falls by searching the Table of Contents for the type of modification, e. g. landscaping.

If your proposed modification is in the Pre-Approved category and you will follow the specifications explicitly, you may proceed without any further investigation.

If your proposed modification is listed in the Application Required category, or is not specifically covered in this manual, follow the procedures for application to the ACC in Section 5.0. If the proposed work is covered in this manual, show how your work will follow the guidelines provided.

If your proposed work is in the Pre-Approved category, but you wish to deviate from the specifications, you must submit an application by following the procedures in Section 5.0

2.0 Pre-Approved Construction Specifications

Specifications in this section must be followed explicitly. If any deviation from these specifications is desired in your construction, you must submit an application to the ACC for approval. See Section 5.0 "Application Procedure."

Much of the work homeowners wish to perform falls into the category of repair or replacement. If you intend to repair or replace items which were part of the original construction or were added after the original construction for which you obtained written ACC approval, **AND** you will repair or replace the items with identical materials, you may do so without requesting ACC approval prior to performing the work. Examples of this may be repairing a cracked walkway with exposed aggregate, repainting your home in the original colors, replacing a broken light fixture with an identical fixture, etc.

2.1 Landscaping

Landscaping can be effectively used to accent driveways, define space, create "soft" privacy screens, and reduce the visual impact of fences, sheds, etc. Since landscaping is a design element, considerations should be given to the relationship to the applicant's house, adjacent homes, and the golf course and common areas (if adjacent to the homeowner's property.)

Landscaping of the front yard shall be completed within 30 days of construction completion and within 90 days of construction and sale of the home for back and side yards. Minimum requirements are that the soil (except in flower beds) be covered with a living ground cover (such as grass) or standard landscape materials (bark, rock, hydroseed/tackafyer mixture) which provides weed, dust and erosion control. Owners are responsible for blowing dust, sand and debris, including cleanup costs.

Planting and maintenance of trees and shrubs may not obstruct sight lines required along roadways, or block sun or views or reduce air circulation to neighboring properties, nor encroach on walkways or block walkway lighting. Shade patterns of larger trees and possible physical damage to other properties by encroaching plantings must be considered. If plantings do encroach on your neighbors, it is incumbent on you to obtain permission from that neighbor or perform proper maintenance/pruning. Front yards landscaping must include a minimum of two (2) trees. (See Appendix C for a list of approved trees). Upon written request from the homeowner, the ACC may, but is not required to, waive this two-tree requirement if deemed unreasonable due to the size of the front yard.

Homeowners must select plants which, upon maturity, will be of an appropriate size in height and width to comply with the above stated regulations and the Prestwick at Horn Rapids CC&Rs.

GOLF COURSE FRONTAGE: Landscaping (excluding trees) in rear and side yards along golf course property boundaries shall not be over four (4) feet in height. Trees must have branches trimmed up to ten (10) feet in height at maturity or as specified in subdivision covenants or regulations. Landscaping of Golf Course Property requires the homeowner to complete and submit a written Landscape Maintenance Agreement for approval to/by the Golf Course Manager prior to performing any work.

3.0 Guidelines for other Construction

The guidelines which follow address a broad range of exterior alterations. As it is not possible to cover every type of construction, these guidelines define the principal factors which should be considered in your design such as size, location, quality of construction, materials, colors, relationship to adjacent properties and surrounding areas. The individual merits of each proposed construction are always considered by the ACC. These guidelines should in no way restrict you in design of well thought out alternatives.

3.1 Major Alterations

Major features of the house (such as vertical and horizontal lines, projections, trim details, gutters and down spouts, drainage and materials to be used) must be reflected in the design of the additions. The location of an alteration must not impair views or the amount of natural light and ventilation reaching adjacent properties. All alterations must be compatible with the original house and adjacent houses in style materials and color. Exterior colors must reflect the general earth tone color theme of Prestwick at Horn Rapids. Bright shades are prohibited.

Major alterations represent a substantial cost. It is recommended that a preliminary application for conceptual approval be submitted early in the planning process. The preliminary application should include as much information as practical but must include at least a site plan showing dimensions, elevations (if applicable), relationship to other houses, property lines, and easements. The ACC can help keep your alterations or additions within the guidelines.

Attic ventilators, or mechanical apparatus requiring penetration of the roof, shall be as small as functionally possible, shall be painted to match the roof, shall be located on the rear of the house whenever practical, and shall not extend above the top of the roof line.

3.2 Fences

All fences, privacy walls, etc., require ACC approval and City of Richland Permit. A privacy fence will drastically alter the appearance of your property and adjacent properties. For this reason, the ACC requires that you discuss your fencing plans with your neighbors and get their review and signature prior to submitting an application. The type of fence or wall permitted will vary depending on the home site.

If you plan to attach your fence to an existing fence on neighboring property, or if the fence will at any point be on your property line or cross the property line onto an adjacent property, you must obtain written approval from the affected neighbor(s) prior to submitting an application.

Generally, fences or walls finished with cement plaster, stucco, stone or brick masonry, colored and textured concrete block, cast concrete, shaped plaster, tubular steel or dimensional lumber are viewed as being in harmony with development of the community. Specific fence and retaining wall design standards for different Prestwick at Horn Rapids developmental phases can be obtained from the ACC Chair.

Exposed or plain concrete block, metal siding, chain link, and unfinished wood are not deemed to be in harmony with the development of the community. Wood fences (e.g., natural cedar or redwood) must be weather protected and maintained so they remain attractive.

Front yards may not be enclosed by fencing under any circumstances.

If your property borders the golf course or parks, only open fences, four (4 ft.) or less in height, that afford a non-obstructed view will be considered. Solid side yard fencing will not be permitted beyond the limits of the house. Fences along golf course boundaries must have an unlocked gate to permit golfers to retrieve their golf balls.

Fences finished on both sides are more likely to be approved. Single sided fences must have the finished side toward the neighbors (Good Neighbor Fence). Chain link and other wire fences are not allowed except for the purpose of pet enclosures. See Section 3.6. Cement block fences are prohibited unless stucco coated to match adjacent homes. Continuous solid fencing panels shall not exceed eight (8) feet to center of posts. Fence heights shall be limited to six (6) feet as measured at all points along the fence line from ground level, except where bordering the golf course. Wood fences should be coated with preservative or painted to match the house. The color of wood fences in all new neighborhoods is specified as Sherwin Williams color #8724m Meadowlark, which is a solid Stain.

3.3 Decks

All decks must be compatible with the house in materials and color and are to be located primarily in the rear of the house. Other locations will be considered due to homeowner's lot specifications. Above ground decks require a City of Richland Permit.

3.4 Spas and Hot Tubs

Depending on water depth, spas and hot tubs may require a City of Richland Permit. Spas and hot tubs must be located in the rear or on the side of the property and incorporate a solid locking cover. Based on water depth, the City of Richland Permit may require that your spa or hot tub be completely enclosed by a fence. Please check with the City of Richland for other requirements. The hot tub cover must blend with the house.

Sun control devices and privacy screens shall be no more than eight (8) feet in height when measured from ground level or deck level in which the spa is located. Please refer to Paragraph 3.15, "Sun Control Devices" for further requirements.

3.5 Clotheslines

Clotheslines must be fold-up or retractable and must be completely out of sight when not in use. Permanent structures are not allowed.

3.6 Pet houses/Runs/Enclosures

Pet houses must be approved and compatible with the homeowner's house in color and material, and must be located where they will be visually unobtrusive and will have the least impact on neighbors for visibility, noise, and smell. Generally, this means away from shared property lines.

Chain link fences may be considered for dog runs if enclosed within solid privacy fencing, softened by supplemental landscaping, and well screened. Dog runs shall be sized to a minimum footprint.

Enclosures to confine pet(s) in an area less than the entire back yard must be placed in a location where minimum nuisance and inconvenience is caused to neighbors, and away from shared property lines and living areas of neighborhood residences.

Kennels and stables are prohibited.

3.7 Driveways

Only hard, stabilized surfaces of concrete will be considered. No other material will be approved. Special care must be exercised if changes alter drainage patterns. Runoff must be disposed of within the boundaries of your own property or into the street gutter.

3.8 Exterior Lighting

Exterior lighting not part of the original structure and changes in original lighting which are not identical in style and color to the original lighting must be approved by the ACC.

The application should specify location of lighting on the property plat, height of light fixtures above the ground, wattage, and detailed descriptions of the fixtures. Sodium vapor, quartz or metal halide fixtures are prohibited.

Lighting shall not be directed outside the homeowner's property lines nor toward adjacent homeowners' windows nor onto the golf course.

3.9 Painting

Any changes in exterior colors for houses, fences, decks, roofs, and trim must be approved by the ACC. Colors of stains or paints must be compatible with colors of other houses in the neighborhood. If exterior colors are to be changed, color chips (samples) must be submitted with the application along with detailed descriptions of where the colors are to be applied (trim, body, doors, etc.). See Section 2.0 regarding repainting in the same colors.

3.10 Patios

Patios will be located primarily in rear yards. Materials shall be brick, stone or concrete. If changes in grade or other conditions which affect drainage are anticipated, they must be indicated on the application. Mitigation of any possible drainage changes must be shown on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

3.11 Recreation, Sports and Play Equipment

Recreational play equipment should be placed in rear yards wherever possible. Consideration should be given to lot size, equipment size and design and visual screening. Basketball backboards may be freestanding and must be properly maintained.

3.12 Retaining Walls

Retaining walls must make use of rock, wood or concrete in combination with appropriate landscaping. Because retaining walls may alter existing land forms, the design of such walls must address drainage patterns.

3.13 Signs

All signs not addressed in the CC&Rs are subject to ACC approval. Refer to CC&Rs Section 6.13 and the Rules and Regulations.

3.14 Storage Sheds & Gazebos

A shed or gazebo will be considered only if it blends with the house and maintains continuity of materials and color with the house. Metal sheds or buildings are not allowed. Molded plastic or wood are preferred. A storage shed shall be defined as any structure whose primary purpose shall be for the storage of equipment and materials. Any structure whose primary purpose is for storage shall be reviewed as a shed and shall not be considered as a room addition (Section 3.1).

Sheds may be located only in the rear or side yards. If the shed creates an adverse visual effect from the street, the ACC may require a fence be built to screen the shed. Materials and colors must match or be compatible with the house and fence to which the shed is attached or near. This includes siding, roof, paint or stain, and construction details such as trim and the pitch of the roof. A shed or fence must not be attached to a neighbor's or common area fence without ACC approval.

3.15 Sun Control Devices

Awnings, sunscreens, arbors, trellises, etc. must be of a straightforward design without decoration such as scallops or fringes. They must also be consistent with the scale of the house to which they are attached and any adjacent fencing and must be located such that they do not adversely affect views, sunlight or natural ventilation of adjacent properties.

Hot tub covers and gazebos must blend with the house.

3.16 Swimming Pools

Swimming pools are allowed on homeowners lots including those along golf course boundaries. All swimming pools (above ground, below ground, and prefabricated) must be located in rear yards. Alternate locations will be considered only for property with an unusual configuration or topographic features.

The pool and any mechanical equipment must be completely enclosed by a four (4) to six (6) foot high fence depending on City Codes and Building Permit requirements/regulations. Location of pool-pump equipment should be away from adjacent neighbors to minimize the impact of noise.

As the installation of a swimming pool is a major undertaking, an application for preliminary approval is recommended. This preliminary application should include a site plan showing dimensions of the pool, deck, fenced area, and the relationship to the house, adjacent houses, and property lines. All permits required by the City of Richland must be obtained before start of construction.

3.17 Tree Removal

No tree over 6 inches in diameter, when measured 1 foot above the ground, may be removed without written approval of the ACC. If the tree is being removed for disease or decay reasons, a different type of tree may be used as replacement. Removal of trees for prevention of potential damage to property or personal safety reasons will be permitted.

3.18 Walkways

Only hard, stabilized surfaces will be considered. Gravel, flagstone and stepping stones are acceptable. Special care must be exercised if the addition of walkways will alter drainage patterns. Runoff must be disposed of within the boundaries of your own property.

3.19 Wires and Pipes

All utilities, wires and pipes except for control or monitoring housings must be underground. The installation of drain pipes by the home owner or contractor must be approved by the ACC.

3.20 Protection from Golf Balls

Netting and/or sun screens to protect homes located where they may sustain damage from golf balls is permitted if approved by the ACC. Netting is to be attached under the eaves and to the base of the home or ground on a curtain-type rod or taut cable to prevent scalloping. Netting is to be anchored at the top and base of the home or ground at the same distance from the side of the house. Netting is not to extend beyond or above the eaves and cannot extend past the foot print of the home.

Poles of any kind are prohibited.

Netting is to be consistent in appearance and color throughout the community. Black netting is required unless the color matches the house and has ACC approval. Netting should be in excellent condition at all times. Any repair work must be done in a professional manner. Tears/rips should not be pulled together and mended. All squares should remain symmetrical.

Windows can be protected with a sun screen mounted with a space between the screen and window. Sun screens must be black or match the color of the home.

4.0 Prohibited Items/Construction

The following are expressly prohibited in all areas of Prestwick at Horn Rapids.

4.1 Model Home Alterations

Model home alterations made by the Prestwick at Horn Rapids builders to model homes for the purpose of marketing which are otherwise not permitted, such as fenced front yards, French doors on garages, etc. shall be permitted only until the model home is sold to a homeowner. The builder must return the home to compliance with the Architectural Controls prior to occupancy by the homeowner.

Additionally, under no circumstances shall any homeowner be allowed to make Model Home Alterations to their property which are not in compliance with these Architectural Controls.

4.2 Antennae

Short-wave radio and television antennae, large satellite dishes and all similar devices are not allowed on private or rental residences in Prestwick at Horn Rapids. Small dish antennae conforming to Federal Regulations may be acceptable, and ACC approval is required. Small dish antennae should be located on side of house if possible and not visible from street or golf course.

4.3 Temporary Structures

With one exception, temporary structures are not allowed on any lot at any time. Tents, air-filled structures such as games, and other temporary structures for parties, etc., are allowed if removed within 2 days of the event.

4.4 Trash, Building Materials

Lumber, used building materials or litter of any kind may not be stored on any lot at Prestwick at Horn Rapids. Excess material and debris must be removed immediately after completion of any construction.

4.5 Flagpoles

Permanent freestanding flagpoles must be approved by the ACC.

5.0 Application Procedure

Applications may be obtained from the ACC. (A copy is also included as Appendix A.). Completed applications should be returned to the ACC.

Please be sure to adequately describe the work you are proposing to do. If you have any questions, feel free to contact any member of the ACC directly. If your request is not clear, the ACC may return your submittal for clarifying information. Save yourself and the ACC some time - if you're not sure, ask.

The following information must accompany your application:

Site Plan: A site plan is most easily prepared by submitting a copy of your property plat with descriptive material stating what work is to be done and by whom. Proposed changes/additions should be indicated, including dimensions and distances from adjacent properties, houses, and easements.

Materials and Colors: Samples of the materials (where practical), colors to be used and an indication of the relationship to existing materials and colors must be provided. In most cases, a statement that the "proposed deck," for example, "is to be painted the same color as the existing house" is sufficient. If the proposed color(s) are not the same as the existing colors, color chips must be submitted for clarity.

Drawings and Photographs: A drawing of your proposed change/addition must be provided. Do not worry about any shortcomings in your drafting or artistic ability. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown.

Acknowledgment of Neighbors: A copy of your complete application to the ACC must be provided to all neighbors who will be affected by the proposed construction, and your application to the ACC must include the signature of all such neighbors. If you live on the golf course, the Golf Course Manager is considered to be one of your neighbors. Your neighbor's signature DOES NOT constitute their agreement. It simply demonstrates to the ACC that you have informed them of your plans.

Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven days from the date of their signature to register their concerns with the Homeowner's Association/ACC. The ACC will then consider their concerns along with your application. Ultimately, however, the ACC decision will be based on the standards set forth in the CC&Rs and this document. A neighbors concern or objection does not constitute automatic denial of the application.

Dates: The estimated start date and completion date of the proposed work must be included on the application. Your work must commence within six months of approval and must be complete within twelve months of approval.

6.0 ACC Committee Review Procedure

The ACC reviews all applications.

Decisions made by the ACC in reviewing applications are not based on personal opinion or taste. Judgment of acceptable design is based on the following criteria which represent in more specific terms the general standards of the CC&Rs and this document.

Conformance with Covenants: All applications are reviewed to ensure that the proposed work is in conformance with the CC&Rs and Architectural Controls.

Validity of Concept: The basic idea must be sound and appropriate with its surroundings.

Design Compatibility: The proposed work must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined in terms of architectural style, use of materials, colors, and construction details.

Workmanship: The quality of work must be equal to or better than that of the homeowner's property and surrounding area.

No act by the ACC shall be deemed to be in any way a representation or warranty that the plans or actions reviewed by the ACC do or do not comply with applicable governmental laws and regulations, do or do not meet industry standards for workmanship or safety, or do or do not meet the needs or desires of the person submitting plans for approval. The ACC determines only acceptability to the community and neighborhood aesthetics.

7.0 Complaint Procedure

The following has been established for handling Association members' complaints regarding violations of the Architectural Controls. Complaints may be registered with the ACC Chair. Those homeowners who wish to be contacted regarding the handling of their complaint may give their name and phone number. **HOMEOWNERS ARE ENCOURAGED TO RESOLVE MATTERS AMONG THEMSELVES WHENEVER POSSIBLE.**

7.1 Complaints

Complaints tend to fall into one of the following categories:

LACK OF ACTION - projects not completed or maintained. Landscape or house not maintained.

PROJECTS IN PROGRESS - without ACC approval or which deviate from the submitted, approved plan; or which raise a neighborhood concern due to problems not originally considered, e. g. property infringement, quality of work, etc.

COMPLETED PROJECTS - not approved by the ACC or which deviate from the submitted, approved plan. Complaints may also arise due to misuse, problems not considered, property infringement, quality of work, lack of City approvals / permits, etc.

Complaints will be logged, and the ACC will appoint one member to review complaints as necessary. This member will review any plans on file, make a visual inspection of the site, notify the subject homeowner, and collect any other relevant data.

Should the ACC find that no violation exists, the complaint will be closed, with notification to the complainant, if requested.

7.2 Violations

If a violation has occurred, the ACC will notify in writing the homeowner, the Board and, if requested, the complainant. Such notice shall explain the rule, requirement, or guideline which has been violated.

7.3 Resolution

The Association and/or affected homeowners may seek to enforce compliance with these guidelines and any other remedy for a violation available under the CC&Rs and the laws of the State of Washington. All parties are encourage to resolve any disputes in an amicable and timely manner.

7.4 Fines

If, at the hearing, the Board finds a violation to exist, or if no hearing is requested and the violation continues for more than fourteen days after the receipt by the homeowner of the certified letter, the Board of Directors may impose a fine on the homeowner. Any fine shall become a lien in favor of the Homeowners Association and against the lot or living unit in question, arising in the same manner as liens under section 4.10 of the Covenants, Conditions, and Restrictions of Prestwick at Horn Rapids. The fine will be levied daily, at \$10.00 per day, until the violation is cured. Fines will be billed and collected in the same manner as are the Homeowners Association general dues.

The Board of directors has also approved a fine system in the event that projects which require prior ACC approval are built or started without approval. A warning will be given on the first offense, however, a fine of \$50.00 will be levied on the second offense.

In the event of a continuing violation which results in the assessment of more than thirty days of fines, the Board of Directors will review the situation. The Homeowners Association may, at that time, initiate legal proceedings to enjoin further violation and to collect any unpaid fines. Fines may continue to be assessed during the pendency of such legal proceedings.

PRESTWICK AT HORN RAPIDS MASTER HOME OWNERS
ASSOCIATION ARCHITECTURAL CONTROLS

APPENDIX A

Project Application: Architectural Controls Committee

Date Received: _____ Application #: _____

1. Name: _____ Neighborhood: _____
Address: _____ Phone: _____
_____ (Home) _____ (Work) _____

INSTRUCTIONS: For detailed instructions and attachment requirements, please refer to ACC guidelines and instructions on the back of this application form. NO application will be reviewed without COMPLETE information and/or plans. Please read the instructions carefully in order to avoid unnecessary delays in processing. PLEASE COMPLETE THIS FORM IN INK.

2. Description of Proposed Work: _____

3. Estimated Start Date: _____ Estimated Completion Date: _____
(within 6 months of approval) (within 12 months of approval)

4. Acknowledgment of adjacent property owners. **(include Golf Course Manager if you border the golf course and if you live in Prestwick or Glen Eagle, you need the approval and a signature from the Prestwick or Glen Eagle Board of Directors).**

Name: _____ Address: _____ Date: _____

Name: _____ Address: _____ Date: _____

Name: _____ Address: _____ Date: _____

Name: _____ Address: _____ Date: _____

NOTE TO OTHER PROPERTY OWNERS: Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention and that you have received a copy of the complete ACC application. If you have concerns with the proposed work, you must notify the ACC in writing within seven days of signing.

5. Acknowledgment of Applicant: I have read and acknowledge the Architectural Controls, and the instructions on the reverse side of this form which govern the procedure for undertaking any addition or alteration to my property.

Owner's Signature: _____ Date: _____

FOR ACC USE ONLY: Approved: _____ Disapproved: _____ Date: _____

Initials of ACC members' _____

Conditions of Approval: _____

INSTRUCTIONS: For detailed instructions, refer to the Architectural Controls Section 5.0, "Application Procedure." For specific information, refer to the section pertaining to the type of work you are proposing. In addition to this application, you must submit the following attachments:

1. A site plan with the location of the proposed work drawn to scale with exact dimensions shown. Note distances from the property lines and show relationship of proposed work to neighboring homes, common areas and easements.
2. Drawings of the proposed work showing the design.
3. Description of the materials to be utilized.
4. Color. Note whether the color will match the body or trim of house, or attach a color chip for other colors.
5. A grading plan if altering the contours of the landscape.
6. A separate legally recorded agreement signed by the affected property owner if the proposed work falls on or crosses the property line at any point.

ACKNOWLEDGMENT OF APPLICANT: (Signature on reverse side)

1. I understand that construction of certain projects requires that I obtain a City of Richland building permit(s). Approval of the proposed work by the ACC does not affect or remove that requirement.
2. I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or the Prestwick at Horn Rapids Homeowners Association if legal action becomes necessary.
3. I understand that members of the Architectural Control Committee may enter on my property to make reasonable inspection of the proposed work locations only with my prior approval. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Prestwick at Horn Rapids Covenants, Conditions and Restrictions and Architectural Controls in regard to the review process.
5. The proposed work must commence within six months and must be completed within twelve months of approval of the application by the ACC.
6. I understand that approval is contingent upon all work being completed in a workmanlike manner with quality equal to or better than the original home construction.

PRESTWICK AT HORN RAPIDS MASTER HOME OWNERS
ASSOCIATION

APPENDIX B

**HOMEOWNERS COMPLAINT FORM (can also be used for complaints other than those
directed to ACC, e.g., vehicles parked on streets, etc.)**

Date: _____

Your Name (print): _____

(Your name will be kept confidential but must be included for committee action)

Do you wish a personal response to the action taken on this complaint? _____

Best time to reach you by phone: Morning_____ Afternoon_____ Evening _____

Home phone: _____ or Work Phone: _____

Name of homeowner if known: _____

Address: _____

COMPLAINT (Please be specific):

Have you discussed this problem with your neighbor? Yes: _____ No: _____

PRESTWICK AT HORN RAPIDS MASTER HOME OWNERS

ASSOCIATION: ARCHITECTURAL CONTROLS

APPENDIX C: Approved Trees

Common Name	Scientific Name
Deciduous	
Ash, White or American	<i>Fraxinus americana</i>
Beech, European, Purple, Common	<i>Fagus sylvatica</i>
Birch, Black, River or Water	<i>Betula nigra</i>
Birch, Silver or Youngii	<i>Betula pendula</i>
Cherry, Japanese, Hill, or Oriental	<i>Prunus serrulata</i>
Cherry, Spring, Rosebud, Weeping	<i>Prunus subhirtella</i>
Dogwood, Kousa	<i>Cornus kousa</i>
Dogwood, Flowering	<i>Cornus florida</i>
Linden, Littleleaf	<i>Tilia cordata</i>
Maple, Amur	<i>Acer ginnala</i>
Maple, Japanese	<i>Acer palmatum</i>
Maple, Red	<i>Acer rubrum</i>
Pear, Callery	<i>Pyrus calleryana</i>
Plum, Cherry	<i>Prunus cerasifera</i>
Redbud, Eastern	<i>Cercis canadensis</i>
Elm	<i>Zelkova carpinifolia</i>
Evergreen	
Cypress, Nootka, Yellow or Alaska	<i>Chamaecyparis nootkatensis</i>
Pine, Limber or White	<i>Pinus flexis</i>
Pine, White	<i>Pinus strobus</i>
Spruce, Colorado, Blue, or White	<i>Picea pungens</i>