

**Holmes Harbor Water Co., Inc.  
and  
Greenbank Beach and Boat Club, Inc.**

**Joint Board Resolution No. 2020-01**

**Building Plan Review Process**

In Board Resolution No. 2003-01 and 2003-02, approved on 12/22/2003, the Holmes Harbor Boards of Trustees voted to adopt the following language with respect to the review of building plans to ensure compliance with the Holmes Harbor Estates Covenants Height Restriction of 15 feet.

“A committee consisting of members of the Board of Trustees shall review construction plans for all new residences or modifications that affect the height of the existing structure to insure they meet the requirements of the community’s covenants and interpretation thereof. Sufficient information shall be supplied on plans to the Committee for their review. The committee will inform the lot owner in writing of their approval and/or any discrepancies that require corrective action.”

Board Resolution 2012-01 revised the definition of the Architectural Review Committee as described in Exhibit A below.

*Board Resolutions No. 2003-01, 2003-02, 2008-01, 2012-01 and 2013-01 are hereby amended by this Joint Board Resolution 2020-01 to provide additional procedural clarification to be followed in the Review of Construction Plans.*

The Building Plan Review Process provides a step by step procedure to be followed by the Architectural Review Committee in the execution of their duties per Board Resolution No. 2013-01 approved on 11/11/2013. The Building Plan Review Process, which includes the technical revisions made by this Resolution, is attached as Exhibit A and is made a part of this Resolution hereof.

First Reading 11/16/2019    Second Reading 12/14/2019    Final Reading 8/15/2020

Board Approval Date:

\_\_\_\_\_  
Nancy Sharp, President  
Holmes Harbor Water Co., Inc.

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Judi Moore, President  
Greenbank Beach and Boat Club, Inc.

ATTEST:

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Sharon Dunn, Secretary  
Holmes Harbor Water Co., Inc.

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Bob Monroig, Co-Secretary  
Greenbank Beach and Boat Club, Inc.

## Exhibit A

# Architectural Review Committee Building Plan Review Process

### **Purpose of Building Plan Review:**

The purpose of the Building Plan Review Process is to ensure that new construction in Holmes Harbor Estates is in compliance with the community covenants regarding construction methods and limitations.

All building plans must be reviewed and approved under the process set forth below prior to start of construction. The Building Plan Review Process will normally be conducted in conjunction with a Property Owner's request for a Right to Connect to the community water share owned by Holmes Harbor Water Co., Inc., unless a Right to Connect already exists for that parcel. A Property Owner may also request a Building Plan Review to verify the acceptability of the proposed design prior to requesting a Right to Connect.

*To be approved for the purchase of a Right to Connect or to have an existing Right to Connect hooked into the Holmes Harbor Water Company's distribution system, the property owner must submit building plans of sufficient quality to allow the Architectural Review Committee to verify that the building project will comply with the Community Covenants. Prior to the issuance of building permits and the granting of a water availability form, detailed construction plans will be submitted to the Greenbank Beach and Boat Club for review by the Architectural Review Committee.*

### **Architectural Review Committee:**

The Architectural Review Committee (ARC) will be made up of three (3) members to be appointed by the Greenbank Beach and Boat Club (GBBC). At least one of these members will be a member of the GBBC Board and all members must be full-time residents of Holmes Harbor Estates. It is the responsibility of the ARC to conduct the Building Plan Review Process and present its finding to the GBBC Board for approval or denial of the proposed construction plans.

### **Covenant Building Restrictions:**

#### **Building Height**

Building height shall not exceed 15 feet in height except for the specific parcels described in the Covenants.

In 1977, the HHWC Board adopted the Washington State Building code definition for determining building height. Subsequently, the Board passed a Resolution (*HHWC Board Resolution No. 1 12/23/2003*) to simplify the wording and clarify how the 15 foot height measurement is made. It reads: "Height shall be measured from a point 5 feet from the structure at the highest point of undisturbed land surface. The vertical distance from a plane

projected from the highest point of the finished roof to the aforementioned point will determine if this requirement is met.”

*This restriction is intended to provide View Protection for neighboring properties.*

### **Building Size**

Square footage shall not be less than 700 square feet.

*This restriction is intended to ensure that structures are substantial enough to maintain a residential environment.*

### **Appurtenant Structures**

Separate Garages shall be limited to two cars in size.

*This restriction is intended to limit the number and size of appurtenant structures on any lot or combined lots.*

### **Building Use**

Building structures are to be used for single family residential purposes only as noted in the Covenants.

*This restriction is intended to prevent any structure being used for business purposes within Holmes Harbor Estates.*

### **Review Process:**

#### **Submittal**

The Property Owner will submit building plans to the GBBC President. Information will include a copy of exterior building elevations as well as lot layout showing proposed structures to scale and the maximum height of the proposed structure including where this height is measured. The plans must also include an approved application for the installation of a Septic System on the property in question. These plans will be used in the review process by the ARC and filed for future reference.

Upon receipt of a completed application, ARC may use procedures and/or forms such as a checklist, any written determination made as to the location of the highest point of undisturbed ground and methodology for measuring 15 foot building height, a meeting or meetings at the property site, and the like to facilitate this process. Examples of an ARC checklist and a Witness Pole Location form are attached.

If no Right to Connect to the community water share exists for the subject property, the Property Owner shall present payment for a Right to Connect in the form of a check made out to the Holmes Harbor Water Co., Inc. (HHWC) The check for the Right to Connect will be held by the HHWC until such time as the building plans are approved by the GBBC Board after which it will be deposited into the HHWC checking account and documentation

of a Right to Connect issued. The GBBC shall give timely notice to the HHWC when a building plan has been approved.

### **Timing**

The ARC will act promptly to review the materials submitted. Depending on timing of receipt of a complete review package, the Property Owner can expect to be notified within 35 days or following the next scheduled Board meeting whichever is later. The GBBC President will send the review request and all accompanying materials to the ARC within 5 days of receipt. The ARC will review the materials as outlined below and submit its building plan review recommendations to the GBBC Board at the next regularly scheduled Board meeting. The Board shall notify the property owner of its decision within five days of the Board meeting.

### **Architectural Review Committee Review**

The ARC will hold a special meeting to review the materials submitted within ten days of receipt of the materials from the GBBC. Its review will be to ensure that the proposed structures are in compliance with Covenant restrictions.

The outcome of this review may be:

1. An approval of the building plans as submitted. Approved plans will be presented to the GBBC Board for the Board's decision.
2. A request for additional information from the property owner.

Additional information will be requested in writing by the ARC. At the discretion of the ARC, the property owner may elect to present the requested information in person at a meeting. Depending on the timing of receipt, this process may extend the timing goals outlined above.

3. A denial of the request based on failure to comply with the Covenants.

This decision will be delivered by the ARC in writing to the GBBC Board for the Board's decision. The property owner will have an opportunity to contact the ARC for clarification of this decision. An appeal from the denial may be made at any regularly scheduled GBBC Board meeting provided that a written request and the basis for the appeal are provided to GBBC at least five days prior to the Board meeting.

### **Board Discussion and Decision**

The GBBC Board will receive and enter the ARC recommendations into the record. Discussion will be held as deemed necessary. The Board will vote on the recommendations and notify the property owner and, if a request for a Right to Connect is involved, the HHWC, in writing of its decision within five days.

This notification will include informing the Property Owner of ARC policy of confirming the actual building construction to the approved plans upon completion of setting the roof and walls. This confirmation will be solely for the purposes of verifying compliance to the Covenant restrictions and in no way restricts any re-planning of the structure not involving the aforementioned Covenants.