

English Hill Homeowners Association

Community Wide Standards and ACC Design Guidelines for English Hill

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INTRODUCTION

This document embodies the Governing Documents which were recorded in King County and are part of the deed to every English Hill home included within the English Hill Homeowners Association.

Sunrise No. 1 (known in English Hill as 'Hampshire') dated 11/6/1981

Amended 2/26/1982

Amended 10/6/1982

Coventry 1 annexation dated 12/2/1983

Amberly annexation dated 6/8/1983

Sheffield annexation dated 1/6/1984

Amended 4/30/1984

Coventry 2 annexation dated 1/17/1985

Coventry 3 annexation dated 1/17/1985

Each Owner is responsible for reading all Governing Documents of the English Hill Homeowners Association and abiding by their complete content.

The standards for use and conduct, maintenance and architecture within the English Hill Association are what give the community its identity.

The Board may adopt, modify, cancel, limit, create exceptions to or expand this document. The Board shall publish notice concerning any such proposed action at least 5 business days prior to the Board meeting at which such action is to be considered. Members shall have a reasonable opportunity to be heard at a Board meeting prior to such action being taken.

The primary intent for preserving and advancing this document is for each homeowner to voluntarily perform the responsibilities of an owner within our Association. The Board believes that the actions of responsible owners will continue to minimize the need for the Board to impose enforcement action.

RESIDENTIAL MODIFICATIONS

The overall conduct, maintenance and architecture for English Hill can be described within the following categories:

- Community Wide Standards
- ACC Design Guidelines
- Dispute Resolution Policy

These categories are intended to provide an overview and supplement to the CC&Rs but are not intended to replace the CC&Rs. You are encouraged to read the CC&Rs carefully.

- All exterior modifications to a building or property within the EHHOA are subject to the CC&Rs and as supplemented by the guidelines provided herein.
- When the ACC Design Guidelines are more restrictive than the applicable King County or Washington State code, ordinance or regulation, the ACC Design Guide must still be followed because they apply to all EHHOA residents as contractual obligations in addition to state or county regulations.
- The ACC Design Guidelines are not intended to replace the Uniform Codes (plumbing, building, etc.), the Fair Housing Act, Americans with Disabilities Act and FCC Regulations or similar applicable development laws or codes.
- Any Owner may remodel, paint or decorate the interior of a structure without obtaining approval. However, modifications to the interior of screened porches, patios and other portions of a building that are visible from outside the building shall be subject to ACC approval.
- All other exterior modifications to the building or property not described in this document will automatically require approval from the ACC.

The objective of the ACC is to ensure a homogenous quality of architectural design, materials, colors, and landscaping which will create and maintain a high standard of community value commensurate with the values of the land and improvements of the existing owners.

When planning a project, homeowners must apply for approval at least 30 days in advance. The ACC's intent is to reply as promptly as possible. An incomplete or deficient submission will delay the approval process. The 30-day approval period begins when the submission is complete and in the possession of an ACC member.

Permits must not be acquired and construction must not begin until written approval is received from the ACC.

DEFINITION AND ENFORCEMENT

COMMUNITY WIDE STANDARDS and ACC DESIGN GUIDELINES

Community Wide Standards and ACC Design Guidelines are enforced by the following procedures:

- It is the Association's desire to work with individual owners to resolve problems prior to issuing a fine. In the event resolution cannot be reached, the following fines will apply:

INFRACTION LEVEL 1:	\$200 for the first violation \$100 per month thereafter until compliance is restored
INFRACTION LEVEL 2:	\$500 for the first violation \$250 per month thereafter until compliance is restored
INFRACTION LEVEL 3:	\$1,000 for the first violation \$1,000 per month thereafter until compliance is restored

- It is the homeowner's responsibility to submit evidence of compliance to the EHHOA Board to stop the monthly accumulation of fines. Upon submittal of such evidence, the Board will have 10 days to respond, either accepting or rejecting.
- These fines will be in addition to any legal fees or court costs that the Association may be entitled to receive in connection with efforts to resolve any infraction.

1. Additions/Remodels (ACC Approval Required) (ACC Design Guidelines)

- Requests for ACC Approval will be reviewed on a case-by-case basis.
- Complex remodels/additions can take time to review. Please submit with plenty of time before permits are obtained and construction begins.
- Submit copies of plans/drawings with Approval request.
- All design and materials MUST match existing structure and neighborhood character, as well as specific items defined within these Guidelines.
- Adherence to lot setbacks as defined in the CC&Rs is mandatory.

INFRACTION LEVEL: 3.

2. Air Conditioning Units (Community Wide Standards)

- Temporary installation of air conditioning units which extend outside of a window are only allowed where they cannot be seen from the street (please see #13 for permanently installed AC units).
- Units which are installed inside the home and have hoses for air intake are allowed.

INFRACTION LEVEL: 2

3. Antennas and Satellite Communications (ACC Approval Required)

(ACC Design Guidelines)

- Installation on the back or side of the house is recommended/encouraged and must be contained to the Owner's property.
- Exterior wiring shall be installed so as to be minimally visible and blend into the material to which it is attached.
- Satellite dishes or antennae shall be installed and secured in a manner that complies with all applicable codes, safety ordinances, federal, city and state laws and regulations, and manufacturer's instructions.
- Satellite dishes or antennae that are more than 1 meter in diameter are prohibited unless approved by the ACC.
- A maximum of TWO dishes/antennae may be placed on any property.
- With the exception of TV antennas permitted by this section, no radio, television, or other electronic emitting or receiving antennae, satellite dish, antennae tower or exterior receiver or transmitter shall be allowed on any lot without prior written approval of the ACC.

INFRACTION LEVEL: 2

4. Artificial Turf

(ACC Design Guidelines)

- Artificial Turf is not allowed in any application that can be viewed from the street on any EHHOA lot.

INFRACTION LEVEL: 3

5. Decks, Patios and Gazebos (ACC Approval Required)

(ACC Design Guidelines)

- Construction of any NEW deck, patio or gazebo requires ACC approval.
- Materials and design, as well as location and setback limits, will be considered.
- Structures attached to the buildings must match building colors when visible from the street or be stained in a neutral wood color.
- Adherence to King County/WA State codes for railings is mandatory.
- Corrugated plastic roofing is prohibited.

INFRACTION LEVEL: 3

6. Driveways (ACC Approval Required)

(ACC Design Guidelines)

- Replacing an existing driveway with exact dimensions, materials and appearance will NOT require ACC approval.
- Modification of dimensions and/or change of materials or appearance from existing WILL require ACC approval.

INFRACTION LEVEL: 3

7. Fences (ACC Approval Required)

(ACC Design Guidelines)

- No fence (or wall) may be placed or permitted on a lot, particularly on a corner lot, where it would impair the visibility of traffic.
- Fence materials: Cedar is preferred but other woods may be accepted in 3/8" slats.
- PVC, plastic, chain link or any other metal are prohibited.
- Solid portion of the Fence must be between 4 and 6 feet high and should match any abutting fences where possible (especially when viewed from the street).
- Where approved, a 1-foot lattice section may be added to the top creating a 7 foot (max) fence height.
- When the fence has a "good" side, it should face the street.
- Any rail design that would be viewed from the street must be approved by the ACC.
- Fences must not extend beyond the front corners of the house and/or garage (as applicable).
- Fence color: if stained a natural wood/transparent color, no color approval required. If painted or solid color stained, ACC approval of color is required.

INFRACTION LEVEL: 2

8. Firewood Stacks

(Community Wide Standards)

- Firewood must be stacked out of sight when viewed from the street (fencing or screening may be required).
- They must be within the boundaries of the lot and neatly maintained.
- No stacks will be allowed in the greenbelt/common areas.

INFRACTION LEVEL: 1

9. Greenbelt and Common Areas

(Community Wide Standards)

a. General Description

The Greenbelt and Trails located throughout the English Hill neighborhood as well as the Sport Court located at the SE corner of 172nd Ave and 134th Pl, collectively referred

to as “Common Areas”, are for the use and enjoyment of all homeowners in the EHHOA.

b. Area Use

All Common Areas are for temporary passive use only.

The Common Areas are to remain in their natural vegetative state.

No homeowner is allowed to use any part of the Common Area permanently. Clearing of brush, trees or foliage by homeowners is prohibited. Trail modification or trail creation is not allowed without Board approval.

c. Maintenance

Landscaping and maintenance of the Common Areas will be the responsibility of the EHHOA Board. Homeowners may submit maintenance requests to the Board for consideration. Cul-de-Sac islands are also considered “common areas” and will be maintained by the Board.

d. Area Misuse

Homeowners may not clear cut, use as personal property or dump waste (organic or other) in the Common Areas.

Violation will result in the homeowner being responsible for all costs to restore the affected area to its original intended state.

e. Sport Court Use

This is open to the use of English Hill residents only (and their accompanied guests). All litter and debris must be picked up and carried out.

INFRACTION LEVEL: Will be assessed on a case-by-case basis depending on the severity and frequency of the violation.

10. Landscaping/Yard Maintenance

(Community Wide Standards)

- Owners are responsible for landscape maintenance on their lots.
- Mow lawns on a regular basis to maintain an orderly appearance. - Fertilize lawns and plants as necessary. Care should be taken to minimize the impact upon any natural areas such as wetlands.
- Prune plants and trees to maintain a healthy growing condition. Prune as necessary to maintain sidewalk and mailbox access and use. Homeowners with mailbox stands which align with property lines are responsible for the neat and tidy appearance of the mailbox stand as well as access by mailbox owners.
- Hedges over 42 inches must be pruned to ensure street visibility lines are maintained and pedestrian/cyclist safety.
- No landscaping may be placed, or permitted on a lot, particularly a corner lot, where it would impair the visibility of traffic.

- Landscaping shall be maintained in a weed-free manner.
- Dead plant material must be removed.
- Where applicable, roadside ditches bordering on properties shall be maintained and be reasonably free of weeds by the property homeowner.

INFRACTION LEVEL: 1

11. Mailboxes and Newspaper Tubes

(Community Wide Standards)

- Mailbox stands shall be structurally maintained by the HOA.
- Mailboxes must conform to USPS standards for box type and location (height)
- Theft proof/resistant boxes are preferred and recommended. Mailboxes and their maintenance are the responsibility of the homeowner.
- Newspaper tubes are to be emptied by the homeowner regularly.
- To discontinue use of tube: turn it around so that capped end faces the street or add another cap to the open end. Do NOT use duct tape to cover the open end.
- Contact Maintenance to replace a broken tube or report damage to the stand.
- Flyers, advertisements, etc. are not to be posted on any mailbox stand.

INFRACTION LEVEL: 1

12. Painting (ACC Approval Required)

(ACC Design Guidelines)

- All paint colors must be approved by the ACC. No exceptions.
- For some colors, the ACC may request that “swatches” of the proposed color be painted, often in more than one location, on the structure.
- English Hill has a character and asks all Homeowners to use earth-tones as the basis for house color selection.
- When submitting your colors for review, please include the following: manufacturer/brand, color name and number and sheen to be used (flat, gloss, low-luster, etc.)
- This section applies to areas of the exterior: body, trim, windows, doors, gutters, etc.
- Garage Doors may be white ONLY when the body or trim of the house is white.

INFRACTION LEVEL: 3

13. Permanently installed Heat Pumps, A/C Units and Generators

(Community Wide Standards)

- These are not to be viewable from the street, either by location or through the use of fencing, landscaping or screening.

INFRACTION LEVEL: 2

14. Play Structures (ACC Approval Required)

(ACC Design Guidelines)

- Play structures must be in the rear yard and must be at least 3 feet from any property line. (Basketball hoops are exempt from this requirement but MUST NOT be mounted on the house or garage).
- Height of tallest component not to exceed 12 feet when measured from base of structure, or the ground.
- ACC Approval is required for any structure OVER 7 FEET TALL (except Basketball hoops-no approval is required).
- Select and locate playground equipment with consideration given to location, size, design and impact to adjoining properties.
- Corrugated plastic is prohibited.
- Moveable Basketball hoops are not to be left on the street or on/over any sidewalk.

INFRACTION LEVEL: 2

15. Pools, Hot Tubs and Spas (ACC Approval Required)

(ACC Design Guidelines)

- The following are the standards for pool, hot tub and spa installations. Additional measures may be required to achieve appropriate screening and minimize sound impact to neighboring properties:
 - Safety: All pools, hot tubs and spas must incorporate a locking cover or a fence to ensure unwanted or unexpected access.
 - Sight: All pools, hot tubs and spas must be located in a manner where they are not visible from the street or neighboring properties.

INFRACTION LEVEL: 3

16. Retaining Walls (ACC Approval Required)

(ACC Design Guidelines)

- Any retaining wall over 4' will require a permit (measured from base of footing to top of wall) and a railing and/or fence.
- Fence height on top of a retaining wall cannot exceed 6 feet.
- Any retaining wall placed in parallel with exiting sidewalks must have a 1 foot setback from the edge of the sidewalk.
- Materials to be used must be submitted for approval before a project can begin.
- The finished grade behind the wall must be less than 24" from the top of the finished wall.

INFRACTION LEVEL: 2

17. Roofing (ACC Approval Required)

(ACC Design Guidelines)

- All roofing requires ACC Approval. No exceptions.
- Composite roofing which meets the following requirements will be considered.
 - Weight of 300 lbs per square or more
 - Wind Load Rating of at least 90 mph.
 -
 - Material designed to include an architectural shadow feature.
- Shake roofing is permitted. Only natural/cedar color is accepted.
- All valleys must be CUT, NOT woven.
- Basic “3-tab” composite is prohibited.
- High-definition ridge caps must be used.
- Zinc strips are NOT approved.
- Replacement of portions of a roof must be harmonious in color and composition with the remaining roof.
- When submitting your approval request please include the following: manufacturer, brand name, specifications for each of the requirements noted above and the color selected (green will not be approved).

INFRACTION LEVEL: 3

18. Roof/Gutter Maintenance

(Community Wide Standards)

- Roofs and gutters are to be kept clear of accumulated debris, branches, needles/leaves.
- Moss accumulation is not acceptable and should be addressed as quickly as possible (considering safety as a factor) as it may damage roofing materials. Moss accumulation is defined as patches that are visible from the street and may appear in varied shades of color (green to black).

INFRACTION LEVEL: 1

19. Sheds (ACC Approval Required)

(ACC Design Guidelines)

- Construction, installation or alteration of all storage sheds must be approved by the ACC.
- The location of sheds on the lot must comply with setback requirements.
- Wood is the preferred material. Metal sheds are not permitted and will not be approved.
- Maximum Shed size allowed is determined by lot size:

Lot Size	Maximum Shed Size
Less than 10,000 sq ft:	100 sq ft
10,000-20,000 sq ft:	160 sq ft
Greater than 20,000 sq ft:	240 sq ft (King Co permit is required over 200 sq ft)

- Height is limited to 9'6" (ground to peak).
- If the height exceeds 6'0" (ground to peak) the exterior and color must match the home.
- The shed must not be visible from the street. Fencing, screening and/or plantings may be required.
- Corrugated plastic is prohibited.

INFRACTION LEVEL: 3

20. Short Term Rentals

(Community Wide Standards)

- The use, operation or establishment of any short-term rental of any residential lot for less than (90) days is NOT PERMITTED.

INFRACTION LEVEL: 3

21. Siding/Trim (ACC Approval Required)

(ACC Design Guidelines)

- All changes in siding and trim must be approved by the ACC.
- Wood is preferred but alternative materials may be submitted for consideration.
- Vinyl siding for the body of the home is not permitted.
- Replacement siding must be in character with the neighborhood and existing siding materials on the home.

INFRACTION LEVEL: 3

22. Signs

(Community Wide Standards)

- Only one "For Sale" or "For Rent" sign may be installed on the front yard.
- Political campaign signs may be in the front yard a maximum of 4 weeks prior to and one week after an election.
- Contact King County for ordinances regarding signs in public rights-of-way.
- Directional real estate signs must be removed by closing.

INFRACTION LEVEL: 1

23. Solar panels (ACC Approval Required)

(ACC Design Guidelines)

- Solar panels and their accessories should be integrated into the roof design and be flush against the roof slope.
- Frames and accessories will be black or match the roof color.

INFRACTION LEVEL: 3

24. Storage of Personal Items

(Community Wide Standards)

- Personal items are defined as household items, yard maintenance tools, bicycles, toys, and vehicle related items, and may NOT be stored in visible areas of the home or lot such as driveways, front yards, front porches, or unscreened areas of side yards.

INFRACTION LEVEL: 1

25. Storage of RV's, Campers, Boats, Personal Watercraft (PWC's), Snowmobiles and Trailers

(Community Wide Standards)

- All of the above can only be stored on owners' lots either in garages or completely out of sight from the street.
- Temporary storage (less than 120 hrs.) is allowed during prime use periods (May 1 through September 30) during transition into and out of permanent storage.

INFRACTION LEVEL: 2

26. Storage/Parking of inoperable, unlicensed or unregistered vehicles

(Community Wide Standards)

- Parking/storage of the above is limited to property Owner's driveway and/or garage.
- Vehicles in this condition can NOT be parked on the street, in the walking lane or on the grass/lawn of any Lot in EHHA.

INFRACTION LEVEL: 2

27. Trash Containers

(Community Wide Standards)

- Trash/recycle/yard waste containers must be stored out of sight from the street (fencing or screening may be required).
- Containers need to be stored within 24 hrs. of pick up.

INFRACTION LEVEL: 1

28. Windows and Doors (ACC Approval Required)

(ACC Design Guidelines)

- Non-identical replacement of windows requires ACC approval.
- Replacement windows must be harmonious with the neighborhood and existing windows in the home.
- Cracked, broken or boarded up windows visible from the street must be repaired or replaced promptly.

INFRACTION LEVEL: 3

29. Beekeeping

(Community Wide Standards)

- EHHOA has adopted the same guidelines as the City of Redmond (7.04.154)
- Key elements (but not all) include:
 - Number of hives per lot are limited based on lot zoning.
 - All colonies MUST be registered with the Washington State Department of Agriculture in accordance with apiary law, RCW 15.60.030.
 - Hives shall not be located within 25 ft of any property line, except as noted in Item #6 in the Redmond code.

INFRACTION LEVEL: 2

30. Remodel/New Build Guidelines (ACC Approval Required)

(Community Wide Standards)

Objective: To provide the English Hill Community a set of standards regarding home remodels, rebuilds and/or new builds. The focus of the EHHOA is on the exterior appearance of the home/property and the impact of major construction projects on the surrounding neighbors.

INTERIOR ONLY remodels are not addressed and do not require ACC/Board review or approval. However, they may have an impact on surrounding neighbors.

I. Scale Definitions

REMODEL: A Modification to the existing home that increases HOME SIZE and/or FOOTPRINT, by less than 10% AND/OR modifies the look of the home as viewed from the street (i.e., ROOFLINE, windows, doors, siding, façade, etc....)

MAJOR REMODEL: A Modification to an existing home that increases HOME SIZE and/or FOOTPRINT by more than 10% AND/OR modifies the look of the home as viewed from the street (i.e., ROOFLINE, windows, doors, siding, façade, etc....)

REBUILD: New construction to replace an existing home that has been lost due to natural disaster and/or fire. The new home will be of the same HOME SIZE and FOOTPRINT as the previous home. Also, the new home will look the same as the previous home when viewed from the street.

NEW BUILD: New construction requiring the demolition of an existing home and the Build of a new home on the same lot. A REBUILD that changes either the HOME SIZE or the FOOTPRINT of the previous home will be treated as a NEW BUILD

II. Technical Definitions

HOME SIZE: the total square footage of living space, NOT including garage square footage. Home height is limited to two (2) stories as defined by the CC&R's.

FOOTPRINT: the total square footage of the first floor of the home, INCLUDING garage square footage

STYLE: the exterior architectural look of the home

ROOFLINE: the revised and/or new profile of the home as defined by the roof

SETBACKS: a setback is a space in which no structure may be located, and is defined in the CC&R's and in these Guidelines.

MATERIALS: Roofing, siding, façade, driveway/walkways, fencing

TIMELINE: the amount of time it takes from the start of the project (demolition, exterior modification, etc.) until the project is completed. Completion is defined as Occupancy of the home and/or completion of ALL exterior work, including hardscapes (driveway, walkways, etc.) and final landscaping. (See Section VI. For greater details)

III. Limits

SETBACKS:

- Minimum setback for all properties of 15 feet from the rear lot line.
- Minimum setback for all properties of 10 feet from any side street lines.
- Minimum setback for all properties of 5 feet from any interior lot lines.
- Minimum setback for all properties in neighborhoods other than Sheffield of 20 feet from the front property line.
- Minimum setbacks for Sheffield lots 6 through and including 28, and lots 42 and 43 of 35 feet from the front property line.
- Minimum setbacks for Sheffield lots 44, 45 and 58 through and including 66 of 40 feet from the front property line.
- Minimum setbacks for Sheffield lots 1 through and including 5, 46 through and including 57, 67 through and including 106 of 50 feet from the front property line.

HOME SIZE will be limited to the following:

- Lots of 15,000 sq ft or less will be limited to 3,600 sq ft or a Home to Lot Ratio of 50%, whichever is smaller.
- Lots between 15,000 and 26,000 sq ft will be limited to 4,200 sq ft or a Home to Lot Ratio of 25%, whichever is smaller.
- Lots exceeding 26,000 sq ft will be limited to 5,000 sq ft or a Home to Lot Ratio of 17%, whichever is smaller.

FOOTPRINT will be limited to the following:

- Lots of 15,000 sq ft or less will be limited to 2,700 sq ft or a Footprint to Lot Ratio of 35%, whichever is smaller.
- Lots between 15,000 and 26,000 sq ft will be limited to 3,600 sq ft or a Footprint to Lot Ratio of 18%, whichever is smaller.
- Lots exceeding 26,000 sq ft will be limited to 4,800 sq ft or a Footprint to Lot Ratio of 15%, whichever is smaller.

HEIGHT: Home height is limited to 2 stories, as defined in the CC&R's.

GARAGES: The number of garages is limited to 3 “normal size passenger cars” as defined in the CC&R's. Exceptions to this may be made on a case-by-case basis and are dependent on final home design.

ROOFING: We currently limit the products that can be installed on homes with a “traditional sloped roof” (Gable, Hip, etc.). Asphalt/composite requirements are in the Design Guide for English Hill. Cedar Shake is also approved.

COLORS: Colors for the exterior of the home are subject to approval by the ACC.

IV. Approvals

Remodels are subject to ACC Approval

- Major Remodels require submittal to the ACC for Board Review and ACC Approval
- Rebuilds require submittal to the ACC for Board Review and ACC Approval
- New Builds require submittal to the ACC for Board Review and ACC Approval

All Board level Approvals are limited to: HOME SIZE, FOOTPRINT, STYLE, ROOFLINE and SETBACKS.

Some restrictions are explicitly stated in the CC&Rs and must be adhered to. Otherwise, the ACC may consider variances to these guidelines for projects which demonstrate homogenous quality of architectural design, materials, colors, and landscaping that will maintain a high standard of community value commensurate with the values of the land and improvements of the existing owners.

V. Homeowner Responsibility

Homeowners must submit all the necessary information (drawings/plans/sketches) to the ACC so that a Board review may take place, PRIOR to submission to King County for permits. Any Homeowner submitting projects for permits BEFORE securing ACC/Board approval assumes all risks should the Board reject any portion of the Project submittal.

Once permits are granted by King County, a signed off copy, showing KC approval (digital or paper) must be submitted to the ACC.

VI. Timeline/Fines

The timeline for each project will be negotiated between the homeowner and the Board/ACC on an individual project basis. Consideration for current global concerns (supply chain) and limits to homeowner control will be given. Timeline agreements will be established prior to design submittal for permitting.

Fines for exceeding the agreed upon timeline will be established between the homeowner and the Board at the time of Project approval.

A. Definitions

1. Project Start: The first day that any of the following occurs:
 - Materials are delivered to the site
 - Large equipment is delivered to the site
 - Dumpsters and/or Port-A-Potty is delivered to the site
 - Soil is disrupted for the purposes of excavation or landscape removal
 - Visible demolition is initiated on the site

2. Project Completion:

- Remodel: All exterior work (including landscaping) is complete.
- Major Remodel: All exterior work (including landscaping) is complete.
- Rebuild: All exterior work (including landscaping) is complete and a Certificate of Occupancy (CO) is received by the Homeowner.
- New Build: All exterior work (including landscaping) is complete and a Certificate of Occupancy (CO) is received by the Homeowner.

B. Timeline Standard

Below is a baseline for project timelines (adjustments beyond these may be considered by the Board on a Case-by-Case basis)

- Remodels: 6 months
- Major Remodels: 9 months
- Rebuilds: 16 months
- New Builds: 16 months

C. Requesting Adjustments to Timeline AFTER Project Start

The Homeowner may present to the Board (via the ACC), at any time after Project start, a request to amend/extend the previously agreed to Timeline. All requests must be submitted in writing, with a clear explanation for requesting the change, no later than 30 days prior to the end of the agreed to Timeline.

D. Fines

The Fine structure for not meeting an agreed to Timeline is as follows:

- First Month: \$1,000
- Second and Third Month: \$2,500
- Each following Month: \$5,000

The Board acknowledges the complexity and multiple “moving parts” for projects of this size. We are focused on ensuring that any project be completed in a timely manner and minimize the impact to the abutting neighbors and the community in general.

VII. Work Hours

To minimize impact to neighbors, work hours for projects in this document are limited to the following:

Monday-Friday	8AM-6PM
Saturday-Sunday	9AM-5PM

There may be extenuating circumstances, such as rain forecast, which would compel a contractor, such as a painter or a roofer, to work outside these hours. In these urgent cases the homeowner may contact his surrounding neighbors to notify them of the proposed Work Hours and send notice of the change to the ACC.

Project Submittal Process

- Utilize the ACC Project Approval Form found on the English Hill Website (www.englishill.org).
- Submit as much background information as possible. Attach drawings, layouts, and manufacturer's information as may be required.
- ACC receipt occurs once you hit "submit". A date, time and tracking number will be attached to the submission.
- All correspondence will be via email including:
 - requests for any missing or needed info.
 - requests to view the property and discuss the requested project.
 - approval or rejection of submitted project.

Contact the Board

It is possible to contact any member/committee of the EHHOA Board by using the "CONTACT" feature on the website (www.englishill.org). This is the best way to get answers to questions.

Dispute Resolution Policy

The process set forth below applies to violations of any covenant provision, policy, standard or design guideline:

1. The association must provide the owner with a notice of the violation that contains:
 - a) A reference to the rule or rules that the owner allegedly violated.
 - b) A short statement of the evidence of the rule violation
 - c) The name of a person with firsthand knowledge of the facts that support the determination that the violation has occurred.
 - d) A short statement of the action that the association intends to take, including the amount of any fine, subject to the owner's right to request a hearing.
 - e) A statement that if the owner wishes to contest or explain the violation, he/she must submit a written request for a hearing to the association within fifteen days of delivery of the notice of violation.
 - f) A statement of the owners' rights to a hearing, to attend the hearing, to be represented by counsel, and to review the evidence supporting the alleged violation.
2. Upon the timely request for a hearing from an owner, the association must set a hearing date no less than thirty or no more than sixty days from the association's receipt of the request. The association must notify the owner of the hearing at least twenty days before the hearing and must include with the notification a copy of the association's rules of procedure for conducting a hearing.
3. Upon a timely request by the owner who requested a hearing, the association must, at least ten days before the hearing, either provide the owner with a copy of all its evidence concerning the alleged violation, including copies of the complaint signed by a witness

with firsthand knowledge of the facts that support the determination that the violation occurred, or identify a reasonable time and place at which the owner may inspect such evidence.

4. The association must permit the owner to be represented by counsel at the hearing.
5. The association must provide the owner with a written decision, including a statement of the reasons for the decision, within thirty days after the hearing.
6. The chair of the hearing may adjourn or continue the hearing, if necessary, to gather additional information that the association needs in order to make a decision.
7. If an owner does not request a hearing within fifteen days of the association's delivery of the notice of violation, the association may take the remedial action stated in the notice, including the imposition of any fine listed in the notice.

Rules for Hearing

A hearing must be requested in writing by submitting a signed copy of the attached "Request for Hearing" form to the English Hill Homeowners Board.

A panel of three members will be selected to hear the matter. The first member of the panel will be a board member selected by the Board. The second member will be an Association Member selected by the appellant (unless such choice results in an obvious conflict of interest) and the third will be an Association Member or a Board Member selected by the first two panel members. If the first two panel members cannot agree on a choice for the third panel member, then the Board will decide the third member. [Or you can draw at random from a pool of members, but it may just be easier to have the board decide if the first two can't decide on a third-we can talk about this if you like]

Once the Panel is selected, it will choose a chairperson among the three panel members and it will notify the parties of the time and date of the hearing.

At the hearing, each party will have no more than 30 minutes to present its case including witnesses, beginning with the Appellant, followed by a 5-minute rebuttal. The hearing will be informal, but generally in accordance with AAA rules for private Arbitration.

Both parties may have counsel present if they so choose, but are not required to do so. The panel will provide its findings to both parties within 15 days following the hearing. The findings will be Final and Binding on both parties. The decision must be agreed to by a majority of the panel members.

Request for Hearing

Date _____

Homeowner _____

Address _____

Nature of Violation _____

Date of Violation _____

Correction completed? _____

Reason for contesting the violation – attach additional pages if necessary.

Do you plan to have Counsel attend the hearing? _____

By signing this document and requesting a hearing you agree and understand that the hearing shall be in lieu of any other remedy available under the association ,through the court system or under Washington state or federal law and shall be final and binding on all parties, and not subject to appeal to any higher court or authority.

Homeowner
Date

Homeowner
Date

Document Revision Log

Revision level	Date	Author	Reason for revision
NEW	12/18/17	D. Fudge	Document rewrite to incorporate past revision details and to establish Community Wide Standards
A	7/10/18	D. Fudge	Added item #29 Beekeeping per EHHAO Board agreement on 7/10/18
B	1/5/21	D. Fudge	Added Hearing Rules and Hearing Requests, corrected some grammatical and punctuation issues
C	1/19/21	A Jones	Added changes recommended by the Board during the 1/19/21 meeting
D	2/25/25	R. Cordray	Emphasized getting project approval before permits, clarified that association maintains mailbox stands and homeowners own mailboxes, corrected minor spelling and grammar issues, added Remodel/New Build Guidelines as section 30 with additional language explaining standards for guideline variance requests; standardized document formatting