



ARCHITECTURAL CONTROL POLICY

Approved by the Board of Directors: Jul 15, 2015; Jan 20, 2016; Jul 20, 2016; Apr 19, 2017; Aug 15, 2018; Sep 16, 2020; Oct 21, 2020; Apr 21, 2021, Aug 17, 2022

Purpose: This policy provides supporting detail and clarification related to the governing documents of the Sierra Country Club Homeowners Association, to include the Articles of Incorporation, Bylaws, and Declaration of Covenants and Restrictions.

Background: One of Sierra Country Club's primary responsibilities is to enforce the provisions of its governing documents. This commitment results in an HOA that prioritizes quality of life by working within the scope of its authority to preserve and protect the property values of its members. While this policy provides support and clarity to the governing documents, nothing within it should be interpreted as restrictive of routine maintenance and repair that would restore a structure to its original state.

Architectural Control Policy Contents: (*Access links to skip ahead: in Word, press ctrl and click; in PDF, just click*):

1. [New home construction](#)
2. [Architectural projects defined](#)
3. [Architectural project details and requirements](#)
4. [Fences and decks](#)
5. [Unattached accessory buildings](#)
6. [Septic systems](#)
7. [Cross-connection control](#)
8. [Demolition, rebuilding, removal, and replacement of structures, mobile, and manufactured homes](#)
9. [Board approval process](#)
10. [Variance requests](#)
11. [Projects typically not requiring board approval](#)
12. Resources found in the [Media Library](#) on [sierrahoa.com](#)

1. New home construction:

- a. New home construction within Sierra is dependent upon receipt of a residential water connection. Application details and construction timelines are addressed in the Water Connection Approval (WCA) Policy and Procedure.
- b. Architectural project requirements as described below apply also to new construction unless otherwise noted.

2. Architectural projects defined:

- a. Architectural projects include, but are not limited to, the following:
 - i. Exterior structural remodel project or addition
 - ii. Structural additions that alter the footprint and/or appearance of the original structure
 - iii. New fences, decks, trellises, gazebos, and shade structures
 - iv. The construction or placement of unattached accessory structures (outbuildings) including prefabricated sheds.
 - v. Demolition/rebuilding of a structure or removal/replacement of a mobile or manufactured home.

3. Architectural project details and requirements:

- a. Except where noted otherwise, board approval through the [Project Completion Agreement \(PCA\) Service Request](#) on [sierrahoa.com](#) process is required for architectural projects as defined above.
 - i. Interior remodel projects that do not alter the exterior of the structure do not require board approval except when construction trailers, dumpsters, portable restrooms, etc., are used during the interior remodel. See paragraph "d" below.
- b. Construction may commence only after the property owner receives written board approval.
- c. In the event a property owner determines it is necessary to utilize an agent to interact with the association or its board of directors during an architectural or new construction project, a specific

authorization from the property owner(s) is required to facilitate this surrogate relationship. (See the [Agent Authorization Procedure and Form](#)).

- d. Notification of the use of non-permanent or portable structures to include construction dumpsters, storage containers, portable restrooms, or any other portable or non-permanent structure used during architectural or construction projects should be included on the PCA form when submitted for approval. Requirements for placement include:
 - i. The structures must not encroach upon or block public rights of way, roadways, utility easements, or ingress/egress to neighboring properties.
 - ii. Dumpsters and portable restrooms must be routinely emptied and maintained.
 - iii. All non-permanent or portable structures used for construction purposes must be removed at the conclusion of the construction project, and/or by the project's completion deadline.
- e. Exterior construction may commence after 7:00 am, and must conclude by 7:00 pm, or by sundown; whichever is earlier. (This time constraint does not apply to emergency repairs).
- f. For new structures, the maximum structure height of 17 feet for residences, and 15 feet for unattached outbuildings, will be measured from the highest original grade within 5 feet of the proposed foundation. A marking stake is to be placed at that location and remain through construction and an email copy of the plans / elevations should be forwarded to the architecture director for verification. Remodels and additions will be measured from the existing foundation/footing to the roof ridge line of the original structure to ensure the new structure does not exceed 17 feet in height.
- g. The original dwelling, additions/remodels, and unattached outbuildings must be a minimum of twenty (20) feet from the street-side property line, and a minimum of five (5) feet from interior property lines.
- h. Architectural projects NOT requiring Island County building permits must be completed within six (6) months of board approval.
- i. Projects requiring building and/or other permits must be completed within six (6) months of the issue date of applicable permits.
- j. A deadline extension for architectural projects may be provided for good cause following the property owner's written request to the board. (For new home construction projects, see conditions and applicable requirements in the [WCA policy](#)).
- k. The board reserves the right to inspect architectural projects to ensure compliance with covenants and policies.

4. Fences and decks:

- a. General provisions
 - i. Following board approval, the property owner must obtain any applicable county permits and must adhere to all county building ordinances.
 - ii. It is recommended that property owners have their property boundaries surveyed when constructing a fence to ensure there is no encroachment onto a neighboring property.
 - iii. Plans for new fencing, new decks, or for replacement of a fence or deck using different materials and/or constructed outside the footprint of the original fence or deck must be submitted and approved by the board through the PCA process.
 - iv. Fences may be no taller than six (6) feet with the fence posts or post caps extending no more than three (3) inches above the six-foot height restriction.
 - v. Fences must be constructed of quality materials and must be deemed by the board to be "in harmony" with the exterior design of existing structures.
 - vi. Fences and decks must be completed within six (6) months from the date of board approval or the date of building permit issuance (if applicable); whichever is later.
- b. Materials that are generally approved include:
 - i. Wood fences (board or split-rail) that are either stained, painted, or allowed to weather naturally.
 - ii. Wood post and heavy gauge wire fencing.
 - iii. Synthetic/composite deck or fence boards in natural colors.
 - iv. Coated chain link of a neutral color with wood posts and frames.
- c. Materials that are generally NOT approved include:
 - i. Agricultural/farm-style fencing materials using metal or "T" fence posts
 - ii. Barbed wire, chicken wire, or other thin gauge wire fencing.

- iii. Standard metal chain link fencing using metal posts.
- iv. Concrete retention blocks. (Concrete blocks may be used for soil stabilization and landscaping but are not approved for fencing).

5. Unattached accessory structures (outbuildings):

- a. Unattached accessory structures, both prefabricated and those constructed on site, may only be placed or constructed on the property owner's lot containing the property owner's single-family dwelling, or on the property owner's adjoining lot.
- b. Unattached outbuildings are subject to the provisions of the covenants and policies described in Section 3 above.

6. Septic systems:

- a. Septic systems within Sierra must be designed, constructed, installed, and maintained in accordance with all requirements, standards, and regulations of the Washington State and Island County Public Health Departments.
- b. If it is determined during septic system design that the property owner will utilize an additional lot for a drain field or reserve area, the lot in question must be located immediately adjacent to or directly across the street from where the residence will be built or remodeled. If the septic line crosses a street within the Plat of Sierra, the line must be double-piped and at least eighteen (18) inches below any water lines located in the vicinity of the proposed transport line.
- c. Septic system transport lines that cross another owner's property or cross the street must contain metal tracer lines and must be marked with standard green sewage marker posts on each side of the road or property where the transport lines cross. These posts must be maintained in good condition by the septic system owner.
 - i. The septic system owner must notify the board of the existence and location of transport lines that cross another owner's property or a Sierra street. This information is retained on a Sewage Transport Line Location log.

7. Cross-connection control (water distribution protection):

- a. The Cross Connection Control Program (CCCP) is required to protect the Sierra water distribution system from contamination from cross connections at residences and other structures connected to the system.
- b. It's the homeowner's responsibility to take all measures necessary to prevent contamination of the plumbing system within the residence from back flowing under any condition through a cross connection to the Sierra water distribution system.
- c. Any changes or additions within the residence that presents a risk of cross-contamination (e.g., addition of hot tubs, water filtration/softening systems, sprinkler systems, etc.) should be immediately reported to the board. See the [CCCP policy](#) on sierrahoa.com for further information.

8. Demolition, rebuilding, removal, and replacement of structures, mobile, and manufactured homes:

- a. Architectural project requirements described above apply to demolition, removal, and replacement projects unless otherwise noted.
- b. The property owner must obtain appropriate local, county, and/or state permits and follow all regulations related to demolition and rebuilding a structure or removal and replacement of a mobile or manufactured home.
- c. The property owner must submit a "Notice of Intent" form and provide associated documentation to the board prior to demolition and the rebuilding of structures or to remove and/or replace mobile or manufactured homes.
- d. Demolition and rebuilding of a structure and removal/replacement of a mobile or manufactured home must be completed within six (6) months of the issuance of applicable permits.
- e. To retain the existing water connection, the property owner must maintain active water service during and following the project.
- f. If a property owner decides not to immediately replace a demolished or removed structure,

manufactured, or mobile home, the property owner may retain the water connection for a future rebuild or replacement as long as active water service is continuously maintained.

- g. If the property owner decides NOT to replace a structure, mobile, or manufactured home, following demolition or removal, and wishes to disconnect the property from the water system, the property owner must make a request to the board to uninstall the meter and cap the water connection. The property owner is responsible for all associated fees. When water service is disconnected, the property owner forfeits the rights to the water connection. If/when the property owner wishes to reconnect to the water system, he/she/they must apply for a new water connection through the WCA process, and the property owner is subject to all WCA eligibility requirements.
- h. See the Notice of Intent form for additional details and information.

9. Board approval process:

- a. New home construction approval is defined in the Water Connection Approval (WCA) Policy and Procedure.
- b. Demolition of a structure or removal/replacement of a mobile or manufactured home is defined in the Notice of Intent form.
- c. Approval for all other architectural projects:
 - i. Submission of a completed [Architectural Project Completion Agreement Service Request](#) on sierrahoa.com to the Architecture Director.
 - ii. Exterior design plans with a description of the project and a diagram showing the placement of the structure on the lot with applicable set-backs from property lines and roadways. (Photos of similar architectural structures or styles are helpful).
 - iii. Structural dimensions and elevations of the structure from the highest original grade for new construction, and/or foundation/footing for remodels/additions.
 - iv. Materials that will be used.
 - v. Placement of construction dumpsters, containers, and portable restrooms
 - vi. Date of building permit issuance (if applicable).
 - vii. The Architecture Director will review the PCA submission with the board at the next monthly board meeting following submission, and provide the property owner notification of status within 72 hours of board review.

10. Variance requests:

- a. In rare circumstances, the board may grant a variance from the bylaws, covenants, or policies if it deems a policy places undue restraint at a particular site. See the Variance Application for additional details and requirements.

11. *Projects that typically DO NOT require board approval:

- a. Repair or maintenance to an existing structure that would return it to its original state.
- b. An existing deck, fence, trellis, shade structure, or gazebo that is replaced with the same or similar materials and that remains within the footprint of the original structure.
- c. Garden fencing used for temporary protection of single trees and plants.
- d. Garden fencing for small areas that total 100 square feet or less per lot.
- e. Garden or other fencing that is not visible from the street or by any Sierra neighbor.
- f. Soil stabilization (retention) projects, landscaping, or hardscaping projects (concrete, asphalt, pavers, decorative boulders, etc.).
- g. Hedges, trees, or privacy vegetation. Such plantings are subject to 6 (six) foot height restrictions.

**Note: While board approval for the projects described above may not be required, this does not preclude property owner responsibility to identify and obtain any applicable local or county permits. Contact the Architecture Director if there are questions regarding the need for board approval.*

Resources found on sierrahoa.com

- [Agent Authorization Procedure and Form](#)
- [Architectural Project Completion Agreement](#)
- [Notice of Intent to Demolish, Rebuild, Remove, or Replace a Dwelling or Outbuilding](#)
- [Variance Application](#)
- [Water Connection Approval Policy and Procedure \(WCA\)](#)