**Saybrook Homeowners Association**

**Architectural Control Committee**

**Submission Form (See CC&R Requirements Below)**

Submitted on (Date): Click here to enter a date.

ACC Decision on (Date): Click here to enter a date.

Notified Owner on (Date): Click here to enter a date.

1. Homeowner’s Name: Click here to enter text.

Address: Click here to enter text.

Lot Number: Click here to enter text.

Phone Number: Click here to enter text.

E-mail address: Click here to enter text.

2. Detailed description of the change request:

Click here to enter text.

3. Please attach your detailed plans:

Attached

Not developed

4. If a similar change exists within the community, please reference address below (ex: same as the fence at XXXXX Saybrook Dr., etc.)   Please note that prior approval of a similar change on a lot in Saybrook does not automatically justify approval for your proposed change, as the ACC reviews the change within the context of your lot and that of surrounding neighbors."

Click here to enter text.

5. If you are switching from your current color scheme, are exterior colors and finish materials (including roof or window materials) samples available? Please reference with photos or attach samples and note specific colors chosen.

Yes

No

If Yes, please provide the following color information:

Siding**\***: Click here to enter text.

Trim: Click here to enter text.

Gutters: Click here to enter text.

Front door Click here to enter text.

Garage doors: Click here to enter text.

Shutters: Click here to enter text.

**\***painting brick will have additional restrictions

6. Other information which may be required in order to determine whether the structure or architectural change conforms to the standards in the CC&Rs and the standards employed by the Architectural Control Committee. Please provide as much information as you have to minimize clarifying questions and to speed the process along.

Click here to enter text.

7. Native Growth Protection Easement (NGPE): If your project impacts NGPE of your property, attach copy of King County permission obtained (reference Saybrook CC&R, Article IV, Section 2).

8. For installation of solar panels: proof of a qualified, licensed and insured installation company must be submitted along with their plans. Inspection of final installation required through WA Dept of Labor and Industries in accordance to King County code (Your installation company likely already has these standards in place).

Simple plans that can be described on this form with email-enabled attachments can be expedited by e-mail to the ACC.

Submittals requiring attachment of additional documents may be dropped off in person.

***Please make your submission to Sarah Koehler and she will coordinate approvals.***

Sarah Koehler [skler.family@gmail.com](mailto:skler.family@gmail.com)

Carleen Flack [cgflack@yahoo.com](mailto:cgflack@yahoo.com)

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Todd Baldwin [baldwin.todd@gmail.com](mailto:baldwin.todd@gmail.com)

**Partial Requirements per CC&R’s**

**XIII, Section 2:**

Jurisdiction and Purpose

No improvement that would be visible from an adjoining Lot or from the street or a common right of way at the time it is constructed, or would be visible from the same with passage of time shall be constructed or installed on any Lot without the prior written approval of the Architectural Control Committee. The Committee shall review proposed plans and specifications for residences, rebuilds, remodels with exterior changes, major re-landscaping projects (where over 50% of the current vegetation or plantings will be changed or removed, or a completely new design/look is desired), accessory structures (e.g., garden sheds, tool sheds, doll houses, tree houses, gazebos and playground equipment), fences, walls, appurtenant recreational facilities (e.g., hot tubs, spas, basketball courts, permanent basketball hoops, tennis courts, swimming pools, bath houses, animal pens or enclosures), or other exterior structures to be placed upon the Properties. No exterior addition or structural alteration may be made until plans and specifications showing the nature, kind, shape, height, materials and location of the proposed structure or alteration have been submitted to and approved, in writing, by the Committee. The Committee also shall review proposals to change the exterior color of homes in the Plat. The Committee shall determine whether the exterior design and location of proposed structure, alteration, or color change harmonizes with the (1) surrounding structures, (2) surrounding natural and built environment, and (3) aesthetic character of the other homes in the Plat. Failure to make a submission may result in an order from the Board to remove or modify any structure or alteration if it would not have been originally approved by The Committee.

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**XI. Section 1:**

### Building Materials.

All homes constructed on each Lot shall be built of new materials, with the exception of décor items such as used brick, weathered planking, and similar items. The Committee will determine whether a used material is a décor item. In making this determination, the Committee will consider whether the material harmonizes with the aesthetic character of the Saybrook Estates development and whether the material would add to the attractive development of the subdivision. All roofs are to be unpainted cedar shingles, shakes, tile, slate, Certainteed’s Presidential TL Ultimate shingle (in colors Autumn Blend, Shadow Gray, or Country Gray) or material approved by the committee. In June of 2010 the following additional materials were approved by the Committee: GAF/ELK/Grand Canyon (Sedona Sunset and Stonewood) and Woodmore (Chestnut, Mesquite, and Timber). All colors for roofing material must be submitted to the committee for approval. All applications require high profile ridge caps if applicable. Resawn cedar is the preferred material for siding and trim. Other materials such as Hardiplank for siding and trim are acceptable only if approved by The Committee. Changes to the color of the siding or trim are to be approved by The Committee. All visible masonry shall be native stone, brick or stucco.

**XIII. Section 13:**

Compliance With Codes

In all cases, ultimate responsibility for satisfying all local building codes and requirements rests with the Owner/applicant and contractor employed by the Owner/applicant. The Committee has no responsibility for ensuring that plans and specifications which it reviews comply with local building codes and requirements. The Committee shall be held harmless in the event that a structure which it authorizes fails to comply with relevant building and zoning requirements. No person on the Committee or acting on behalf of the Committee shall be held responsible for any defect in any plans or specifications which are approved by the Committee nor shall any member of the Committee or any person acting on behalf of the Committee be held responsible for any defect in a structure or alteration which was built pursuant to plans and specifications approved by the Committee.

**IV. Section 2:**

Native Growth Protection Easements, Building Set-Back Areas and Flood Plains

Before, beginning, and during the course of any grading, building, construction, or other development activity on a lot subject to NGPE, the common boundary between the easement and the area of development activity must be fenced or otherwise marked to the satisfaction of King County. In addition to obtaining the permission of King County, no alteration or use of NGPE may be made without obtaining the permission of the Architectural Control Committee.