

I. SPINNAKER RIDGE COMMUNITY ASSOCIATION ARCHITECTURAL COMMITTEE GUIDELINES**II. EXTERIOR MODIFICATIONS REQUIRING APPROVAL****III. HOW TO SUBMIT A HOMEOWNER EXTERIOR IMPROVEMENT REQUEST FORM****IV. APPEAL****I. ARCHITECTURAL COMMITTEE GUIDELINES**

Spinnaker Ridge is a Planned Unit Development of 58 detached homes and a clubhouse on 17 acres of Common Area.

The original architectural designs of the homes established the underlying standards for the community. Design guidelines based on these standards are maintained through the cooperative efforts of the Spinnaker Ridge Community Association (SRCA) homeowners, the Spinnaker Ridge Architectural Committee (AC) and the Spinnaker Ridge Board of Trustees (SRBOT).

One of the advantages of owning a Spinnaker Ridge home is the protective covenants included in the Spinnaker Ridge Declarations of Covenants, Conditions, Restrictions & Reservations (CCR&R's). When you purchased your home you agreed to comply with the covenants to help maintain this design standard.

CC&R's Article 8.2: "The purpose of the Architectural Committee is to ensure the development within Spinnaker Ridge maintains the aesthetic and structural quality as is established in its original design and that all future replacements of improvements and/or future improvements are compatible."

Design standards and guidelines serve to sustain the consistency of design, the attractiveness of the community, environmental responsibility and to avoid the reduction of property values due to visual architectural discrepancies. Maintaining design integrity is necessary to retain visual harmony among the individual homes.

Where the requests comply with these standards they shall be approved. Where they do not, the AC will work with homeowners to help them find acceptable solutions. You are welcome to suggest variances.

The CC&R's require prior AC approval of any and all exterior modifications on a Lot. The following AC Guidelines were developed in order to provide AC members a consistent set of criteria to use in considering homeowner requests for changes or additions to the exterior of their property. The foundation of the design criteria on which all AC decisions will be based are the following principles:

- Harmony with the overall community design
- Effect on neighboring properties and/or overall neighborhood including issues of

privacy and view.

- Workmanship and materials shall be equal to or better than those originally used
- Completion in a timely manner.

The following exterior modifications are not intended to be all encompassing.

II. EXTERIOR MODIFICATIONS REQUIRING APPROVAL

2.1 Exterior House Walls. The material, color, size of siding and texture of new exterior walls shall be compatible with the existing house walls. Any new fascia must match any existing fascia. No stone or other decorative or reflective material may be used on the exterior of a home. Siding and trim and fascia paint must match the current approved current palette

2.2 Columns. New columns must be integral with the original house design.

2.3 Roofs. CCR's Article 9.1.2: All roofing material shall be approved by the Architectural Committee. The slope, color, and texture of any new roof shall be substantially similar to the existing roof. New roof features, such as skylights, chimneys, or solar equipment must be compatible with the design of the existing house. All roofing accessories (e.g. pipes, vents, etc.) must match roofing colors or be of a color that compliments the residence and must be as inconspicuous as possible. Skylights: Skylights must be designed to be integral parts of the roof. (The color of skylight frames must be compatible with the roof color). Silver aluminum frames are not permitted.

Solar Equipment: Installation of solar energy panels and systems must meet the requirements of RCW 64.38.055.

Communication Equipment and Television Antennas: A "dish" antenna or other over-the-air reception device one meter (39.37") or less in diameter, may be installed on a portion of the Owner's Lot over which the Owner has exclusive use and control. Prior notice must be provided to the AC before installation. It is preferable that the antenna is placed in an area not visible from the street unless this location causes unreasonable delay, increased cost, reception, maintenance or use issues.

2.4 Exterior Windows and Doors. The size, location, material and color of new exterior windows and doors shall be compatible with the exterior windows and doors of the existing house. Reflective glass is not permitted.

2.5 Garage Doors. Changes to existing garage doors must be similar in the design to the existing garage door. The color of the garage door must match the body or trim color of the primary structure. Treatments that draw attention to the garage doors, such as mirrored glass or ornate decoration on or around the garage doors, are prohibited.

2.6 Exterior Painting. Any exterior painting of the house must be approved by the ACC.

See: **Painting Guidelines for Homeowners**

See: **SRCA and Homeowner Responsibilities for Painting**

2.7 Driveways. Driveways are the responsibility of the homeowner and shall be constructed of asphalt, cement or aggregate (CCR's Article 9.1.3).

2.8 Decks. Decks must be built in the original footprint. Any variance on a homeowner's property must be approved by the AC. The material must reflect the original design.

2.9 Exterior Stairs. The location, material and color of new exterior stairs shall be compatible with the existing house.

2.10 Fences/Hedges/Walls. Any and all fences, hedges and walls must be approved by the AC before they may be commenced, erected or maintained on any Lot (CC&R's Section 9.1.1). Existing Bulkheads run with the land.

2.11 Landscape Character.

See: [Landscape Guidelines](#)

2.12 Exterior Lighting. New exterior light fixtures, such as decorative wall fixtures, lanterns on short columns, low voltage lights, up lights, and light posts, must be compatible with the design of the house and the community and not be obtrusive to the neighbors.

2.13 Decorative Lawn Ornaments or Similar Items. No decorative lawn ornaments may be placed on Common Area or private area that requires lawn care.

2.14 Spas and Hot Tubs.

- Spas / hot tubs / exterior water installations require prior AC approval
- The installation must be temporary.
- The hot tub shall not be visible from existing Spinnaker Ridge streets.
- Re-approval by the Board is required upon sale of the residence.
- Permission must be obtained, in writing, from all immediate neighbors.

2.15 Air Conditioning Units Mounted on Homes (Permanent and Temporary).

Permanent air conditioning units are allowed. The Homeowner Exterior Improvement Request Form must be submitted and approved by the AC.

Temporary air conditioning units are allowed from June 1 – September 30.

2.16 Permanent Patio Coverings, Awnings and Sun Control Devices. Exterior coverings attached to the exterior are not allowed.

2.17 Video Cameras and Security Systems. When considering camera orientation please do not violate your neighbor's privacy.

III. HOW TO SUBMIT A HOMEOWNER EXTERIOR / LANDSCAPE IMPROVEMENT REQUEST FORM

- Log in to: (Enter into URL) www.spinnakerridge.com
- > ARCHITECTURE/LANDSCAPE dropdown menu
- > Homeowner Exterior/Landscape Improvement Request Form
- Complete the form Click SUBMIT at bottom of form.
- Send email with requested information (drawings, pictures, plans, brochures or other pertinent information, completion date and written consent of affected neighbors) to: spinnakerridgecommunity@gmail.com

OPTION:

- Print out the Homeowner Exterior Improvement Request Form or Homeowner Landscape Request form.
- Attach plans, drawings, picture, material, other pertinent information, completion date and consent of affected neighbors.
- Return it to an Architecture Committee member, a Trustee or Admin.

The AC chairperson will decide if an in-person meeting is required and, if so, you are welcome to attend.

Most often your requests can be quickly addressed electronically with AC members. Following their responses, the chairperson may ask for further information or answers to questions. This committee is very aware of the importance of and makes every effort to answer in a timely fashion.

IV. APPEAL

CCR's Article 8.5: The decision of the Architectural Committee may be appealed to the Board of Trustees by the Owner requesting a hearing within ten (10) days of the date of his receipt of the Committee's decision and setting forth in writing the basis of his objection to the Committee's decision.

You will receive a response within 30 days.

06.28.2023

SPINNAKER RIDGE COMMUNITY ASSOCIATION
ARCHITECTURAL COMMITTEE

V. LANDSCAPE GUIDELINES

The Spinnaker Ridge Community Association (SRCA) is responsible for managing "Common Property" (property owned by the Association for the common use and enjoyment of the homeowners) and for setting landscape standards and character for the entire community.

The Architecture Committee (AC) created the Landscape Manager (LM) position with the approval from the Board of Trustees (BOT) to manage the landscape contract, and irrigation systems. In furtherance of that goal, the BOT developed these guidelines to: 1) guide the Landscape Manager as that person performs their duties and 2) guide homeowners as they maintain the landscape of their own property.

(Responsibility for review of all of the following remains with the Architecture Committee (AC) and the Board of Trustees (BOT))

Spinnaker Ridge Community Association (SRCA) Landscape Responsibilities:

- **Lawns:**

SRCA mows and cares for all lawns, including lawns on private property, if accessible.

- **Trees and Shrubs:**

SRCA abides by a letter of agreement on file with the City of Gig Harbor regarding guidelines for trees.

Original trees planted on SRCA property at the time of development need city permitting to be removed.

SRCA trims or removes trees on common property to maintain the health of the tree, for reasons of safety, or structural damage. Removal of damaged, diseased or otherwise unsafe trees must be approved by the BOT.

08.17.2020 - Shrub and Tree Height Restrictions

Resolutions and guidelines pertaining to the height of SRCA community trees and shrubs: current and future trees and shrubs should be governed to a height no higher than gutter lines of residences located near them. Future AC approvals will rest upon this additional guideline.

Trees may not be removed for the purpose of improving views.

SRCA prunes and trims all privacy hedges along perimeter fence lines provided the hedges were planted by the SRCA.

SRCA Trims shrubs on the common area.

- **Controlling weeds on common grounds** will follow commercial standards.

- **Landscape debris:** SRCA cleans and clears grass clippings, twigs, limbs, etc. This will be done weekly by the contractor as part of lawn mowing in coordination with the LM.
- **SRCA maintains a long-range plan** to create a continuity of design throughout the Association's common grounds. This project addresses design budget, has a multi-year scope, and is subject to approval by the AC and the BOT.
- **SRCA maintains a long term contract** with the landscape maintenance company.
- **The BOT is the single point of contact concerning issues** or disputes with neighbors outside of the Spinnaker Ridge perimeter fence line. Spinnaker Ridge residents should present concerns in writing to the BOT.
- **SRCA Reviews all initiatives related to landscape, irrigation or drainage.** Authority to commit new resources to address these initiatives remains with the BOT.

Spinnaker Ridge Community Homeowner Landscape Responsibilities:

In the spirit of maintaining the overall beauty and integrity of Spinnaker Ridge, the Board of Trustees encourages homeowners to enjoy their private grounds while respecting their neighbors' privacy and property values and to call upon good common sense throughout the process. Please adhere to the guidelines below:

- **Homeowners intending to make significant landscape changes must submit a LANDSCAPE IMPROVEMENT REQUEST FORM to the AC for approval. (See III. Above)**
- **Homeowners wishing to add new trees, plants, shrubs and/or landscape features to the common grounds near their home must submit a LANDSCAPE IMPROVEMENT REQUEST FORM to the AC for consideration.**
- **Planted areas in front of homes adjacent to walkways and driveways are the homeowner's responsibility.** Most of these planted areas are part common grounds and part private property. These areas have been traditionally maintained by homeowners and are not included in the Spinnaker Ridge Landscape Contract. Homeowners may not be satisfied with the standard common area level of maintenance and prefer to maintain these planted areas to their own standards. Including this additional work in the landscape contract would prove inefficient and would increase the landscape contract expense to the SRCA.

- **Cul-de-sac circles are maintained by affected homeowners.**
- **Please do not direct or supervise contract employees.** Direct important issues or questions to the LM.
- **Trees and shrubs should be governed to a height no higher than gutter lines of residences located near them. (08.17.2020)**
- **Healthy trees may not be removed for view enhancement.**
- **Contact the Architecture Committee or the LM regarding any placement of “yard art” or personal belongings that may be on the common area** (Lawn furniture, signs, art, pots, etc. cannot interfere with landscaping services).
- **Yard waste** generated by maintenance of private gardens and planting beds is the responsibility of the homeowner.
- **Homeowners will bear the expense of their request** for tree trimming / pruning for aesthetic purposes on their own property.

Abide by Article 10.1 of the CCR’s: “Each Lot Owner of a developed Lot shall be obligated to maintain in clean, attractive condition the area of his Lot not maintained by the Association...”