



SKY MEADOWS RANCH COUNTRY CLUB  
P.O. BOX 117  
CLE ELUM, WA 98922

TRUSTEES' POLICY DOCUMENT

SUBJECT: **Architectural Control and Land Use**

POLICY #: ARCH – 01 Date Adopted: 04/19/2008

Confirmed by Trustees' Motion: 05/17/2008

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**Policy statement:**

This document establishes the policy of the Trustees regarding Article III of the Covenants which refers to Land Use; Article IV of the Covenants which refers to Building Restrictions and Article V of the Covenants which refers to Architectural Control. Unless otherwise stated in this policy all restrictions noted in the Covenants with regard to Architectural Control, Building Restrictions and Land Use will be enforced by this Policy. No land shall be used for any other purpose than recreational or residential except portions of the Real Property used for recreational purposes or community service facilities by the Community Club. This policy is established to maintain safe and sightly conditions in a manner that does not detract from the appearance and protects the value of all properties within Sky Meadows.

**Architectural Control Committee:**

The Architectural Control Committee (ACC) shall be comprised of a minimum of 3 people, at least 2 association board members and at least 1 non trustee volunteer. The ACC Chairman will be an association board member. The ACC will make decisions and provide administration for this Policy. The authority of the ACC is established in the Covenants.

**Architectural Control:**

No structure or building shall be placed or erected upon any lot which does not conform to Kittitas County building regulations and the requirements of the Architectural Control Committee. No structure or building of any kind shall be erected upon any lot until approval has been given in writing by the ACC and then the appropriate approvals obtained from the Kittitas County Planning Department.

Building plans shall be submitted to the ACC Chairman per the Covenants along with a completed Architectural Request Form. Building construction design and materials utilized should take into account extreme fire hazard protection. Metal roofs are encouraged as a deviation from cedar shakes as stated in Article IV Section 3 of the Covenants. Disapproval of any portion of the plans will be done within 30 days.

**Lot Maintenance:**

Each lot will be maintained in a clean, sightly condition at all times. This includes but is not limited to litter, junk, trash, fire-wise debris, logs, land clearing debris, non operational vehicles and equipment and old/abandoned building materials or any other waste. No lot will be used as a dumping ground. Neatly stacked wood / logs for the purpose of heating is acceptable.

Reasonable keeping of equipment and materials on a lot is permitted as long as it is kept neat and used periodically. Construction of buildings and structures shall be prosecuted diligently from the commencement of construction until the exterior of such buildings and structures are completed or suitably finished within a 2 year timeframe as a deviation from the 1 year timeframe as stated in Article IV Section 9 of the Covenants. The lot must be appropriately maintained to this policy during that timeframe.

Temporary buildings, containers, tents or tarped coverings are not to be used as permanent storage or coverings unless screened from view and approved by the ACC. They are not allowed for more than a 120 day timeframe unless it is used in conjunction with building construction in which case it may fall under the 2 year timeframe for construction completion. Current lot owners with existing applications of temporary buildings, containers, tents and tarped coverings as of the implementation of this policy will be encouraged to eliminate their use. Lot Maintenance must be deemed suitable so not to detract from the esthetic appearance of Sky Meadows community and the adjacent lots and building sites. An appeal process is noted as part of this policy to handle exceptions.

Real Estate signs are permissible on private property as long as they are installed and maintained in a manner as to not detract from appearance of surrounding properties. This is a deviation from Article III Section 8 of the Covenants which states no Real Estate signs or directional markers are to be installed or applied to community properties including roads. Real Estate directional markers are not permitted.

Any lot owner not adhering to this Policy will be notified by the Association of their violation. Should any lot owner fail to adhere to this Policy after the 30 day notification the Association, per Article III, Section 2 of the Covenants, shall have the right to enter upon the land and do any and all acts in its opinion necessary to remove the same. The lot owner will be charged the cost of cleanup, removal and a fine of \$250. The lot owner will have 30 days from the time of billing to pay the charges. If after 30 days the charges have not been paid a lien may be placed on the lot.

### **Lot Development; Water System, Clearing, Grading or Fencing:**

Prior to lot clearing, water system installation or modification, foundation digging, septic installation, driveway grading, fencing or the cutting of any tree in excess of 6 inches in diameter (deviation from Article III, Section 6 which states 3 inch tree diameter) the lot owner must complete the Architectural Request Form attached to this policy and a Sketch Layout of the property with dimensions identifying the locations of the work to be performed. The form is to be submitted to the ACC Chairman. The request must be specific with the clearing, tree removal, digging, water system routing, grading or fencing to be accomplished and include the driveway and culvert location along with the disposal plan for the trees, limbs, stumps, debris and dirt. No Architectural Request Form is required for Fire-Wise activity including tree cutting within a 10 foot limb canopy of roof lines or brush clearing 30 feet of an erected structure, or the removal of dead or diseased trees. Topping or severe limbing of trees is not allowed unless authorized by the ACC. The lot must be appropriately maintained during construction. Stumps, logs and tree debris cleanup shall be prosecuted diligently from commencement to disposal within a 1 year timeframe.

Driveways are to have a minimum of one and one half inches of crushed rock on the surface. Driveways with ditch lines require a 10 or 12 inch diameter culvert installation protruding a minimum of 3 feet beyond the driveway width on each side. The culvert material must be industry standard (black poly is preferred). The culvert ends are to have approximately a

45 degree slope cut for safety purposes and installed such that water will freely drain through the culvert.

Water system installation, modification or repair is to be accomplished using suitable materials and methods for industry best practices applicable for extreme temperature regions with varying terrain and water pressures. Materials must be rated for a minimum of 200 PSI and the system installation is to be a minimum of 30 inches below grade and bedded with sand.

Any digging or filling causing a drop off greater than 48 inches is to be finished with a retaining wall and fencing constructed to Kittitas County standards. Any digging for a driveway causing a drop off alongside the road right of way must be approved by the ACC which will have the discretion to require a wood rail guard.

Temporary fences are not to be used as permanent solutions. Fences must be well constructed with materials deemed suitable so not to detract from the appearance of Sky Meadows community and the adjacent lots and building sites. The intent for fencing control is to eliminate solid, chain-link and hot string fencing in favor of more open country "rail" fencing. There are short term applications (during summer months) where hot string fencing may be preferable for temporary horse corrals. In these situations the approval may be granted by the ACC. The temporary fencing must be removed when the horses are removed each occurrence or if continued usage during the summer is authorized by the ACC the fence removal must be at the end of summer. Also, an appeal process is noted as part of this policy to handle exceptions.

The Architectural Control Committee will approve, modify or deny the request within 30 days from date received. Upon completion of the work identified on the Architectural Request Form the lot owner will have 60 days to comply with disposal of the debris.

Any lot owner not adhering to this Policy will be notified by the Association of their violation. Should any lot owner fail to adhere to this Policy after a 30 day notification the Association per Article III, Section 2 of the Covenants shall have the right to enter upon the land and do any and all acts in its opinion necessary to remove the same. The lot owner will be charged the cost of cleanup, removal and a fine of \$250. The lot owner will have 30 days from the time of billing to pay the charges. If after 30 days the charges have not been paid a lien may be placed on the lot.

### **Meadows and Common Properties:**

Meadows and Common Properties shall adhere to this policy with the exception of the fine structure as it relates to a violation by the association. Notification of an Association violation will be included in the Association Meeting Minutes.

Buildings and grounds will be maintained in a clean, sightly condition at all times. This includes but is not limited to litter, junk, trash, fire-wise debris, logs, land clearing debris, non operational vehicles and equipment and old/abandoned building materials or any other waste. Common properties will not be used as a dumping ground. Neatly stacked wood / logs for the purpose of heating is acceptable. Any lot owner not adhering to this Meadow and Common Properties policy will be notified by the Association of their violation. The lot owner will be charged the cost of cleanup, removal and a fine of \$250. The lot owner will have 30 days from the time of billing to pay the charges. If after 30 days the charges have not been paid a lien may be placed on the lot. The Association Board may in writing authorize Firewise Yard Waste to be centrally collected for disposal.

Winter parking of vehicles, trailers and snowmobiles must be removed from parking and meadow areas by May 1 each year. If they are not removed by May 1 the association will have them towed at the owners' expense.

Pasturing for horses is allowed in the corral areas. If the designated corral areas are in use the open meadows may be used for short term pasturing. Such pasturing must adhere to the guidelines identified in the Corral Policy BGR-03 when adopted and inclusive of any future updates to BGR-03).

**Appeal Process:**

Any lot owner can appeal a decision of the ACC within the initial 14 days after the ACC denial notification. The appeal shall be addressed to the Board of Trustees. This appeal must be in writing and state the circumstances warranting the appeal and have a copy of the application denial and sketch attached. The board will review the circumstances presented, make a final decision and respond to the member within 15 days following the next regular scheduled board meeting. This appeal temporarily suspends the timeframe of actions as stated in this Policy. Based upon Board of Trustees response to the appeal the penalty timeframe resumes where it was suspended.

# SKY MEADOWS RANCH

## *Architectural Request Form*

- Tree Removal
- Non-Permit Structure
- Permit Structure
- Lot Development / Clearing
- Fencing
- Driveway
- Septic Installation
- Water System Installation / Modification

Owner \_\_\_\_\_ Division \_\_\_\_\_ Lot# \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email \_\_\_\_\_ Application Date \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Narrative Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach an 8 1/2" x 11" site drawing of your proposed project with dimensions noted.

If you have any questions, please call or email Colin Ferrin at (509) 674-4667 or colinf@wildblue.net.

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Date Received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACC Signature \_\_\_\_\_

*Original kept on file with a copy returned to applicant.*