

TEAL LAKE VILLAGE HOMEOWNERS ASSOCIATION PACKAGE

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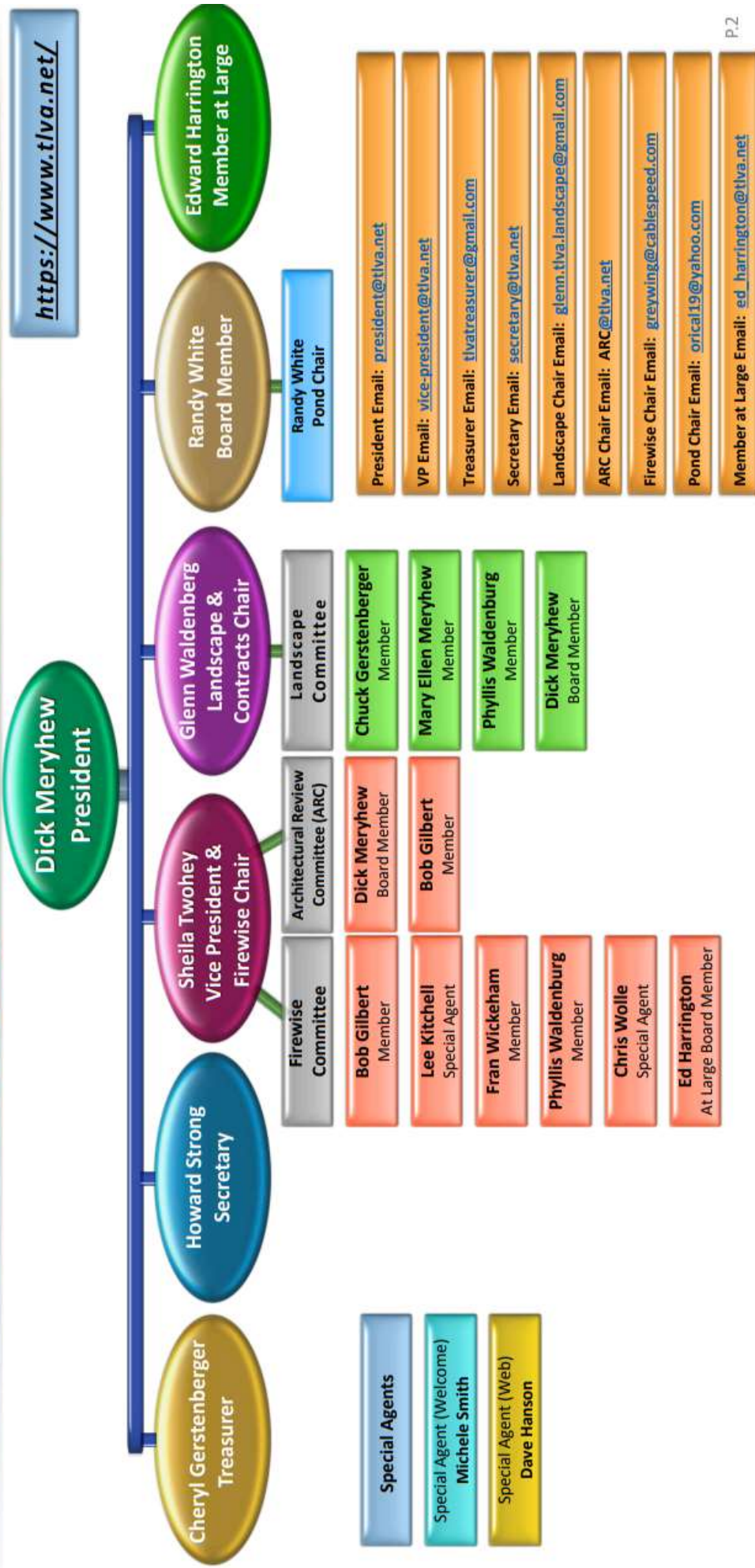
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<https://www.tlva.net/>



PORT LUDLOW COMMUNITIES & GOVERNING BODIES

South Bay Community Association (SBCA) (South Bay)

Bay Club

South Bay Villages (16)

Bayview

Edgewood

Fairway

Fairwood

Greenview

Hidden Cove

Inner Harbor

Ludlow Cove II

Ludlow Point I

Ludlow Point II

Ludlow Point IV

Olympic Terrace I

Olympic Terrace II

Timberton

Teal Lake Village

Woodridge

Port Ludlow Maintenance Commission (LMC) (North Bay)

Beach Club

North Bay Plats (9)

Port Ludlow Supporting Organizations

Port Ludlow Village Council (PLVC)

Emergency Preparedness

Trails

Tree Lighting

Port Ludlow Associates (Developer)

OWSI (Water)

Hotel

Convention Center

Golf Course

Marina

Tennis Courts

Unsold Lots

TEAL LAKE VILLAGE INTRODUCTION

Teal Lake Village (TLV) is a Master Planned Community where owners purchase their home and the property immediately adjacent around it in accordance with the By-Laws of the Teal Lake Village Association (TLVA), a non-profit corporation. The remaining property (limited common area) in TLV is owned by the TLVA, which is composed of all the homeowners and is managed by the Board of Directors. This Association is governed by the CC&Rs, Articles of Incorporation and the By-Laws of the Association, as well as the governing documents of the South Bay Community Association.

The Association is non-profit and is formed for management, maintenance, social, physical and aesthetic purposes to benefit property owners, residents and occupants within the Plat of Teal Lake Village. By its very nature, planned community living, in Teal Lake Village or elsewhere, places on each resident responsibilities quite different from those of individual owners of homes in non-planned communities. All homeowners, in agreeing to the CC&Rs and By-Laws prior to purchase, have contracted to abide by the various articles of those documents as well as by the rules set forth by the Board of Directors of the TLVA. It is therefore important for all homeowners to familiarize themselves with the provisions of their TLV CC&Rs and By-Laws. It is from these that the TLV Rules and Regulations are ultimately derived.

The rules and regulations for TLVA residential community are prepared and published by the TLVA who reserve the right to revise, change or add to these rules at such times as they deem necessary for the safety, security care and cleanliness of the community and for the convenience and comfort of all occupants therein.

For some residents of TLV, life in a planned community is a new experience, involving a change from complete independence to becoming part of a close-knit group enterprise. The common ownership of all land except that occupied by individual homes, involves sharing of responsibility with all other homeowners for maintaining the unique character of TLV. It means volunteer effort to make the various necessary committees function for the benefit of the total community and all residents are encouraged to "jump in" and share the multitude of tasks with their neighbors.

TEAL LAKE VILLAGE ASSOCIATION

History:

- 98 single family homes
- 7 streets
- Diagram included in this packet
- Certified as a non-profit corporation on June 8, 1992
- Construction began on Sea Breeze Lane and proceeded up the hillside

Governing Documents

- South Bay Master Declaration CC&Rs
- Teal Lake Village CC&Rs
- South Bay By-Laws
- Teal Lake Village By-Laws
- South Bay Rules
- Teal Lake Village Rules
- South Bay Design Standards
 - Permissive Land Use Agreements (if applicable)

Board of Directors:

- Three to Nine voluntary positions elected by TLVA Homeowners 2 year terms - may be staggered- a different number of positions may be open each year
- List of current Board members is included in packet and is available on the Village website, tlva.net
- Responsible for enforcing governing documents and managing the maintenance and operation of the Association land and limited common areas.
- Normally meet once a quarter at the Bay Club, usually on the third Monday of the designated month at 10 A.M.. Notices are sent at least 3 days in advance to Homeowners by the Secretary and are posted on the website. May have special meetings occasionally to address specific issues. The Annual Homeowners' Meeting is held in November at 3PM Minutes of meetings are posted on the website.
- Homeowners are invited and encouraged to attend Board meetings and serve on the Board.

HOA Dues:

- Statements are sent out by our accounting service beginning in January and each following quarter.
 - Payments must be received within 30 days of each statement date to avoid penalties
 - Late fees will be assessed on all delinquent accounts
- Dues cover landscape services, insurance, community utilities, taxes, accounting services and maintenance on the retention pond.

Architectural Review Committee:

- All existing buildings and structures and/or certain landscape modifications require that an application be submitted and a permit must be obtained from the SBCA ARC, Jefferson County and/or the TLV Board, as applicable, depending on the modification. This includes any exterior changes, decks painting and alteration of landscaping. See the Building Modification Section for details.

LANDSCAPE SERVICES

The Teal Lake Village Association (TLVA) Board of Directors is responsible for the vetting, hiring and when necessary, terminating the contract of the Landscaping Service Company. The current landscape contract is available on the Village website, tlva.net.

TLVA homeowners' dues pay for the landscape contractor to provide maintenance of common areas, individual homeowners' lawn mowing, edging, fertilizing, removal of yard waste, some pruning of shrubs and trees and chemical weed control. No hand weeding is provided. Homeowners are responsible for hand weeding of flower beds and shrub beds. The contract does NOT provide for tree or vegetation trimming for view maintenance. Trimming of trees or other vegetation in Limited Common Areas requires a TLVA Limited Common Area Modification permit. The permit form is available on the tlva.net website under: ARC Documents

The irrigation systems will be turned on in the Spring and turned off in the Fall. The landscaping services company will notify homeowners if there are repairs needed on the system and give them a quote for repairs. Homeowners are responsible for the cost of repairs for their system and may choose a different contractor for repairs.

Back-flow testing and certification will be done each Spring.

Special landscape requests, problems or concerns must be submitted in writing using the Complaint/Comment form on the Teal Lake website, tlva.net. These will be viewed by the landscape contractor and the Landscape Chair. Requests may not be made directly to the landscape crew, but must go through the Landscape Committee Representative and the Landscape Chair.

Changes to existing landscape: Permits must be submitted to the Village ARC representative before any work can be done. See Appendix A of the Design Standards, located on the sbca.club website, for exceptions to this rule. Forms are available on the SBCA website, sbca.club or sbca.io.

The Complaint Form on the tlva.net website is your contact with the landscape company. Do not make specific requests of the landscape crew. They have no authority and can only perform the specific duties they are given by their supervisor that are within the confines of the landscape contract. They have a schedule to meet and cannot take time away from completing 98 homes in a given time frame.

Frequently Asked Questions: An FAQ page is being developed and will soon be available on the TLVA website. tlva.net.

OTHER SERVICES

Trash Collection

Murray's Disposal Service olympicdisposal@wasteconnections.com (360) 385-6612

Electric

Jefferson PUD www.jeffpud.org (360) 385-5800

Telephone/Internet

WAVE Broadband (ASTOUND) www.astound.com (866) 928-3123

Centurylink www.centurylink.com (800) 244-1111

Verizonwireless www.verizonwireless.com (800) VERIZON

Television

WAVE Broadband www.wavebroadband.com (866) 928-3123

DISH Network www.dish.com (800) 201-1502

Direct TV www.directtv.com (800) 490-4388

Water/Sewer

Olympic Water and Sewer ows-inc.com (360) 437-2101

Bay Club

- [sbca.club](#): Social functions, pool, gym, meetings, clubs, etc.
- [Sbca.io](#): Forms and Governing Documents (360) 437-2208
- **Golf Pro Shop** (360) 437-0272
- **Resort Inn/Fireside** (360) 437-7000
- **Marina** (360) 437-0513

Port Ludlow Voice www.plvoice.org local magazine published monthly

TEAL LAKE VILLAGE DUES PROCESS

The Teal Lake Village Board of Directors adopted a revised dues process at the regular meeting on July 15, 2013 in order to more fully comply with our Supplemental CC&Rs, By-Laws and Rules and Regulations. We believe this process will simplify administration and reduce the cost of bookkeeping and postage for our Association.

Please help your administration save money and your Association officers save time by completing the Electronic Notification Authorization Form located in this packet and choose the option to receive invoices and notices via email instead of US mail. The Secretary must have your written consent to receive email notices on file. Please return the enclosed form to the Secretary listed on the form.

Please remember to provide the Bookkeeping Service, the Treasurer and the Secretary of any changes to your email address. Send your dues payments promptly to our bookkeeper at:

Teal Lake Village Association
C/O Westsound Services
PO Box 754
Kingston, WA 98346

Make Check payable to *Teal Lake Village Association*. If you have questions, contact Katherine J. Klint-Simmons, (360) 930-0868, ws.services@comcast.net.

The amount each Teal Lake Village Association member must pay is \$2192 annually per Lot.

You may pay the full amount in January or in installments of \$548 each quarter in January, April, July and October.

Payment must be made within 30 days of the statement date to avoid interest and penalties. Homeowner dues that are not paid within 30 days shall be delinquent and shall be assessed a \$25 late payment fee, plus interest of 1% of the full amount due on the last day of the month.

The first dues invoice will be sent in January of each year. Reminder statements of any unpaid amount will be sent by email if you have chosen this option, or by USPS if you have chosen that option

ELECTRONIC NOTIFICATION AUTHORIZATION

The easiest way to fill out this authorization form is to register electronically on our website, tiva.net and then fill out the "[New Resident Email Authorization](#)" form online.

OR you can mail this paper form to: *Teal Lake Village Association, ATTN: Secretary POBox 65011 Port Ludlow, WA 98363*

In order to comply with legal requirements, the TLVA Board must have on file signed authorizations for electronic notifications of all invoices and Board meetings. Electronic means (e-mail) saves TLVA money in postage, paper and printing costs, saves time and provides updated information easily. Therefore, the TLVA Board recommends homeowners give authorization for both billing and Board meeting electronic notifications. However, if you are unable to use electronic means, you may choose to have a hard copy mailed to you. The form below asks for your preferences.

I/We, _____
(Print Name)

Of Lot Number _____ Address _____

DO Authorize following checked items to be sent by Electronic means:

_____ Dues Invoices

_____ Board Meeting notifications and Updates

Please use the following email address(s):

Email Address: _____

Email Address: _____

Do NOT Authorize _____ Electronic notification, but want the checked items to be sent by mail via the US Post Office.

_____ Dues Invoices

_____ Board Meeting notifications and Updates

Please use the following mailing Address(s): _____

DO Authorize _____ my (our) names(s) and addresses to be posted on the Teal Lake Village website, tiva.net as "New to the neighborhood".

Signed: _____ Date _____

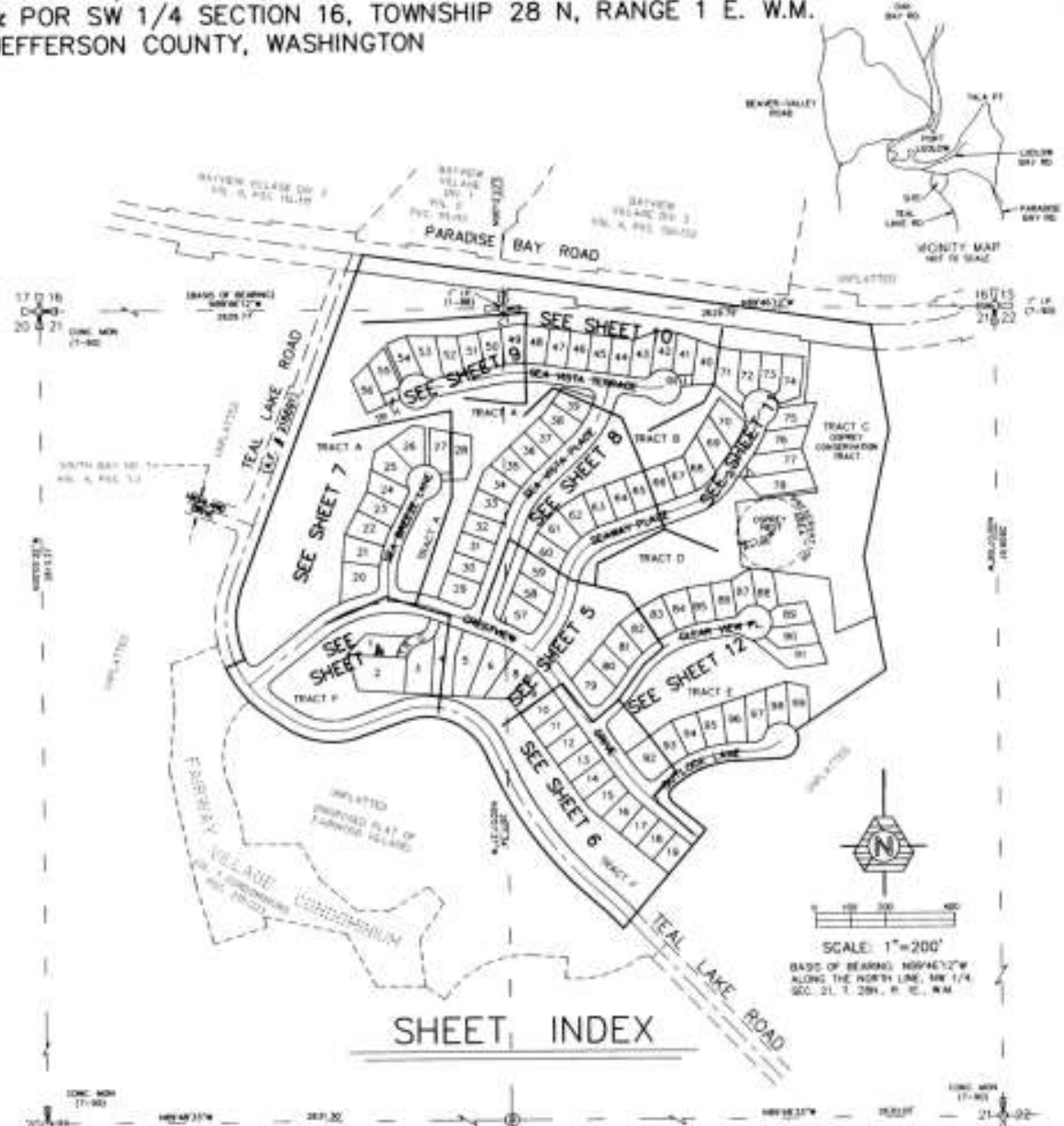
(Only one homeowner signature is required)

Phone Number(s): _____

PLAT AMENDMENT TO
TEAL LAKE VILLAGE

POR NE 1/4 & NW 1/4 SECTION 21, TOWNSHIP 28 N, RANGE 1 E. W.M.
 & POR SW 1/4 SECTION 16, TOWNSHIP 28 N, RANGE 1 E. W.M.
 JEFFERSON COUNTY, WASHINGTON

THIS PLAT IS BEING AMENDED TO:
 1. REVISE LOTS 1 THRU 8, TRACTS F & G
 INTO LOTS 1 THRU 8, A & 9 AND TRACTS F & G.
 (SEE SHEETS 4 & 5 OF 12)
 2. REVISE LOTS 36 AND 39 AND TRACT A.
 (SEE SHEET 8 OF 12)



SHEET INDEX

INFORMATION FOR THIS SURVEY WAS A 1-MINUTE THEODOLITE
 AND ELECTRONIC DISTANCE MEASURING (EDM) PROCEDURES USED IN
 THIS SURVEY WERE HELD TO THE BEST PRACTICES OF THE SURVEYING
 STANDARDS SET BY WAC 220-120-000.

JOB NO. 91-156

TRAD ASSOCIATES, INC.
 11415 NE 128th STREET
 KIRKLAND, WASH. 98034
 (206) 821-8440

SHEET 3 OF 12

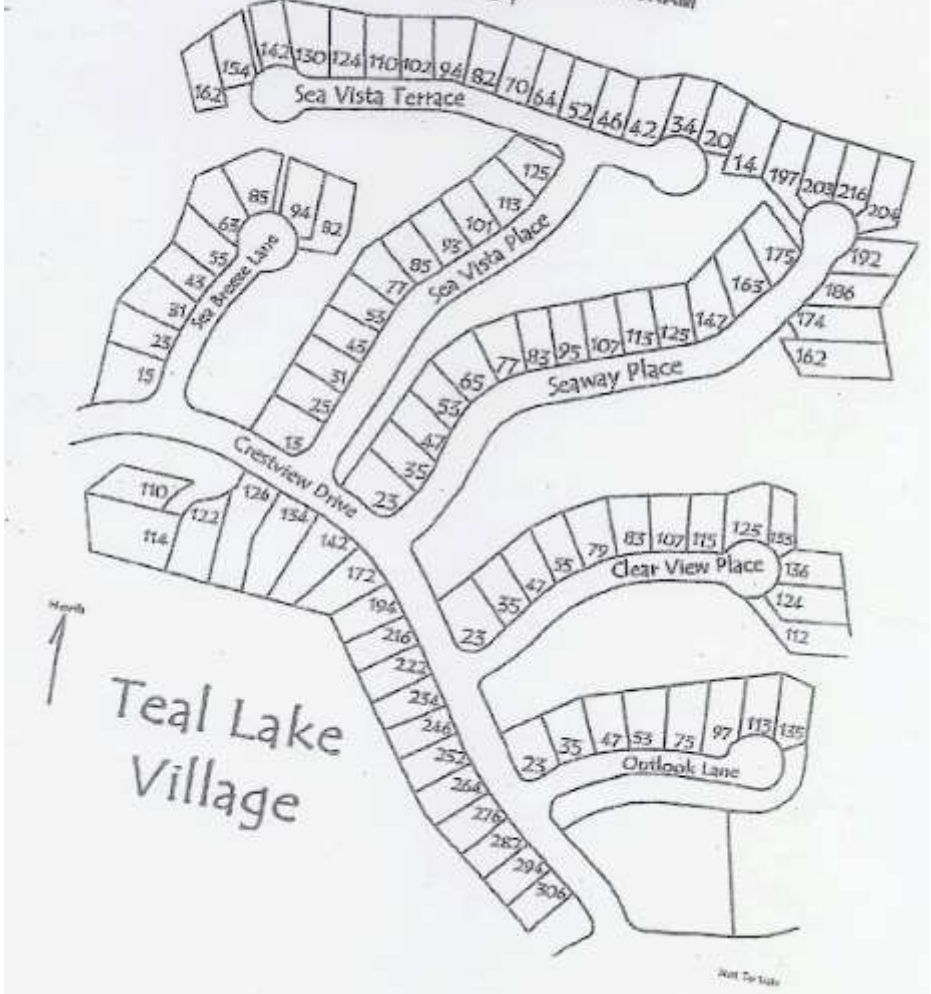


VOL/PC
 1982

Initial: *ME*

Date: *10-9-97*

ATTACHMENT B
TLVHOA DIAGRAM



TLVA BOARD OF DIRECTORS MEETING SCHEDULE

All Board of Directors meetings are held at the Bay Club.

All Homeowners are invited and encouraged to attend the meetings.

Meetings are usually held once a quarter on the second Wednesday of the month selected, at 2 P.M., except for the annual Meeting, which is held in November at 3:00 P.M.

You may check the Teal Lake Village website, tlva.net to view the calendar of specific meeting dates for the year.

The Secretary will send regular meeting notices three days in advance via email and the Annual meeting notice via the US Post Office.

Minutes of each meeting will be posted on the TLVA website, tlva.net.

[Link to Teal Lake Village Association Limited Common Area Modification Application](#)

Teal Lake Village Association Limited Common Area Modification Application

Resident _____

Address _____

Lot Number _____ Telephone _____

Email Address _____

Description of project, including changes from a previously approved project and /or time frame: Attach additional sheet if needed. Attach photo of area and vegetation affected.

Starting Date _____ Expected Completion Date _____

Contractor _____

All contractors must be licensed and bonded.

Neighbor Notification: Attach List. Did any neighbors express objections or concerns?

NO _____ . YES _____ Describe _____

Resident Signature _____ Date _____

Teal Lake Village ARC Review/Recommendation Approve _____ Disapprove _____

Approve with Conditions _____

ARC Signature _____ Date _____

Teal Lake Board Review Approve _____ Disapprove _____

Approve with Conditions _____

Board Member Signature _____ Date _____

Rev 1/10/24

Neighbor Notification: Include all names and addresses of all other TLVA residents and residents of other villages who might be affected or able to view the requested modification.

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

Address _____ Village _____

Name _____

[Link to TLVA Complaint Form](#)

TEAL LAKE VILLAGE ASSOCIATION
TLVA Complaint Form

To: Teal Lake Village Association
PO Box 65011
Port Ludlow, WA 98365
Attn: TLVA Board of Directors
Or via email: board@tlva.net

Property Owner(s) making complaint (optional)

Name (s): _____

Address: _____

Telephone: (_____) _____

Lot Number: _____

Signature of Teal Lake ARC: _____ **Date:** _____

Unless you wish to remain anonymous, please have the Village ARC/Board Representative sign that they have seen the complaint before passing it on to the TLVA Board of Directors.

Description of Complaint: (Site specific language in CC&Rs and/or South Bay Design Standards pertaining to complaint.) _____

You may attach any more information you may have (such as photos) to this form.
TLVA Board will investigate your complaint.

Signature of Owner(s) _____ **Date:** _____

_____ **Date:** _____

Action taken by TLVA Board of Directors: _____

[Link to: BUILDING CONSTRUCTION/MODIFICATION APPLICATION](#)

SOUTH BAY COMMUNITY ASSOCIATION

Application No. _____

BUILDING CONSTRUCTION/MODIFICATION APPLICATION

SBCA-ARC approval is required for all new construction or any project which changes the exterior footprint or appearance of an existing structure. Examples: changing the size of a deck; adding a new heat pump or solar panels. (See Appendix A)

TO: Village-ARC Representative or Village HOA (Property Owners may also submit applications directly to SBCA-ARC Office)
(If no Village-ARC or Village HOA then submit to SBCA-ARC Office)

Property Owner(s):

Address:

Telephone:(____)_____ Email:_____

I agree to accept the Approval Letter and related communications electronically:
____ Yes ____ No

Property Information:

Lot: _____ Street Address: _____ Village: _____

Brief Description of Project (attach additional page(s) if necessary):

Estimated Starting Date: _____ Estimated Completion Date: _____

I have notified my Notice Neighbors, as listed and described on Schedule 1: _____

Are you aware of any objection(s) to any portion of the work described in this Application?

Yes (*) ____ No ____

(*) If Yes, describe the objection in Schedule 1, item 4.c., below.

Signed: _____ Date: _____

(For your own benefit keep copies of any communications with your neighbors)

I am familiar with the SBCA Design Standards and any Village governing documents pertaining to my project. I acknowledge that approval of this application may be subject to conditions, as specified by the SBCA-ARC.

The SBCA-ARC usually meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the second Friday of the month. (However, applicants are encouraged to submit their application as early as possible). Applications submitted after the second Friday of the month will generally not be reviewed by SBCA-ARC at that months SBCA-ARC meeting, but rather be reviewed the following month (unless an expedited review is requested by applicant and granted by SBCA-ARC). If Applicant is requesting an expedited review of this Application, indicate below the reason for expedited review. Applicant should, as part of neighbor notification, include in such notice the date applicant expects or requested that SCBA-ARC review the application, including any expedited review requests.

Signature of Requesting Homeowner(s): _____

_____ Date: _____

_____ Date: _____

Village-ARC or Village HOA must check appropriate line prior to forwarding to the SBCA-ARC.

Recommend Approval: _____ Recommend Disapproval: _____

Recommend Approval with conditions: _____

Attach explanation of recommended conditions or reasons for recommending disapproval.

Village-ARC/HOA Signature: _____ Date: _____

Print Name: _____

Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.

(See DS 3.1)

South Bay Community Association

Application No. _____

Schedule 1: BUILDING CONSTRUCTION/MODIFICATION APPLICATION CHECK LIST

**PLEASE CHECK ALL THAT APPLY
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT**

A fully completed application consists of the following (one copy is sufficient):

1. SITE PLAN: Appropriate scale

- a. Orientation of lot to adjacent roads, common areas and other lots.
- b. Footprint of structure as located on the lot. Existing and as modified.
- c. Description of any clearing, grading or filling required. Trees with a diameter of 6 inches or greater that are going to be removed, must be clearly marked.
- d. Location of driveways and walkways.
- e. Landscaping Plan. (See DS 5.2.1)
- f. North Arrow on Plan.

2. DRAWINGS AND SPECIFICATIONS: To appropriate scale

- a. Building size - Square footage and height.
- b. Exterior elevations - front elevation must show proposed structure's elevation in relationship to centerline of street in front and finished grade of site.
- c. Floor plan.
- d. Exterior materials and/or finishes (include paint/stain and color; roof material and color)
Attach a copy of the color (e.g., paint chip, brochure, etc.)
- e. Exterior lighting,
- f. Porches and decks.
- g. Type and location of heating and cooling systems, including fuel storage provisions.

3. JOB SITE PROVISIONS: (See DS 3.3)

Circle Appropriate Answer

- a. Temporary toilet facilities - House; Contractor to Arrange
- b. Location of staging and material storage areas - Driveway; Deck; Garage; Yard
- c. Measures to be taken to protect vegetation and prevent erosion

4. NOTICE TO NOTICE NEIGHBORS: (See DS 4.1.2)

_____ a. Plat Map(s) or Other Diagram attached, identifying:

(1) Property(ies) where application related work will be done (circle lot number)

(2) Neighbors given notice of application request ("Notice Neighbors"), application related work, and date applicant requested that, or expects, application will be considered by SBCA-ARC. Insert letter "N" on Lots of all Direct Notice Neighbor(s).

_____ b. Notice Neighbor Details (attach additional sheets, if needed):

Requested/Expected Date of SBCA-ARC review of your Application (should include this information in your notice to all Notice Neighbors). _____

Village	Notice Neighbor Name & Address	Date Notice Given (*)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(*) Should be at least 1 week (7 days) before SBCA-ARC will review Application.

c. Objections: Describe any objection(s) of which you are aware (attach additional page(s) if necessary). **Note: Neighbors do not have a "veto" right with respect to your Application, and neighbor "approval" is not required for SBCA-ARC to approve your application. However, SBCA-ARC would like to be aware of the specifics of any objections prior to considering Applications:**

**Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.
(See DS 3.1)**

Appendix A: Examples of Projects that Don't Require SBCA-ARC Approval

This is not an inclusive list of projects, only common examples.

Check the SBCA Design Standards and with the Village-ARC/Village HOA for more information.

1. No Application is Necessary. No SBCA-ARC Approval is Required for the following. See DS 4.2.2 (note that the homeowner is still responsible for obtaining any permit required by governmental authorities):

- Planting annuals in existing cultivated areas
- Planting perennials, which do not exceed 42 inches in height at maturity
- Replacement in kind of existing plants
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size, **provided** that a photo of the fallen tree, **before the tree is cut**, is available for subsequent review by the Village-ARC/Village HOA or SBCA-ARC
- Trim or remove live tree(s) that meet the following conditions - a) the tree's trunk has a diameter less than 6 inches at a height of 5 feet above the ground, and b) the tree's base is farther than 15 feet from the shoreline of marine waters*
- Routine maintenance of lawns, gardens and shrubbery
- Paint house/trim exterior - same color
- Replace heat pump - same location
- Replace emergency generator - same location
- Replace hot tub - same location
- Add or replace satellite dish less than 1 meter in diameter
- Replace propane tank - same location
- Replace exterior light fixtures - same style and location
- Replace skylights - same size, style and location
- Replace solar panels - same size, style and location
- Replace siding or roof with material, like or identical to original - same color and footprint
- Paint or stain deck/railings - same color
- Repair exterior of house or deck - keep same footprint, design and appearance
- Repair walkway or driveway - keep same footprint, design and appearance
- Making interior alterations or repairs that do not alter the exterior appearance of a house or structure
- Install video doorbell

*For shoreline lots, the applicant must ensure that the project is consistent with the Jefferson County Vegetation Management Formula.

Many projects may require a permit from Jefferson County or other governmental authorities.

Appendix A: Examples of Projects that Require SBCA-ARC Approval

2. **Submit Application to the Village-ARC or Village HOA.** Projects that are to be reviewed by the Village-ARC or Village HOA and approved by the SBCA-ARC include, but are not limited to, the following examples. If there is no Village-ARC or Village HOA, then submit to SBCA-ARC Office. Submit applications using the following forms:

Building Maintenance/Repair Project Form:

- Paint or stain house exterior new color
- Paint or stain deck new color
- Replace siding or roof with material or color different from original or current
- Replace exterior light fixtures with ones different from original or current

Building Construction/Modification Form:

- New home construction and landscaping
- New or expanded room, if it changes the exterior footprint, including sunrooms or conservatories
- New or expanded garage
- New or expanded deck
- New or modified retaining wall
- New or expanded pet containment
- Add heat pump or change location
- Add emergency generator or change location
- Add or remove hot tub or change location
- Add propane tank or change location
- Add skylights or replace with different size, style or location
- Add solar panels or replace with different size, style or location
- Add exterior light fixtures or replace with different size, style or location
- Add security camera (other than video doorbell)

Landscape Form:

- Modify landscaping (other than what does not require approval: See Part 1)
- New or expanded patio
- New or altered drain system
- New or expanded water feature
- New or expanded walkways or driveways
- Add flagpole
- Trim or remove a tree with a trunk diameter greater than 6 inches at 5 feet above the ground

Many projects may require a permit from Jefferson County or other governmental authorities.

[Link to SBCA Building Maintenance/Repair Application](#)

SOUTH BAY COMMUNITY ASSOCIATION

Application No. _____

BUILDING MAINTENANCE/REPAIR APPLICATION

SBCA-ARC approval is required for any project which changes the outward appearance, while retaining the same exterior footprint, on an existing structure. Examples: changing the color of the house; replacing shakes with composite roof shingles. (See Appendix A)

TO: Village-ARC Representative or Village HOA (Property Owners may also submit applications directly to SBCA-ARC Office)

(If no Village-ARC or Village HOA then submit to SBCA-ARC Office)

Property Owner(s): _____

Address: _____

Telephone: (____) _____

Email: _____

I agree to accept the Approval Form and related communications electronically:
_____ Yes _____ No

Property Information:

Lot: _____ Street Address: _____ Village: _____

Brief Description of Project (attach additional pages if necessary):

Estimated Starting Date: _____ Estimated Completion Date: _____

I have notified my Notice Neighbors, as listed and described on Schedule 1: _____

Are you aware of any objection(s) to any portion of the work described in this Application? Yes (*)
_____ No _____

(*) If Yes, describe the objection in Schedule 1, item 3.c., below.

Signed: _____ Date: _____

(For your own benefit keep copies of any communications with your neighbors)

I am familiar with the SBCA Design Standards and any Village governing documents pertaining to my project. I acknowledge that approval of this application may be subject to conditions, as specified by the SBCA-ARC.

The SBCA-ARC usually meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the second Friday of the month. (However, applicants are encouraged to submit their application as early as possible). Applications submitted after

the second Friday of the month will generally not be reviewed by SBCA-ARC at that month's SBCA-ARC meeting, but rather be reviewed the following month (unless an expedited review is requested by applicant and granted by SBCA-ARC). If Applicant is requesting an expedited review of this Application, indicate below the reason for expedited review. Applicant should, as part of neighbor notification, include in such notice the date applicant expects or requested that SBCA-ARC review the application, including any expedited review requests.

Signature of Requesting Homeowner(s):

Date: _____

Date: _____

Village-ARC or Village HOA must check the appropriate line prior to forwarding to the SBCA-ARC.

Recommend Approval: _____ Recommend Disapproval: _____

Recommend Approval with conditions: _____

Attach explanation of recommended conditions or reasons for recommending disapproval.

Village-ARC/HOA Signature: _____ Date: _____

Print Name: _____

Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.

(See DS 3.1)

South Bay Community Association

Application No. _____

Schedule 1: BUILDING MAINTENANCE/REPAIR APPLICATION CHECK LIST

PLEASE CHECK ALL THAT APPLY
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT

1. SPECIFICATIONS:

- _____ a. Exterior materials and/or finishes (include paint/stain and color; roof material and color) _____
Attach a copy of the color (e.g., paint chip, brochure, etc.)

2. JOB SITE PROVISIONS: (See DS 3.3)

Circle Appropriate Answer

- _____ a. Temporary toilet facilities - House; Contractor to Arrange
_____ b. Location of staging and material storage areas - Driveway; Deck; Garage; Yard
_____ c. Measures to be taken to protect vegetation and prevent erosion

3. NOTICE TO NOTICE NEIGHBORS: (See DS 4.1.2)

- _____ a. Plat Map(s) or Other Diagram attached, identifying:
(1) Property(ies) where application related work will be done (circle lot number)
(2) Neighbors given notice of application request ("Notice Neighbors"), application related work, and date applicant requested that, or expects, application will be considered by SBCA-ARC. Insert letter "N" on Lots of all Direct Notice Neighbor(s).

- _____ b. Notice Neighbor Details (attach additional sheets, if needed):
Requested/Expected Date of SBCA-ARC review of your Application (should include this information in your notice to all Notice Neighbors). _____

Village	Notice Neighbor Name and Address	Date Notice Given (*)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(*) Should be at least 1 week (7 days) before SBCA-ARC will review Application.

_____ c. Objections: Describe any objection(s) of which you are aware (attach additional page(s) if necessary). **Note: Neighbors do not have a "veto" right with respect to your Application, and neighbor "approval" is not required for SBCA-ARC to approve your application. However, SBCA-ARC would like to be aware of the specifics of any objections prior to considering Applications:**

Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.

(See DS 3.1)

Appendix A: Examples of Projects that Don't Require SBCA-ARC Approval
This is not an inclusive list of projects, only common examples.

Check the SBCA Design Standards and with the Village-ARC/Village HOA for more information.

1. No Application is Necessary. No SBCA-ARC Approval is Required for the following. See DS 4.2.2 (note that the homeowner is still responsible for obtaining any permit required by governmental authorities):

- Planting annuals in existing cultivated areas
- Planting perennials, which do not exceed 42 inches in height at maturity
- Replacement in kind of existing plants
- Trim or remove dead or wind-felled trees (or trees felled by other sudden acts of nature) of any size, **provided** that a photo of the fallen tree, **before the tree is cut**, is available for subsequent review by the Village-ARC/Village HOA or SBCA-ARC
- Trim or remove live tree(s) that meet the following conditions - a) the tree's trunk has a diameter less than 6 inches at a height of 5 feet above the ground, and b) the tree's base is farther than 15 feet from the shoreline of marine waters*
- Routine maintenance of lawns, gardens and shrubbery
- Paint house/trim exterior - same color
- Replace heat pump - same location
- Replace emergency generator - same location
- Replace hot tub - same location
- Add or replace satellite dish less than 1 meter in diameter
- Replace propane tank - same location
- Replace exterior light fixtures - same style and location
- Replace skylights - same size, style and location
- Replace solar panels - same size, style and location
- Replace siding or roof with material, like or identical to original - same color and footprint
- Paint or stain deck/railings - same color
- Repair exterior of house or deck - keep same footprint, design and appearance
- Repair walkway or driveway - keep same footprint, design and appearance
- Making interior alterations or repairs that do not alter the exterior appearance of a house or structure
- Install video doorbell

*For shoreline lots, the applicant must ensure that the project is consistent with the Jefferson County Vegetation Management Formula.

Many projects may require a permit from Jefferson County or other governmental authorities.

Building Maintenance/Repair Package - Revised 11-4-2020

Appendix A: Examples of Projects that Require SBCA-ARC Approval

2. Submit Application to the Village-ARC or Village HOA. Projects that are to be reviewed by the Village-ARC or Village HOA and approved by the SBCA-ARC include, but are not limited to, the following examples. If there is no Village-ARC or Village HOA, then submit to SBCA-ARC Office. Submit applications using the following forms:

Building Maintenance/Repair Project Form:

- Paint or stain house exterior new color
- Paint or stain deck new color
- Replace siding or roof with material or color different from original or current
- Replace exterior light fixtures with ones different from original or current

Building Construction/Modification Form:

- New home construction and landscaping
- New or expanded room, if it changes the exterior footprint, including sunrooms or conservatories
- New or expanded garage
- New or expanded deck
- New or modified retaining wall
- New or expanded pet containment
- Add heat pump or change location
- Add emergency generator or change location
- Add or remove hot tub or change location
- Add propane tank or change location
- Add skylights or replace with different size, style or location
- Add solar panels or replace with different size, style or location
- Add exterior light fixtures or replace with different size, style or location
- Add security camera (other than video doorbell)

Landscape Form:

- Modify landscaping (other than what does not require approval: See Part 1)
- New or expanded patio
- New or altered drain system
- New or expanded water feature
- New or expanded walkways or driveways
- Add flagpole
- Trim or remove a tree with a trunk diameter greater than 6 inches at 5 feet above the ground

Many projects may require a permit from Jefferson County or other governmental authorities.

Building Maintenance/Repair Package - Revised 11-4-2020

SOUTH BAY COMMUNITY ASSOCIATION

Application No. _____

LANDSCAPE APPLICATION

SBCA-ARC approval is required for any project which changes the landscaping of the lot, other than the exceptions listed in Section 1 of Appendix A. Examples: See Section 2 of Appendix A.

TO: Village-ARC Representative or Village HOA (Property Owners may also submit applications directly to SBCA-ARC Office)

(If no Village-ARC or Village HOA then submit to SBCA-ARC Office)

Property Owner(s): _____

Address: _____

Telephone: _____

Email: _____

I agree to accept the Approval Form and related communications electronically:

Yes _____ No _____

Property Information:

Lot: _____ Street Address: _____ Village: _____

Brief Description of Project (attach additional page(s) if necessary): _____

Estimated Starting Date: _____ Estimated Completion Date: _____

I have notified my Notice Neighbors, as listed and described on Schedule 1.

Are you aware of any objection(s) to any portion of the work described in this Application?

Yes (*) _____ No _____

(*) If Yes, describe the objection in Schedule 1, item 2.c., below.

Signed: _____ Date: _____

(For your own benefit keep copies of all communications with your neighbors)

I am familiar with the SBCA Design Standards and any Village governing documents pertaining to my project. I acknowledge that approval of this application may be subject to conditions, as specified by the SBCA-ARC.

The SBCA-ARC usually meets on the third Friday of the month. The deadline for submitting an application for review is close of business on the second Friday of the month. (However, applicants are encouraged to submit their application as early as possible). Applications submitted after the second Friday of the month will generally not be reviewed by SBCA-ARC at that months SBCA-ARC meeting, but rather be reviewed the following month (unless an expedited review is requested by applicant and granted by SBCA-ARC). If Applicant is requesting an expedited review of this Application, indicate below the reason for expedited review. Applicant should, as part of neighbor notification, include in such notice the date applicant expects or requested that SCBA-ARC review the application, including any expedited review requests.

Signature of Requesting Homeowner(s):

_____ Date: _____
_____ Date: _____

Village-ARC or Village HOA must check appropriate line prior to forwarding to the SBCA-ARC.

Recommend Approval: _____ Recommend Disapproval: _____

Recommend Approval with conditions: _____

Attach explanation of recommended conditions or reasons for recommending disapproval.

Village-ARC Signature: _____ Date: _____

Print Name: _____

Granting of an Approval by the SBCA-ARC does not constitute compliance by the homeowner with governmental, village and other requirements. Owners are responsible for complying with all governmental, village and other requirements.

(See DS 3.1)

[Link to Landscape Application](#)

Landscape Application Form, Revision 6.5, 11-04-2020

South Bay Community Association

Application No. _____

Schedule 1: LANDSCAPE APPLICATION CHECK LIST

**PLEASE CHECK ALL THAT APPLY
ENTER N/A IF ITEM DOES NOT APPLY TO YOUR PROJECT**

The Site Plan should include, but not be limited to, the following:

1. SITE PLAN: Appropriate Scale

- _____ a. An arrow indicating North.
- _____ b. Location of the Landscaping Project relative to property lines and/or house, Golf course or common areas.
- _____ c. Topography and/or grade changes.
- _____ d. Drainage.
- _____ e. Design of irrigation system and location of sprinkler heads.
- _____ f. Location of ponds, arbors and rockeries.
- _____ g. Location of footpaths and steps. (Identify material to be used)
- _____ h. Location and identification of plants.
- _____ i. Location of outdoor lighting.
- _____ j. Location of staging and material storage areas during project - Driveway; Deck; Garage; Yard; Lot (Circle appropriate answer).
- _____ k. For maintenance of trees, or removal of trees with a diameter of 6 inches at 5 feet in height, identify all trees affected.
- _____ l. For View Maintenance: Photographs of current view; view at time of purchase; and view in subsequent years, if available.
- _____ m. Plant List showing height and spread at maturity.

2. NOTICE TO NOTICE NEIGHBORS

- _____ a. Plat Map(s) or Other Diagram attached, identifying:
 - (1) Property(ies) where application related work will be done (circle lot number)
 - (2) Neighbors given notice of application request ("Notice Neighbors"), application related work, and date applicant requested that, or expects, application will be considered by SBCA-ARC. Insert letter "N" on Lots of all Direct Notice Neighbor(s).

- _____ b. Notice Neighbor Details (attach additional sheets, if needed):

Requested/Expected Date of SBCA-ARC review of your Application (should include this information in your notice to all Notice Neighbors). _____

Village	Notice Neighbor Name and Address	Date Notice Given (*)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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South Bay Community Association

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- Routine maintenance of lawns, gardens and shrubbery;
- Paint house/trim exterior - same color;
- Replace heat pump — same location;
- Replace emergency generator — same location;
- Replace hot tub — same size and location;
- Add or replace satellite dish less than 1 meter in diameter;
 - Replace propane tank — same location;
- Replace exterior light fixtures — same style and location;
- Replace skylights — same size, style and location;
- Replace solar panels — same size, style and location;
- Replace siding or roof with material, like or identical to oriainal — same color and footprint;
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- Repair exterior of house or deck — keep same footprint, design and appearance;
- Repair walkway or driveway — keep same footprint, design and appearance; or
- Making interior alterations or repairs that do not alter the exterior appearance of a house or structure.
- Install video doorbell

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South Bay Community Association

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[Link to A Guide to Preparing for Emergencies and Disaster from Jefferson County Department of Emergency Management](#)

Think, Plan, Do! REPEAT



**A Guide to Preparing for
Emergencies and Disaster**
Developed & Published by the
Jefferson County Department
of Emergency Management

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