

GREENFIELD

ARCHITECTURAL CONTROL COMMITTEE

About The Committee

Introduction – The basic purpose of this committee is to preserve the aesthetic value and appearance of the structures and landscaping of Greenfield. Its goal is to maintain the neighborhood to the highest standards applicable. The Governing guidelines can be found in the Covenants. The committee considers and approves or disapproves plans and specifications for private pools, fences, walls, home modifications / additions, sheds, removal of trees and shrubs, and other items affecting the value and / or appearance of the neighborhood.

BEFORE you begin construction, etc..., please submit an **Architectural Application**. (Page 7 & 8) with the supporting documents to this committee. It is very important that you include all necessary documents in order to receive an expeditious response. If you are in any doubt as to how to proceed or whether you need to proceed, Please contact a committee member. The committee is committed to assisting you in any way it can.

If you believe there is a violation of the covenants, please submit a **Covenant Violation Complaint Form** (Page 6) to the committee for consideration and action. The committee is here to protect our largest investment – Our Homes and Property.

Committee Email Address –?

Committee Membership – Open to all residents in good standings.
(Please join us!)

Meetings - ?

This is the procedure used by the Architectural Control Committee to enforce covenant violations.

GREENFIELD HOME OWNERS ASSOCIATION OF OLYMPIA
Architectural Control Committee (ACC)

Procedure ACC – 01

Covenant Violations

Prepared by: _____
Members of the Architectural Control Committee

Approved by: _____
Chairman, Architectural Control Committee

Accepted by; _____
On behalf of the Board of Directors

1.0 Introduction

The Duly approved covenants of Greenfield Association shall be the guiding document in the enforcement of community standards applicable to the Greenfield Association.

The Architectural Control Committee, as set fourth in the By-laws of Greenfield Association is charge with monitoring the physical condition of the Greenfield Association and taking appropriate actions to ensure that the Covenants are upheld.

2.0 Violations of Convents

2.1 Identification of Violations

The Committee members are charged with routinely observing the properties in the community for potential violations of the covenants and compliance with generally accepted standards. Covenants Violation forms shall be used to document potential non-compliance. This Form is available from The Architectural Control Committee or from the Board Secretary.

2.2 Review of Volitions

The Committee shall review all potential violations at its regularly scheduled monthly meeting. The Committee shall discuss and vote on each potential violation.

2.3 Committee Action on Penalties

The committee shall follow the prescribed series of events in Section 3.0 when attempting to implement corrective actions for the Covenant violation. The Committee shall consider duly submitted Property Alteration Requests (PAR's), corrective action plans or any information submitted by the homeowner in determining if a violation has occurred, or has been (or will be) corrected.

3.0 Procedure for Violations

3.1 When a violation is first identified and agreed upon by the committee, a letter is prepared from the committee to the resident or homeowner of record. This letter shall identify the violation, quote the specific section of the covenants that the homeowner is in violation of, and notify the homeowner that they have 30 days from the date of the letter to remedy the situation. The letter shall also notify the homeowner that they can come to the next committee meeting to explain why the identified situation is not in violation of the Covenants or to explain their plans for coming into compliance with the Covenants. The letter will further state that failure to comply with the Covenants may result in a fine following a second and final notice.

3.2 Continuing Violation

If, after due notice has been made of the initial violation, the violation continues to exist at the time of the next meeting of the committee, the Committee shall approve issuance of a second notice. The second notice shall be approved by the Board of Directors and shall be sent under the Board's signature. This letter shall notify the homeowner that failure to remedy the Covenant violation within 15 days of receipt of the letter shall result in a fine of \$100 dollars being levied against the homeowner without further correspondence. This letter shall be sent via registered mail. Notices should be prepared immediately after the Committee's monthly meeting and provided to the Board Secretary for review and approval at the next Board of

Directors meeting. Signature blocks on the letter shall denote both the Committee and the Board's approval.

3.3 Subsequent Violations

After the second notice and fine has been sent to the homeowner, the Committee will continue to review the situation monthly to determine if the violation has been remedied. If it has not, the Committee will recommend to the Board that additional fines be levied against the homeowner on a monthly basis. Upon the assessment of three fines (\$300) against a homeowner, the Committee shall seek the assistance of the Treasurer in filing a lien against the property.

3.4 Repetitive Violations

If a homeowner is cited for the same violation on multiple occasions but takes corrective actions between these violations, then these violations may be considered as cumulative when determining appropriate action.

3.5 Response to Violations Notice

If a resident contacts the Chairperson or a member of the Architectural Control Committee in person, by phone, by email, or in written letter for the purpose of discussing or proposing a remedy to a violation, further action shall be held in abeyance pending resolution of the issue at the next scheduled Committee meeting.

3.6 Reminders

The Committee at its discretion may choose to send a resident a " friendly reminder " regarding complying with the Covenants rather than issuing an initial notice of violation. Such reminders may be appropriate when dealing with yard maintenance, new residents who may be unaware of the Covenants, or other unique situations. Failure by the homeowner to comply with the applicable Covenants following the reminder would normally result in issuance of an initial violation letter.

4.0 Dispute Resolution

Residents may attend any meeting of the Committee. Residents may address the Committee regarding violations of the Covenants and present corrective actions, request approval of PAR's that would correct violations, or present evidence that the Committee has incorrectly concluded that a violation has occurred. Once a resident has presented their position, the Committee shall give due consideration to the issue and notify the resident in writing of the Committee's decision. If a resident does not reach an amicable resolution with the Committee, they can address the issue to the Board of Directors at its next scheduled meeting.

5.0 Timeliness

Because actions in this procedure are, time sensitive, issuance of letters from the Committee and from the Board shall be timely. In general, letters will be issued within 3 working days of the Committee's monthly meeting. The Committee shall consider any known delays in sending and receiving letters when enforcing the timeframes noted above.

6.0 Addressing of letters

Letters regarding Covenant violations will be addressed to the homeowner and resident which in most cases will be one of the same. For rental properties, letters will be addressed to the resident initially. All subsequent notices will be sent to both the resident and homeowner of record as identified in the Treasurer's records.

7.0 Modification

Minor updates or modifications of this procedure can be made by majority vote of the Committee. Major changes to these procedures such as to the timing of notices and fines must be approved by the Committee and accepted by the Board of Directors prior to implementation.

**GREENFIELD
ARCHITECTURAL CONTROL COMMITTEE
COVENANT VIOLATION COMPLAINT FORM**

NAME (OPTIONAL) _____

ADDRESS (OPTIONAL) _____

DATE _____

ADDRESS OR LOCATION OF VIOLATION _____

NATURE OF VIOLATION AND COMMENTS _____

Please submit to the Chairperson or Secretary of this Committee for consideration / action.

**GREENFIELD HOMEOWNERS ASSOCIATION
ARCHITECTURAL APPLICATION**

Please complete this request form and attach **three (3) copies** of your proposed property improvement along with three sets of attachments (paint chips, photos, etc.)

Mail or deliver to: Greenfield Homeowners Association
Mail: P.O. Box 3608 22nd Ave se
Olympia WA, 98501

Owner: _____ Date _____

Property Address: _____

Lot#: _____

Mailing Address _____

Home Phone: (____) _____

Business Phone: (____) _____

Description of changes desired – give full details of purpose and/or reason, type and colors of materials to be used and location on the lot.

PLEASE INCLUDE THE FOLLING INFORMATION WITH YOUR REQUEST: (ATTACH ADDITIONAL DRAWINGS TO THIS FORM.)

1. Description of improvement.
2. Location of residents on lot and the dimensions from lot lines if changes to the exterior envelope are proposed.
3. Complete dimensions of improvements proposed, if changes to exterior envelope are projected.
4. Measurements of improvements in relation to residents and lot lines, if changes to the exterior envelope are proposed.
5. Description of materials and color scheme, **including paint chips.**
6. Drawings to show affected elevations.
7. If landscaping improvements include trees, please identify species and height of any trees at maturity.

Neighbor Notification:

The intent is to advise your neighbors who own property adjacent, facing or impacted by the improvements to your lot (property) line. Neighbors are to sign this form and initial plans. Comments may be written on the back of this form. Neighbor approval /disapproval shall only be advisory and shall not be binding in any way on the Architectural Committee's decision.

Neighbor Name & Address

Signature

Neighbor Name & Address

Signature

Neighbor Name & Address

Signature

Architect, Engineer or Owners' Representative: (if applicable)

() _____

Name

phone

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Review Committee has been received.
2. All improvements, other than new residents, approved by the Architectural review Committee must be completed within ninety (90) days after approval. Extenuating circumstances should be brought to the attention of the Architectural Review Committee.
3. Within thirty (30) days of completion of improvements, I will notify the Architectural Committee in writing of such completion in order for the Committee to make its inspection as to compliance with approved plans and specifications.
4. That the " Conditions of Approval " section of the Architectural Standards for my community shall apply to any approval.

PROPOSED STARTING DATE: _____ COMPLETION DATE: _____

SIGNATURE: _____

OWNER (Authorization of representative must be attached)

Board Approval: _____ **Date** _____

_____ **Date** _____

_____ **Date** _____

**BOARD MEMBERS
PHONE NUMBERS**

PRESIDENT:

VICE PRESIDENT:

SECRETARY:

TREASURER:

ARCHITECTURAL: Jim Burton (360) 438-1883

**Architectural Review Committee
PHONE NUMBERS AND EMAIL ADDRESSES**