THE GLEN
COMMUNITY ASSOCIATION

ACB
(Architectural Control Board)
RULES & REGULATIONS

Adopted: December 13, 2008

Effective January 10, 2009

This Manual has been updated. It supersedes and replaces all previous versions and amendments as of the above effective date.

You will be notified of all subsequent amendments. When so notified, immediately update your personal manual accordingly. A current, updated version of this manual will always be available to Glen members on the website in the Member's Access section, and at the Glen office. Please address any questions regarding these Rules and Regulations to your Glen ACB Officer or the Architectural Control Board Committee Chairman.

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PREFACE

The Architectural Control Board (ACB) is a standing committee established by authority of the *Covenants, Conditions and Restrictions*, Article VIII - Architectural Board, and *Bylaws* Article 2–PURPOSE AND POWERS, 2.2.1.9 and Article 5–DIRECTORS, 5.1.1.5.

This ACB Rules and Regulations Manual contains the policies and guidelines governing the Architectural Control Board (ACB), the ACB Officer, and the permitting process in defining and regulating the requirements for approved utilization of properties and their accessories within The Glen Community Association. It contains the details and guidance needed for Association Members to properly develop and maintain their lots. It is established under the authority and guidance of the Architectural Control Board and approved by the Board of Directors.

Each manual holder is responsible to keep his/her manual current at all times, or to obtain the latest version from the Website or the Glen office.

AMENDMENT METHOD

All changes to these Rules and Regulations are made by formal resolution and are approved by The Glen Board of Directors. Amendments are defined by the Section Number being changed, rather than by page number. However, for convenience, at the bottom of each page amended, the date of adoption and resolution number of the latest change will be shown. Each resolution is numbered using an alpha-numeric system starting with the letter “C” (for ACB) followed by the six digits representing the month, day, and year of the Board of Director’s approval. (e.g. C091308).

CONSISTENCY

The Glen Board of Directors intends that these ACB Rules and Regulations shall be consistent with all other governing documents of The Glen Community Association (which includes the *Covenants, Conditions and Restrictions*, the *Bylaws*, and the *Administration Policies*), and all applicable federal, state and county laws, statutes and ordinances. Anything found in this manual that appears to be in conflict with the above, should be reported to The Glen Board of Directors for resolution.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES

1.1 General

1.1.1 ESTABLISHMENT: The rules and regulations in this manual are defined by the Architectural Control Board (ACB) and approved and issued by The Glen Community Association Board of Directors by authority granted in *The Glen Covenants, Conditions and Restrictions*, and in conjunction with federal, state and county codes.

1.1.2 ADOPTION: This manual, adopted December 13, 2008 by The Glen Board of Directors by resolution C121308, becomes effective January 10, 2009. It supersedes and replaces all earlier versions. Following January 10, 2009, any failure to comply with the rules and regulations contained herein may subject the member to penalty. For further explanation, please refer to SECTION 19 – ENFORCEMENT, PENALTIES AND APPEALS.

1.1.3 AMENDMENT: The ACB Committee shall recommend all changes to this manual to the Board of Directors for approval by formal resolution.

1.1.4 PURPOSE: The purpose of these rules and regulations is to define the criteria and provide for the controls and enforcements that assure all members and lots within The Glen conform to the requirements of the governing authorities of Section 1.1.1 above, and that the integrity of The Glen as a recreational community in a forested setting of natural beauty is not compromised.

1.2 ACB Authority

1.2.1 The ACB Committee Chairman is appointed by the President of The Glen Community Association and approved by the Board of Directors. (Bylaws Article 6–Officers, 6.4.2)

1.2.2 The ACB Committee is appointed in accordance with Bylaws Section 5.1 and subsection 5.1.1.5.3, and consists of at least three (3) persons, one of whom shall be an elected board director, and the rest members in good standing, preferably with exposure to or experience in the building trades.

1.2.3 The ACB Officer, the General Manager and the ACB Chair have authority to enter member lots at any time to assure that lots within The Glen are in compliance.

1.2.3.1 In the performance of their duties, the ACB committee members have authority to enter member lots to assure that lots within the Glen are in compliance.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.2.4 The ACB Officer in conjunction with the General Manager has authority and responsibility to approve or deny all permit applications for additions and alterations to lots within The Glen, or to prevent any addition or alteration that could result in a safety hazard to any person, property, or the natural environment.

1.2.5 The ACB Officer can approve only those additions or alterations which are of sound construction, attractive design, are in harmony with the natural forest setting of The Glen, and which will preserve rather than detract from the lot's features of natural beauty.

1.2.6 The ACB Officer can approve only those additions or alterations that conform to the requirements specified in applicable sections of this document. Only the structures, items and requirements defined in this Manual are approved for use in The Glen.

1.2.7 The ACB Officer has authority to issue citations, **STOP WORK** orders and **OUT OF COMPLIANCE** notices, post the corresponding signs, impose fines, and require Association members to redo work that is found not to be as approved on a permit, out of compliance, or otherwise in violation of ACB rules and regulations.

1.2.7.1 Ignoring a **STOP WORK** order notice will result in the revocation of the permit. A new permit will be required.

1.2.8 The ACB Committee, the Board of Directors, management or any member of The Glen staff shall not be held responsible for any failure on the part of an Association member to comply with approved Glen Permit stipulations, or with state and/or county regulations pertinent to building permit requirements, building codes and electrical codes. The ACB permit application (discussed in Section 1.4) will contain a disclaimer to this effect.

1.3 The ACB Officer

1.3.1 The ACB Officer, hired by the General Manager, coordinates with the manager and ACB Chairman, and works with Association members, to assure that ACB rules and regulations are followed.

1.3.2 The ACB Officer is charged with representing the Architectural Control Board in obtaining and insuring compliance with the rules as set forth in this Manual, while also assisting the Association members in proper interpretation of the rules, and working with them to resolve any problems or discrepancies in understanding, or in their achievement of such compliance.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.3.3 The ACB Officer has authority to enter member lots at any time in the performance of duties to assure that lots within The Glen are in compliance with these regulations as set forth.

1.4 The ACB Permit

1.4.1 A fully completed and approved ACB permit is needed before placement of any RV and before starting any construction or demolition excluding interior renovations (other than in cases of emergency for protection of assets), or doing any ground covering (such as graveling) that changes any natural landscape feature or elevation. *(Repair projects that do not change any dimensions, amounts of window coverage, or colors of existing structures do not require permits.)* An ACB permit application may only be submitted by members in good standing. The permit application must be reviewed, completed, and approved, and the blue "ACB PERMIT APPROVED" sign is to be posted at the lot by ACB, prior to start of any work. Failure to obtain a permit may result in a fine. (See Administration Policies Appendix B for fine amount). Demolition debris disposal fees will be charged if applicable. (These can be billed to the member's account) (See Appendix A for current permit and demolition debris disposal fee amounts and Administration Policy A250 – Refuse Disposal, 250.4.)

1.4.1.1 Two to three weeks may be required for review and processing of completed ACB permit application. ACB applications involving RV placement, construction, and multiple items may take longer.

1.4.1.2 The permit application will include a plot plan showing the location of lot lines, 5-foot setback, and all major structures.

1.4.1.2.1 The member will locate and string the lot lines prior to permit application submission. This may require an official survey to be done if the member cannot find or determine location of their valid lot corner pins.

1.4.1.2.2 A permit application may contain multiple projects. The time to complete all projects approved on a permit is 90 days. All work must be completed, inspected, and in compliance before the permit can be closed. (See 1.4.1.3 and 1.4.1.4.)

1.4.1.2.3 The ACB permit application is available at The Glen Administrative Office and on the website.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.4.1.3 A fee will be charged at the time a permit application is submitted for demolition debris disposal if applicable. (See Administration Policies Appendix A for fee amounts, and Admin Policy A250.4 regarding refuse disposal.)

1.4.1.4 A permit approval is valid for 90 days. All work approved must be completed within that time. If the work is not completed a fine will be applied (See Administration Policies Appendix B for fine amount).

1.4.1.5 A 45 day extension to an approval can be requested, as long as this is done proactively, *before the 90 days expires*. If the work is not completed within the extension period, a fine will be applied. (See Administration Policies Appendix B for fine amount.)

1.4.2 The proposed designs submitted must be described in sufficient detail for the ACB Officer to validate all aspects of the request, and visualize the end result. Drawings should be included, with full dimensions. (Three view (3D) projection or perspective drawings are preferred). Photographs or photocopies are acceptable if dimensions are provided.

1.4.2.1 Types, sizes, and colors of materials to be used are to be specified. A materials list may be needed for structures. (See Section 4 – General Construction Requirements)

1.4.2.2 As construction materials and design change over time, they may not be addressed in the current ACB rules. Use of new materials or designs outside of what is currently permitted, will require permit applications to be reviewed by the ACB Committee.

1.4.3 The ACB Officer reviews the proposed permit application, ensures adherence to all requirements, and coordinates approval with the manager. (Both must sign for a permit application to be approved). Once approved, the ACB Officer will post the required blue **ACB PERMIT APPROVED** sign at the member's lot.

1.4.3.1 The member will wait until the blue sign is posted before starting work.

1.4.3.2 The sign will remain posted until the ACB Officer removes it on final project inspection and approval.

1.4.3.2.1 Upon project completion, the member will advise the ACB Officer to visit the lot for final inspection.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.4.3.2.2 The ACB Officer will validate that all work submitted on the permit is done, that it is done just as submitted on the permit application, that nothing extra or unexpected has been done and that it complies with all ACB rules and regulations as approved.

1.4.3.2.3 Members completing work differently than as submitted on the permit, with different dimensions, colors, constructions, shapes, sizes, locations, etc., or completing work of any kind that was not contained on the approved permit, subject themselves to a fine, and will be required to redo the work bringing it into compliance with what was approved.

NOTE: "Out of Compliance" includes doing work differently than permitted, or work that is not included on a permit. It does not refer just to complying with approved dimensions, etc. Only work included and approved on a permit application is allowed.

1.4.4 When a permit involves fixed placement of an RV, members need to make advance arrangements for the ACB Officer to be on location during RV placement to ensure observance of setback and any other requirements.

1.4.5 The completion date for all work requested on a permit will be ninety (90) days following approval and posting of the blue approved sign at the lot.

1.4.5.1 This constitutes the duration for which the permit approval is granted. Once this time elapses, approval is rescinded if the work is not completed. A permit extension is required for completing any further work.

1.4.5.2 Where work has been delayed due to unusual circumstances, and only if the member contacts the ACB Officer prior to the end of the ninety days, a 45 day extension may be granted.

1.4.6 Following approval of a permit, **any subsequent changes** in design, materials, placement, or any other feature of the original permit application **must be brought to the ACB Officer and approved** before construction may continue.

1.4.6.1 Work done without proper prior approval constitutes an ACB violation and may result in a fine. (See Administration Policies Appendix B for fine amount)

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.4.6.2 Work done without proper prior approval may be required to be moved, removed, or dismantled, in addition to any fines imposed.

1.4.7 Any lot with work in progress or completed that is not in compliance with the approved ACB permit will be posted with either a red **STOP WORK ORDER** sign or a yellow **OUT OF COMPLIANCE** sign, is subject to potential fines, and will be required to be moved, dismantled, removed, replaced, or completed in compliance with the permit. (See Administration Policies Appendix B for fine amount)

1.4.7.1 Once placed by the ACB Officer, these signs will remain in place until the situation is rectified, and the sign is removed by the ACB Officer.

1.4.7.2 Members who remove these signs subject themselves to potential fines. (See Administration Policies Appendix B for fine amount)

1.4.7.3 Ignoring a **STOP WORK** order notice will result in the revocation of the permit. A new permit will be required.

1.5 Responsibilities

1.5.1 When a project requires a State or County permit, Association members will first obtain conditional preapproval from the ACB officer before obtaining State or County permits. After conditional preapproval is granted the Association member is to submit the State or County documents to the ACB officer along with any changes that need to be made before final approval is given.

1.5.1.1 Projects requiring permits from outside agencies include, but may not be limited to, wood stoves, free standing auxiliary roofs, electrical installations and replacement of septic tanks or septic fields.

1.5.1.2 When required by such code, permits must be on display at the work site, and work is to be inspected by appropriate agencies. A copy of the final inspection(s) will be provided to the ACB Officer prior to final inspection for the ACB permit completion signoff requirements.

1.5.2 The ACB Officer is authorized to conduct periodic construction inspections are performed, and is authorized to issue a **STOP WORK** or **OUT OF COMPLIANCE** order if:

-- Required ACB, federal, state, or county permits have not been obtained and approved.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

-- Work done or in progress does not conform to the plans as submitted and approved on the permit application.

-- Work is being done during an approved permit's timeframe, but is not included on the permit as approved.

-- The inspecting officer detects any irregularity which may result in a safety hazard for any person, property or the environment.

-- Work done is out of compliance with lot and greenbelt setback restrictions

1.5.2.1 The **STOP WORK** order will be posted at the member's lot as a **red** sign.

1.5.2.2 The **OUT OF COMPLIANCE** notice will be posted as a **yellow** sign.

1.5.3 Failure to obey a **STOP WORK** order or respond to an **OUT OF COMPLIANCE** notice may result in a fine, denial of approval to continue the project, and/or requirement to move, dismantle, remove or replace the work completed.

1.5.4 The Association member is expected to maintain their site in a safe condition during all permit work. Due care must be given not to adversely impact the natural environment or the comfort of their fellow Association members.

1.5.5 Hours during which construction may be done are 9:00 a.m. through 6:00 p.m.

1.5.5.1 The above hours also apply to any noisy cleanup operations which may disturb neighbors, such as leaf blowing, power washing, etc.

1.5.5.2 Members who do not observe the hours established above subject themselves to a potential fine.

1.5.6 The ACB Officer has authority and responsibility to bring about compliance with all regulations in this Manual to assure that lots within The Glen are well maintained and in good order, are of acceptable appearance, and present no safety hazards at any time. To this end, from time to time, the ACB Officer may notify an Association member, verbally, by email, or in writing, of a condition that requires correction.

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES (continued)

1.5.6.1 If an Association member does not respond to such notice, or does not comply within the time specified by that notice, the ACB Officer may, upon approval by the manager, request the condition to be corrected at the member's expense, either by Glen Maintenance staff or a selected vendor depending on Maintenance work load. The expenses will be billed to the member's account. A fine may be applied (See Administration Policies – Appendix B for fine amount)

1.5.7 Association members have responsibility for all essential transferrable assets on their lots such as, water stand pipes, and septic tanks and fields, and are responsible for proper maintenance and repair and to these assets including all expenses.

1.5.7.1 Winterizing water stand pipes in some manner to protect them from freezing is recommended.

SECTION 2 – RECREATIONAL VEHICLES (RVs)

2.1 General

2.1.1 The Recreational Vehicle (RV) shall be the only structure on a Glen lot used for temporary dwelling purposes. Note: A single RV is the only connection permitted to the septic system.

2.1.2 RVs within The Glen fall into two categories: mobile and fixed.

2.1.2.1 Mobile RVs are those that are driven or towed onto the individual lot for periodic stays of one or more days. Mobile RVs normally consist of motor homes, fifth wheels, travel trailers, tent trailers, campers and camping vans. For purposes of this document, tents shall also be considered the same as mobile RVs.

2.1.2.2 Fixed RVs are usually park model trailers, closely resembling single wide manufactured homes, which are usually delivered by agencies having special equipment for permanent positioning on the lot. (See section 2.4 for RV Mobility requirements.)

2.1.2.3 Other RVs (e.g. Fifth Wheels and travel trailers) may also be situated in a fixed position. (See section 2.4 for RV Mobility requirements.)

2.2 RV Requirements (Mobile & Fixed)

2.2.1 The dimensions of any RV shall not exceed those specified in the State of Washington or Whatcom County statute, regulation or ordinance. They must be 399 square feet or less, and must contain the official State or Provincial RV designation label or plate.

2.2.1.1 The Official State or Provincial RV designation label/plate must remain visible or accessible at all times.

2.2.2 Changes to an RV's design, color and configuration must be submitted on a permit application for approval, however, RV's must maintain their original exterior appearance, design, and finish. Original exteriors may not be covered with different materials, nor may RV's be enveloped in siding.

2.2.2.1 It is the responsibility of the owner to obtain updated/current Labor & Industry Recreational vehicle Insignia for any alterations or additions to their RV or Park Model. The Owner must check with the ACB Officer and Labor and Industries-Factory Assembled Structures (FAS) to see if a permit is needed/required.

SECTION 2 – RECREATIONAL VEHICLES (RVs) (continued)

2.2.3 RVs shall at all times be neat in appearance and kept in good order and repair.

2.2.4 The RV shall be properly registered and licensed, except:

2.2.4.1 RVs that are delivered to lots and fixed in position do not require current licensing.

2.3 Placing the RV

2.3.1 Association members must submit an ACB permit application for all RV placements, whether fixed or mobile. They will locate and string out all applicable lot lines. The location of septic tanks for future inspection and pumping needs should be considered when placing the RV. The natural vegetation must be minimally impacted when placement or removal of the RV or any structures occurs. All easement, setback and greenbelt restrictions specified in Section 3 must be observed.

2.3.1.1 For placement of RVs that will be routinely taken in and out, the permit is only required for first-time placement. Future use of the lot requires the RV to be located in the same position for continued compliance.

2.3.1.2 If desired placement of the mobile RV changes, a new permit application must be submitted to validate compliance again.

2.3.2 The completed ACB application must; specify the design, configuration, and dimensions of the RV, and provide the plat map showing the location of the RV placement on the lot with relation to the property lines and easement. (Tip-outs, glides, etc. must all be outside the five foot setback.) If RV placement requires minor excavation of a lot, the maximum depth of excavation shall be twenty four inches (24”) from the lot’s grade.

2.3.2.1 The ACB Officer is to be present when the RV is delivered to be placed permanently on the lot. Advance arrangements must be made.

NOTE: Members are advised to assure the RV and other structures will not obstruct septic tank access. Whatcom County Code requires routine septic inspection and pumping. Contact Whatcom County to obtain the “On Site Septic” (OSS) diagram for the lot, and locate the tank.

2.4 RV Mobility Requirements

2.4.1 The RV must remain mobile. Wheels, fixtures, subassemblies or parts required for mobility cannot be removed, modified or altered, except:

SECTION 2 – RECREATIONAL VEHICLES (RVs) (continued)

2.4.1.1 The RV may be placed on blocks and leveled, leaving minimum or no space between the tires and ground. (A permanent foundation will not be constructed.) If blocked, the installation must remain consistent with the Manufacturer's Installation Specifications and all applicable Washington State and Whatcom County safety and installation standards.

2.4.1.2 The trailer tongue may be removed as long as it can be easily replaced, and must be kept on property for quick re-attachment if needed. If it cannot be easily removed and replaced, it may be screened for a more attractive appearance.

2.4.1.3 The RV may be skirted in a way that allows the skirting to be readily removed.

2.5 Awnings

2.5.1 For other than manufactured roll-up awnings, an approved permit is required. General construction requirements must be met. (See section 4.)

2.6 Additional RVs & Other Vehicles

2.6.1 At no time shall more than one RV be connected to the septic tank on any lot.

2.6.2 Boats requiring mobile trailers to transport and/or launch, and inflated rafts, shall be kept in the Glen RV storage yard, and not on the member's lot.

2.6.2.1 Boats may be stored on a member's lot (not in greenbelt or along the road) for the duration of the member's stay at the Glen. If a member is to leave the Glen for 48 hours or more, that member's boat shall be stored in the RV Storage Area during their absence.

2.6.3 Smaller, hand-carried conveyances not requiring trailers for transportation, e.g. canoes, kayaks, dinghies, may be kept on the Association member's lot.

2.6.4 The Glen provides flatbed utility trailers on a check-out basis for hauling yard debris, furnishings, equipment, or construction materials as needed within The Glen. When a member brings their own such trailer instead, this may remain on the lot for a maximum of 7 days. If a longer period is required, proactively contact the manager for authorization. The ACB Officer will require that it be removed or moved to the RV storage otherwise.

2.6.5 The member will use their lot for its intended recreational purposes only. Abandoned or inoperable vehicles or equipment shall not be stored upon member's lots. (Vehicles with expired registration plates are considered abandoned or inoperable.) These must all be removed from The Glen.

SECTION 2 – RECREATIONAL VEHICLES (RVs) (continued)

2.7 Tents

2.7.1 Tents can be used for the duration of a member or their guest's stay, but are to be taken down after completion of use, or when the member's lot will be vacant for more than 4 days.

SECTION 3 – EASEMENT, SETBACK & GREENBELT RESTRICTIONS

3.1 Easement for Utilities

3.1.1 Easements on lots are required to provide water, electric and other utilities to each individual lot. The easement extends into the lot 5 feet from each property line, front, sides, and back.

3.1.2 Association members are advised to use care when performing any work within these easements. Accidental damage to a water, electrical or cable line may adversely impact an entire division.

3.1.3 In an emergency, Glen staff may remove any fence, privacy screen, tree, or retaining wall to affect emergency repairs. While Glen staff will make every effort to remove the obstacle as delicately as possible, The Glen will not be responsible for any damage, re-installation, any costs associated with re-installation, or any material costs. All re-installation and material replacement costs will be the responsibility of the member.

3.2 Lot Setback Restrictions

3.2.1 Setback restrictions are imposed on all lot lines. No permanent structure (shed, gazebo, etc.), and no RV, or its tip out/slide out shall be built or placed within 5 feet of any lot line.

3.2.1.1 Association members are required to determine and maintain the location of verifiable lot survey pins, if available. If not, a survey may need to be performed. (See ACB Regulation 1.4).

3.2.1.2 Association members will be required to know the location of all lot survey pins, and string out all lot lines, prior to submission of ACB permit applications where physical location of RVs, sheds, gazebos, etc. are needed to understand the permit and approve its requests.

3.2.2 Setback restrictions do not apply to allowable roof overhangs for RV attached auxiliary roofs, free-standing auxiliary roofs, or other structures.

3.3 Greenbelt Restrictions

3.3.1 Greenbelt areas are common property shared by all Association members. Work to be done in them is the responsibility of Glen management and staff. Members can perform work in greenbelt areas only after obtaining permission from The Glen Manager, ACB Officer, or ACB Committee.

SECTION 3 – EASEMENT, SETBACK & GREENBELT RESTRICTIONS (continued)

3.3.2 Roadside greenbelt areas on the main roadways (Big River Boulevard, Big River West, and Big River East) shall not be occupied by parked motor vehicles or RVs except on a temporary basis. No vehicle shall be left in a roadside greenbelt area overnight at risk of citation and vehicle towing, without obtaining prior approval from ACB or management.

SECTION 4 – GENERAL CONSTRUCTION REQUIREMENTS

4.1 General

4.1.1 A permanent structure is defined as anything that is constructed on the property and is intended to remain in place. Structures include (but are not limited to) auxiliary roofs, decks, utility sheds, gazebos, and fireplaces.

4.1.1.1 No two enclosed structures shall be attached/abut (not less than one inch) each other.

4.1.2 The total area covered by RVs and other structures on any lot in The Glen shall not exceed 1/3 (33.33%) of the total area of the lot or 1100 square feet, whichever is less.

4.1.2.1 This measurement is taken at the base of the RV or structure. Steps and ramps are included. (see Section 6.6 for ramps & Section 6.5 for steps). Allowable roof overhangs; shed and gazebo flare-outs, RV tip-outs or glide-outs, etc. are not included.

4.1.2.2 Covers, storage cabinets and/or shelters that are allowed in the setback, are not included in the 33.33% calculation.

4.2 Color, Materials & Design

4.2.1 It is the intent of the ACB Rules to ensure all structures within The Glen are in harmony with their natural environment, and that designs, materials and finishes will conform to regulations.

4.2.2 Structural materials can be those commonly found on the market used for the type of construction project at hand, except that no poured concrete is allowed, with exception of footings for free standing roofs as required by Whatcom County. (See sections 4.4.2 and 5.3).

4.2.3 Structure exteriors shall be of natural materials or synthetics that greatly resemble their natural counterparts.

4.2.4 Colors used for construction and/or roofing materials should blend with the Glen's natural forest surroundings, or closely match the factory highlight colors used on the member’s manufactured RV. Colors most strongly encouraged include brick red, dark or natural browns, dark or natural greens, dark grays and medium to dark blues. Raw galvanized metal is prohibited. Any exposed metal used must be painted. Accurate color chips/samples for all colors being used should be attached to the ACB Permit application for review and approval.

SECTION 4 – GENERAL CONSTRUCTION REQUIREMENTS (continued)

4.2.5 If a shipping container/sea-can is used for a structure the exterior must be completely covered with approved siding. The shipping container/sea-can must meet all the current requirements for the structure for which it is being utilized. An approved permit must be obtained before placing a shipping container/sea-can on any lot.

4.3 Roofing Materials

4.3.1 Roofing materials shall be wood shakes or shingles, composition shingles, painted metal panels, or plastic/vinyl covers that are frosty, clear, or colored with approved colors in section 4.2.4 above.

4.4 Construction & Assembly Requirements

4.4.1 Poured concrete shall not be used as a foundation for any structure on an individual lot, nor shall any concrete be poured to form the footings or perimeter for a structure to rest upon.

4.4.1.1 Fence posts, privacy screen posts, flag poles, lamp posts and sign posts may be installed using concrete. Use of pre-mixed “sac-crete” or similar products is encouraged. Delivery of ready-mix concrete via heavy vehicles is not permitted.

NOTE: Poured concrete footings for free standing auxiliary roof supports (5.3) are an exception as they are required by Whatcom County code.

4.4.2 Foundation materials are concrete blocks, pre-cast concrete piers, or pressure treated wood. Top of concrete blocks and pre-cast concrete piers must remain visible. Pressure treated wood must be horizontally installed at ground-level and not buried when used for enclosed structures.

4.4.3 When bricks, concrete blocks, rocks, etc., are used to form a structure (i.e., a fireplace), no cement-based mortar may be applied.

4.4.4 Bricks or patio paving blocks may be used in the construction of gazebo and patio floors as well as for defining paths and walkways.

4.4.4.1 Patio blocks shall be no larger than 24 inches square or in diameter, by 3 inches thick. The blocks must be removable by hand.

4.4.4.2 The Association member can pour or form the patio blocks to be used, either by molding them separately, or in place. The blocks must be easily movable by hand so the ACB Officer can examine the thickness of the blocks.

SECTION 4 – GENERAL CONSTRUCTION REQUIREMENTS (continued)

4.5 Ground Level

4.5.1 Any alteration of the ground level or natural slope of the land for the purpose of construction or RV placement requires an approved ACB permit.

4.5.2 Ground level for RVs is the level of the ground that the tires (at full inflation) stand on when positioned properly in its intended place (before it is raised to set on blocks if that is being done.)

SECTION 5 – RV AUXILIARY ROOFS

5.1 General

5.1.1 Auxiliary roofs constructed in The Glen need to comply with easement, setback and greenbelt restrictions specified in SECTION 3 of this document and applicable general construction requirements listed in SECTION 4. An approved ACB permit is required.

5.1.1.1 No two enclosed structures shall be attached/abut (not less than one Inch) each other.

5.2 Auxiliary Roof Requirements (not for Park Models)

5.2.1 Mobility Requirements – If the trailer is removed, the roof and any additional supports must go with the trailer.

5.2.2 The maximum height shall be 48 inches, measured from the highest point of the roof of the RV (excluding vents, air conditioner and antennas) to the highest point of the finished roof peak.

5.2.3 The length shall be no greater than the length of the body of the RV plus a maximum overhang of twenty four (24) inches on each end. The overhang may extend into the five (5) foot setback if required.

5.2.4 The width shall be no greater than the width of the body of the trailer (not including tip outs) plus a maximum overhang of eighteen (18) inches on each side. The overhang may extend into the five (5) foot setback if required. Tip-outs may be covered by the roof with a maximum overhang of six (6) inches.

5.2.5 The completed roof shall be attached to the RV or shall rest on the roof of the RV. The roof shall fit the RV in such a manner that it cannot be easily lifted by a severe windstorm.

5.2.6 The auxiliary roof may have additional supports from the ground.

5.2.6.1 A maximum of four (4) supports may be used along each side of the RV only.

5.2.6.2 The supports will be a minimum of 4”x4” to a maximum of 6”x6”.

5.2.6.3 Supports from the roof to the ground must be attached to pier blocks. The pier blocks may be buried as long as the bottom of the support remains visible (support attachment may not be below grade).

5.2.6.4 Tip-outs may be supported from the ground. The supports/pier blocks may not be in the setback.

SECTION 5 – RV AUXILIARY ROOFS (continued)

5.3 Free Standing Auxiliary Roof Requirements (Approved For Motor Homes, Fifth Wheels, & Travel Trailers Only)

5.3.1 Construction of a free standing RV Auxiliary roof requires a permit from the Whatcom County Planning & Development Services in addition to an approved ACB permit. They must be inspected upon completion by both ACB and the County agency. Members shall submit their ACB permit applications for review prior to applying for a county permit to insure adherence to basic structural, dimensional requirements. Then the county permit can be obtained, and a copy of the approved county permit presented to ACB, prior to final ACB approval and commencement of work. A copy of the final county inspection report will be presented, prior to final ACB inspection and permit sign-off.

NOTE: Whatcom County code requires roof support footings to be set in cement (see exception note, section 4.4.2)

5.3.2 The length of the free stranding auxiliary roof (measured from inside the support posts) shall be no longer than the length of the body of the RV (does not include the hitch or rear bumper) plus a maximum of 24” at each end. The width (measured from inside the support posts) shall be no wider than the width of the RV, including tip outs, plus a maximum of 18” on each side. This is to allow room to walk around the RV and for ease of parking. The roof overhang shall be a maximum of 24” on each end and 18” on each side measured outside the support posts. No other posts or their poured footings may encroach on the five (5) foot setback. The overhangs may encroach on the setback if necessary.

5.3.3 Only one RV may be parked under a freestanding roof. No other vehicles (e.g., automobiles, boats, utility trailers) shall be allowed under the roof without prior approval of the manager.

5.3.4 The freestanding roof shall not be used solely for storage purposes.

5.3.5 Enclosing a freestanding roof is not allowed except as noted below.

5.3.5.1 Lattice or a similar open style product may be used to enclose the top twelve inches of the side openings, measured from the underside of the lowest load bearing beam downwards.

5.3.5.2 The gable ends of the front and back openings may be enclosed. Lattice or a similar open style product may be used to enclose the top twelve (12) inches just below the gable of the front and back as well, to match up with the lattice installed in 5.3.5.1 above.

SECTION 6 – DECKS, PORCHES, LANDINGS & PATIOS

6.1 Deck Construction

6.1.1 Decks may be constructed on a lot for either a fixed RV, or a mobile RV set in the position approved on its permit. Decks will be adjacent to and abutting the RV, but shall not be structurally attached to the RV or to any auxiliary roof installed on the RV. Cosmetic or decorative trim may be attached to the deck and/or the RV provided that such trim can be readily removed allowing both deck and RV to be separated. The deck and the RV must each be self-supporting. An approved ACB permit is required prior to start of work.

6.1.1.1 No two enclosed structures shall be attached/abut (not less than one inch) each other.

6.1.1.2 If the Association member requires a need for any Americans with Disabilities Act (ADA) related projects, they are handled as a case-by-case basis. Contact the ACB Officer for further details.

6.1.2 The decks must comply with all easement, setback, and greenbelt restrictions specified in Section 3 of this document, and applicable general construction requirements listed in Section 4.

6.1.3 The square footage of these decks must be included in the 320 square foot total allowed for combined deck and porch coverage of the lots.

6.1.4 The deck surface shall not be higher than the floor of the adjacent RV. A deck landing 30 inches or higher above average ground level requires a permit from Whatcom County.

6.1.5 Poured concrete shall not be used in the installation of piers or footings. Pre-cast concrete pier blocks may be used to position beams of a deck near ground level.

6.1.6 If the space under the deck is to be used for storage, it is to be enclosed.

6.1.7 Roof-top decks are only permitted as a component of park model trailers which have been licensed by WA State Department of Labor & Industries.

6.2 Deck Enclosure (Full or Partial)

6.2.1 The enclosed deck will contain at least one exterior door. The enclosed deck must have 30% of the total square footage of the wall(s) be windows, or a window glass door combination. The wall alongside the RV does not count for

SECTION 6 – DECKS, PORCHES, LANDINGS & PATIOS (continued)

wall square footage and therefore does not count towards the 30% requirement for glass, doors, or opening but the other three or more walls do. If placed adjacent to another structure (Gazebo), all windows, doors, or openings must be on outside walls (facing outward). Any inside wall openings do not count towards the 30% glass requirement.

6.2.1.1 Glass, clear Plexiglas, plastic, screening materials, or open space is. acceptable for the window area**.** Lattice & strapping spacing shall not be counted towards window percentage requirements.

6.2.2 The wall(s) abutting the RV shall not be a framed wall but will be of a temporary - type construction and not designed to support the roof.

6.2.3 Materials used for the exterior of the deck enclosure shall be of commonly available construction materials. Unpainted metal is not allowed.

6.2.4 No water, toilet, shower, sleeping area or other domestic facility is allowed, consistent with Whatcom County regulations.
Note: A single RV is the only connection permitted to the septic system.

6.3 Porches

6.3.1 Porches may be constructed on a lot for either a fixed RV, or a mobile RV set in its approved permanent position. Porches will be adjacent to and abutting the RV, but shall not be attached to the RV except for the condition noted in 6.3.3 below. An approved ACB permit is required prior to start of work.

6.3.1.1 The total combined surface area of the porch floors (plus that of any decks, see 6.2 above) shall not exceed 320 square feet.

6.3.2 Porches are not to be enclosed, except with screens and a screen door.

6.3.3 Areas included on front and/or back of Park Model RVs as an integrated part of the mainframe construction are considered porches, and cannot be enclosed except as in 6.3.2 above.

Note: The Washington State Department of Licensing advises that should these be enclosed, the owner must go to the County Auditor and have the RV reclassified as a Mobile Home, as it no longer meets the required RV classification of “less than 400 square feet of living space.” It would then need to be removed from The Glen.

SECTION 6 – DECKS, PORCHES, LANDINGS & PATIOS (continued)

6.4 Landings

6.4.1 Door landings of a maximum size of 4ft. by 6ft. may be constructed at doors of RVs, trailers, or doors on enclosed decks. Steps and handrails shall meet the requirements of 6.5 below. (Requires an approved ACB permit).

6.4.1.1 The total combined surface area of the landings (plus that of any decks or porches - see 6.1 & 6.3) shall not exceed 320 square feet.

6.5 Steps

6.5.1 Steps will be a minimum of 36 inches wide and will be no wider than the width of the deck. An approved ACB Permit is required.

6.5.2 Tread depth will be a minimum of 10 inches, and maximum of 14 inches. Risers will be 7 3/4 inches in height or less. A handrail on at least one side is required when the deck is 30 inches or more above average ground level; which will require a Whatcom County and ACB permit.

6.6 Ramps

6.6.1 If the Association member requires wheelchair access to the RV or deck, construction of a ramp that conforms to the Americans with Disabilities Act (ADA) standards will be allowed. A copy of the ADA requirements will be provided along with the ACB permit application for ACB review.

6.6.2 If the Association member requires a need for any Americans with Disabilities Act (ADA) related projects, they are handled as a case-by-case basis. Contact the ACB Officer for further details.

6.7 Deck, Gazebo, Porch or Landing Roof

6.7.1 The deck, gazebo and/or porch roof shall not be attached to the RV itself, or to any auxiliary roof installed on the RV, (No two roofs may be attached), except for pre-built porches as in 6.3.3.

6.7.2 The height of the peak of the deck or gazebo roof shall not extend above the adjacent RV auxiliary roof more than is necessary for rain coverage.

6.7.3 The roof shall be constructed to cover the deck, gazebo, or porch only, with a maximum overhang of 18 inches on all sides.

SECTION 6 – DECKS, PORCHES, LANDINGS & PATIOS (continued)

6.7.4 The color of the roof must comply with Section 4.3.3, unless an unapproved color is needed to match the roof color of a manufactured unit.

6.7.5 A landing roof may be attached to a deck roof, but not to an RV or RV auxiliary roof, or a pre-built porch roof as in 6.3.4.

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6.8 Patios

6.8.1 Patios may be constructed on a lot, on approval of an ACB permit application.

6.8.2 Materials may be interlocking paving blocks, slabs, bricks or natural stone in colors that blends well with the natural surroundings. All joints between block, slab, brick or stone units must provide a permanently permeable surface. (See pertinent sections of General Construction Requirements, Section 4.)

6.8.3 Any portion of a patio covered by a protective roof will be considered as a deck area and will be limited by provisions 6.1.3 above.

SECTION 7 – UTILITY SHEDS

7.1 General

7.1.1 Shed- A simple roofed structure typically made of wood or metal (roofing only), used as a storage space or workshop. One shed may be constructed on each lot in The Glen upon submitting and obtaining an approved ACB permit. The purpose is to be for utility only (i.e., storage of tools, lawn furniture and supplies). A work area may be included, but no water, toilet, shower, sleeping area or other domestic facility is allowed, consistent with Whatcom County regulations.

7.1.1.1 No two enclosed structures shall be attached/abut (not less than one inch) each other.

7.1.2 The utility shed must comply with all easement, setback and greenbelt restrictions specified in Section 3 of this document and applicable general construction requirements listed in Section 4.
Note: A single RV is the only connection permitted to the septic system.

7.2 Shed Construction

7.2.1 The shed shall be 12 feet in height or less, measured from the top of the unfinished floor to the peak of the roof.

7.2.2 The top of the unfinished floor shall be 24 inches or less from the average ground level beneath the shed.

7.2.3 The shed shall be 100 square feet in area or less. Maximum length of any side will be 12 feet as measured at the base of the frame.

7.2.4 A roof overhang not to exceed four (4) feet is allowed at the entrance of the shed.

7.2.4.1 The four (4) foot overhang at the front of the shed shall not encroach on any setback.

7.2.4.2 The platform under the four (4) foot overhang shall not be larger than the four (4) foot overhang.

7.2.4.3 The shed platform shall not count towards the overall allowed 320 square feet of decking.

7.2.5 Except for the entrance, roof overhangs shall not exceed 18 inches on any side of the shed, excluding any gutters.

7.2.6 Due to the likelihood of sheds containing stored items such as fuel, chemicals or other hazardous materials, they must not be built or placed within 4’ of another structure. Nor any structure be built or placed within 4’ of an existing shed.
Exception: Golf cart structure may be adjacent to but not attached.

SECTION 7 – UTILITY SHEDS (continued)

7.2.7 Steps will be a minimum of 36 inches wide and will be no wider than the width of the shed entrance wall. An approved ACB Permit is required.

7.2.7.1 Tread depth will be a minimum of 10 inches, and maximum of 14 inches. Risers will be 7 3/4 inches in height or less. A handrail on at least one side is required when there are 4 or more risers

SECTION 8 – GAZEBOS

8.1 General

8.1.1 Gazebo- A roofed structure that offers an open view of the surrounding area- typically used for recreation and enjoyment. One gazebo may be constructed on each lot in The Glen upon submitting and obtaining an approved ACB permit. This structure, may be of open construction or it may be enclosed.

8.1.1.1 No two enclosed structures shall be attached/abut (not less than one inch) each other.

8.1.2 The gazebo must comply with all easement, setback and greenbelt restrictions specified in Section 3 of this document and applicable general construction requirements listed in Section 4.

8.1.3 No water, toilet, shower, sleeping area or other domestic facility is allowed, consistent with Whatcom County regulations.
Note: A single RV is the only connection permitted to the septic system.

8.1.4 Steps will be a minimum of 36 inches wide and will be no wider than the width of the gazebo entrance wall. An approved ACB Permit is required.

8.1.4.1 Tread depth will be a minimum of 10 inches, and maximum of 14 inches. Risers will be 7 3/4 inches in height or less. A handrail on at least one side is required when there are 4 or more risers

8.2 Gazebo

8.2.1 The gazebo shall not exceed 12 feet in height, measured from the unfinished floor, to the exterior peak of the open structure.

8.2.2 The top of the unfinished floor shall be 24 inches or less from the average ground level beneath the gazebo.

8.2.3 The floor or ground area covered by the gazebo shall not exceed 170 square feet.

8.2.5 The roof overhang shall be eighteen (18) inches or less on any side. If the design includes a vertical flare-out, the roof overhang is limited to 10 inches.

8.2.6 The gazebo floor shall be constructed of wood, patio paving blocks, or bricks, or it may be left natural.

SECTION 8 – GAZEBOS (continued)

8.2.7 As an option, pre-fabricated gazebo type structures can be permanently installed in The Glen in place of a constructed one, upon submitting and obtaining an approved ACB permit. This takes the place of a constructed gazebo, and is not to be an "additional structure" upon a lot.

8.2.7.1 All size requirements mentioned in this Section 8.2 above will be followed. This applies to pre-fabricated units as well.

8.2.7.2 The vinyl or sturdy canvas covers built for these kinds of structures are approved, as long as they blend with the natural surroundings, meet the roofing color requirements, and are well fitted/tailored.

8.3 Gazebo Enclosure

8.3.1 The gazebo walls may be enclosed using approved construction materials.

8.3.2 Forty (40) percent of the total wall area shall consist of windows. One of these must be easily opened or removed for emergency exit purposes. Glass, clear Plexiglas, plastic, screening materials, or open space is acceptable for the window area. Lattice & strapping spacing shall not be counted towards window percentage requirements. If placed adjacent to another structure (RV or Deck), all windows, doors, or openings must be on outside walls (facing outward). Any inside wall openings do not count towards the 40% glass requirement.

8.3.3 Materials for the gazebo exterior shall be wood, shakes, composite materials or vinyl siding of approved colors that blend with the natural surroundings. Aluminum siding is not allowed. Glass, Plexiglas, plastic, screening materials, or open space is acceptable for the window area.

SECTION 9 – FIREWOOD SHELTERS & EXTRA FIREWOOD

9.1 General

9.1.1 One firewood shelter may be constructed on each lot for the sole purpose of storing firewood. An approved ACB permit is required.

9.1.1.1 No two enclosed structures shall be attached/abut (not less than one Inch) each other.

9.1.2 All easement, setback and greenbelt restrictions as specified in Section 3 of this document apply, except that the firewood shelter may be located anywhere on the property line as long as a minimum of 5 feet clear access/egress is maintained between any structure (including the RV) and provided it does not come within 5 feet of existing utility pedestals. General construction requirements of section 4 apply.

9.2 Construction Requirements

9.2.1 The firewood shelter shall be 32 square feet in area or less, and 6 feet or less in height measured from the shed floor.

9.2.2 The top of the unfinished floor shall be 12 inches or less from the average ground level beneath the firewood shelter.

9.2.3 The walls and doors shall be of open construction (i.e., lattice work, louvers, or lath strips), utilizing a minimum one inch (1”) gap for every six inches (6”) providing for good airflow.

9.2.4 Overhangs of up to 8” on each side and 18” total combined front and rear of the firewood shelter are allowed.

9.3 Extra Firewood

9.3.1 Extra firewood in reasonable quantities can be kept on the lot, neatly stacked. It must be stacked no more than 48 inches (4 feet) high. Recreational campfires “Must only contain seasoned firewood”, as per the Whatcom County Recreational fire regulations as enforced by The Glen Security. Note: Any violation may result in a fine. (See Appendix B Fine Structure)

SECTION 10 – ELECTRICAL USE & INSTALLATION

10.1 General

10.1.1 Electrical service to each individual lot in The Glen is to be controlled by a single 50 amp circuit breaker. Additional dedicated breakers can be used, as long as they are controlled by (subsidiary to) the one 50 amp main breaker.

10.1.2 Lots are to be wired for a maximum of 50 amp capability. Any other configurations, and appliances requiring higher amperage/voltage are prohibited.

10.2 Electrical Meters

10.2.1 The ACB Officer is responsible to ensure quarterly reading of member's meters, and provide the information to the Glen office so proper charges can be included on the quarterly billing.

10.2.2 Reasonable access and an unobstructed view to the meters for easy reading must be maintained by the member. The view is not to be hindered or made difficult by anything, including structures, woodpiles, furniture, equipment, and natural or planted vegetation.

10.3 Electrical Installation

10.3.1 All electrical work done at The Glen must be accomplished under an approved Washington State permit. This includes but is not limited to wiring of enclosed decks, gazebos, sheds, or installation of a remote electrical plug-in location on the lot.

10.3.2 An approved ACB permit is also required, with the State permit attached.

10.3.3 An electrician that is qualified and licensed by the State of Washington may be used. A copy of a letter of engagement signed by that party, and stating they are caring for the State permitting requirements on a member's behalf, is to be included with the ACB permit application.

10.3.4 Heat tape for standpipes, and low voltage items such as landscape or holiday lighting may be installed without submitting an ACB permit application.

SECTION 10 – ELECTRICAL USE & INSTALLATION (continued)

10.3.5 Outside lighting must be in good taste and of low enough intensity not to draw complaints from neighbors. Mercury vapor lighting is not allowed. Rope or string lighting must not be higher than the highest point of the buildings on your lot.

10.3.6 Installation of electrical wiring for animal containment is prohibited, whether above or under the ground. (e.g. electric dog fences.

10.3.7 Any Member damaging electrical lines supplied by The Glen up to and including the remote pedestal, will be subject to all associated reparation costs inclusive of labor and all parts required. If not reported, a fine may be assessed. (See Administrative Policies Appendix B for fine amount)

SECTION 11 – FENCES, PRIVACY SCREENS & RETAINING WALLS

11.1 General

11.1.1 All installation of fences, retaining walls, and/or privacy screens shall be done in such a way as to ensure easy access for, emergency vehicles, security inspections or easement use. In an emergency, Glen staff may remove any fence, privacy screen, tree, or retaining wall to affect emergency repairs. While Glen staff will make every effort to remove the obstacle as delicately as possible, The Glen will not be responsible for any damage, re-installation, any costs associated with re-installation, or any material costs. All re-installation and material replacement costs will be the responsibility of the member.

11.1.2 Installation of fences, privacy screens, or retaining walls must comply with the five foot setback restriction (see Section 3) except as noted below, and follow all general construction requirements (Section 4). <u>An approved ACB permit is required</u>.

11.1.3 All four sides of the property may be fenced. The driveway itself may be gated. Gates must be left unlocked when leaving the lot for more than 24 hours.

11.1.4 Fences shall be constructed of fence boards or commonly available synthetic materials that resemble wood. An open construction will be used with a minimum of 2” opening between fence boards and a minimum of 1” between all lattice strips within lattice panels. Metal fencing is acceptable excluding chain-link and exposed, unpainted, or uncoated metal.

11.1.4.1 Privacy screens shall be constructed of fence boards or commonly available synthetic materials that resemble wood. Spacing between boards, panels or lattice strips is not required. Metal fencing is acceptable excluding chain-link and exposed, unpainted, or uncoated metal.

11.1.5 A row of trees may be used as a fence or privacy screen, under the conditions mentioned for each below. (48 inch height does not apply to trees.)

11.2 Fences

11.2.1 <u>An approved ACB permit is required</u> for all fence construction.

11.2.2 Fences can be used on the property line(s) to outline a property or define the property line between lots.

11.2.3 The top of any fence or gate is not to exceed 48 inches in height from ground level.
(This is not 48 inches from the top of cement or other ground block, etc.)

SECTION 11 – FENCES, PRIVACY SCREENS & RETAINING WALLS (continued)

11.2.4 Fencing must not intrude into the driveway.

11.2.5 Property lines must be clearly established for all fencing placed to outline the property or serve as a divider between lots, or at front or back of property.

11.2.5.1 If the trees are planted over utility lines, Section 11.1.1 shall apply to the trees.

11.2.6 Fences and/or gates located within any five foot setback or side yard must be removable to facilitate access for utility installation, repair and maintenance and must meet the requirements of 11.1.4, 11.2.3, and 11.2.4 above.

11.2.6.1 These fences can be gated within the property to contain animals if desired. Gates must be a minimum of 36 inches wide to meet code to allow for emergency personnel access, and must remain unlocked at all times, whether the lot is in use or not.

11.3 Privacy Screens

11.3.1 The top of a privacy screens shall not exceed 78 inches (6 feet 6 inches) I height from the ground level.

11.3.2 No more than 24 total feet of such screening is allowed on an individual lot, provided that the total allowable length of Privacy Screens can effectively double between two adjacent lots since these screens on one lot can run consecutively with screens on the adjacent lot.

11.3.3 A privacy screen may be incorporated with a fence on the property line between lots. Conditions stipulated in 11.2.6 and all its sub-paragraphs apply.

11.3.4 Privacy screens located within any five foot setback or side yard must be removable to facilitate access for utility installation, repair or maintenance and must meet the requirements of 11.1.4 above.

11.3.5 Privacy screens shall be constructed of fence boards or commonly available synthetic materials that resemble wood. Spacing between boards, panels or lattice strips is not required. Metal fencing is acceptable excluding chain-link and exposed, unpainted, or uncoated metal.

11.4 Retaining Walls

11.4.1 Retaining walls shall be of landscape timber construction or masonry block materials that blend with the surrounding areas. If railroad ties are used, the wall should be covered with a facing (such as lattice) due to the general unsightliness of railroad ties. <u>An approved ACB permit is required.</u>

SECTION 11 – FENCES, PRIVACY SCREENS & RETAINING WALLS (continued)

11.4.2 Retaining walls 4 feet or higher require a Whatcom County permit, which must be obtained and included with the ACB permit application prior to its final approval.

SECTION 12 – FIREPLACES, FIRE PITS & WOOD STOVES

12.1 General

12.1.1 Use of any wood or charcoal burning fireplace, pit or stove shall be directed by management in conjunction with Department of Natural Resources fire danger criteria and guidelines.

12.1.2 All fireplace and fire pit construction will adhere to easement, setback and greenbelt restrictions. (See Section 3). Applicable general construction requirements will be followed. (See Section 4). An approved ACB permit is required.

12.1.3 Outdoor fireplaces, fire pits and wood stoves shall not be installed within 10 feet of any structure, propane tank, or other combustible material, nor shall they be situated where overhanging branches are less than fifteen (15) feet above their flame, chimney or exhaust pipe.

12.1.3.1 Outdoor propane devices are excluded from above setbacks.

12.1.4 When fireplaces or fire pits are in use, a connected and charged hose shall be within easy reach. Fires shall never be left unattended when burning, smoldering, or still smoking. Pre-manufactured metal fire pit covers are strongly recommended.

12.1.6 Members shall take note of all fire restrictions posted in and communicated by the Glen, and strictly comply.

12.2 Fireplaces

12.2.1 While an outdoor fireplace may be considered a structure, its components are not to be fastened together in any permanent manner. An approved ACB permit is required.

12.2.2 Fireplaces shall not exceed 36 inches in height, 48 inches in length, and 36 inches in width; or if circular, 26 inches in diameter.

12.2.3 Fireplace chimneys must have commercially manufactured spark arrestors installed and should be screened in front. A barbeque grill may be incorporated into the design.

SECTION 12 – FIRE PLACES, FIRE PITS & WOOD STOVES (continued)

12.3 Fire Pits

12.3.1 An approved ACB permit is required before placement of a fire pit. (No fee will be charged.)

12.3.2 Fire pits shall be no less than 16 inches deep, and no larger than 24 inches in diameter. Cement block, stone, or #10 gauge steel must be used for any above ground portion of the pit. (Pre-manufactured fire pits may have up to a 36 inch diameter.)

12.3.3 The fire must be maintained so that the flames are kept no more than 30 inches above ground level.

12.4 Wood Stoves

12.4.1 Manufactured wood stoves that are approved by Whatcom County, may be installed in gazebos and in open or enclosed decks only and must be included in plans when submitting permit applications. (Wood stoves are not permitted in shed's, RV's, or other structures.)

12.4.2 An approved ACB permit is required in addition to copies of both a Whatcom County Planning & Development Services approved permit, and fire insurance covering the property. These copies must be provided to ACB prior to approval of the ACB permit application. Once installation is complete, a copy of the Whatcom County final inspection must be submitted prior to finalization of the ACB permit.

12.4.3 The wood stove and its installation must conform to all manufacturers' specifications.

SECTION 13 – Hot Tubs, Saunas & Wading Pools

13.1 General

13.1.1 Hot Tub- A large tub filled with heated aerated water used for recreation or physical therapy. A commercially manufactured hot tub, heated only by 110 electric volts (not to exceed 20 amps) will be allowed on a lot. Hot tubs must only be 320 gallons or less and skirting color must be natural earth tones. All applicable Washington state rules and regulations will apply. An approved ACB permit is required and will only be granted after pre-approval of hot tub documentation and intended lot placement. Generally, a spa or hot tub is not intended to have its contents drained or discharged after each use.

13.1.2 All greenbelt and setback restrictions apply.

13.1.3 The tub must be covered and secured (locked) when it is not in use to prevent risk to children and others on the member's lot.

13.1.4 The bottom of the hot tub may not be above 12 inches from the ground.

13.1.5 Temporary or inflatable hot tubs are not allowed.

13.1.6 If a hot tub is incorporated into a deck, the hot tub will be counted as part of the deck square footage. Additionally, any wood base built for a hot tub that is bigger than its footprint will also be counted as part of the deck square footage.

13.2 Saunas

13.2.1 A commercially manufactured sauna, heated only by 110 electric volts (not to exceed one single 20-amp circuit) will be allowed on a lot. Saunas must only be 30 square feet or less and must in be natural earth tones. All applicable Washington state rules and regulations will apply. An approved ACB permit is required and will only be granted after pre-approval of sauna documentation and intended lot placement.

13.2.2 All greenbelt and setback restrictions apply.

13.2.3 Steam saunas are not allowed – infrared only.

13.2.4 Any wood base built for a sauna that is bigger than its footprint will also be counted as part of deck square footage

13.3 Wading Pools

13.3.1 Wading Pool- a shallow artificial pool built or set up for young children to play and splash in safely. Hard plastic round wading pools up to 63 inches in diameter and 10 inches in height that have a water capacity of less than 50 gallons will be allowed on lot.

SECTION 14 – SIGNS & NOTICES

14.1 General

14.1.1 Each lot may have an easily readable and visible sign near its entrance that identifies the lot number.

14.1.2 An approved ACB permit is required. (No fee will be charged).

14.1.3 The sign must be of a style, materials, and colors consistent with the natural theme and surroundings of The Glen, and conform to all construction and materials guidelines.

14.1.4 Signs shall not be hung from, or attached or fastened to, trees.

14.2 Restrictions

14.2.1 Signs advertising a business or implying a business is being operated within The Glen are not allowed anywhere.

14.2.2 "For Sale" signs and/or notices are not allowed on Glen lots, in RV or structure windows, or on the greenbelts or other common properties. Use Bulletin Boards.

14.3 Bulletin Boards

14.3.1 Signs and notices for lot sales, area events, or other things may be posted on approved bulletin boards only, and must be dated. Approved Bulletin Boards are located at CS1, CS4, CS6, Fireside Lodge and the old Book Nook location. Signs and notices will be taken down by Security after the event date, after 60 days, or if they contain inappropriate or unauthorized information.

SECTION 15 – TREES & LANDSCAPING

The Glen was developed as a RV park in a forested environment. The intention of the following policies is to maintain and enhance The Glen's forested setting. Unauthorized removal or mutilation of trees by girdling, encircling with rope or wire, stripping of bark, or any other action harmful to the tree is not allowed and may be subject to a fine. (See Administration Policies Appendix B for fine amount)

15.1 Trees in Greenbelt

15.1.1 Removal of greenbelt trees, whether live, dead, or downed by other cause, is solely the responsibility of Glen management and staff. In the case of major weather events or emergencies, where greenbelt trees have affected a members' lot, Glen staff will make every effort to inform the member of their specific situation and work closely with the member to resolve the issue. If staff are not available to immediately have the tree(s) removed, the property owner may go ahead and remove them to allow access to their lot or trailer and/or to effect repairs. In the case of emergency, Glen staff have the responsibility to manage the situation in an appropriate and timely manner, while acknowledging that the property owners may need to clear the trees to prevent further property damage.

15.1.2 Association members are required to obtain approval from the ACB Officer to trim branches from greenbelt trees that protrude into their lots.

15.1.3 Wood from trees fallen in the greenbelt belongs to The Glen Community Association, and can be removed by a member on a case by case basis, only after obtaining a waiver and written permission from the manager or ACB Officer.

15.2 Trees on Individual Lots

15.2.1 Association members are required to obtain approval from the ACB Officer for removal of any tree with a trunk diameter exceeding 4 inches when measured 12 inches above ground level.

15.2.1.1 Smaller trees may be removed at owner discretion, unless the tree is considered new as described in 15.2.2.

15.2.1.2 Hazard trees also require an approved ACB permit. These are determined by common sense (dead, split, cracked, or damaged trees) or by a qualified tree specialist in cases of uncertainty or suspected disease.

SECTION 15 – TREES & LANDSCAPING (continued)

15.2.1.3 Examples of hazardous & dangerous trees

- Hemlock trees
- Cottonwoods
- Topped trees
- Trees with double trunks
- Nurse trees

15.2.1.4 Trees removed for the purpose of constructing a structure must be included on the same ACB permit as the structure.

15.2.2 The Association member may be required to replace each tree removed with a native tree at least 36 inches in height somewhere on their lot. These trees are not removable and must be maintained under 15.2.1.1 for ten years. In some cases, at the discretion of the ACB Officer and/or manager, where a lot is becoming barren of trees due to ongoing removal, replacement may be made a requirement for permit approval.

15.2.3 In cases of emergency or justifiable unusual circumstances, The Glen staff is also authorized to remove trees from individual lots and the Association member will be charged. In such cases, every attempt will be made to notify the member first. If the emergency is critical and the member cannot be contacted, the manager will direct the work to be done and send a letter to the member, with copy to the member's file.

15.2.4 Topping of trees will not be approved under any circumstances due to the resulting damage and death of the trees. Thinning of branches by a trained Professional to let additional light onto a property may be allowed. <u>An approved ACB permit is required</u>.

15.3 Landscaping

15.3.1 Landscaping in parks, meadows and greenbelt areas represents the work of the maintenance staff and dedicated volunteer Association members. Removal or destruction of landscaping (trees, plants, rock, gravel, beauty bark, etc.), will be handled as theft and vandalism.

15.3.2 Landscaping of individual lots can be done at the member's discretion as long as no natural ground elevation is being changed. This includes small garden areas, clearing of underbrush and small trees, and laying of gravel at existing ground elevations. No gravel is to be placed in the easement, in order to protect the existing vegetation and natural screening.

15.3.3 Changes in elevation (such as building up to a different height, or leveling for RV placement) <u>require an approved ACB permit</u>.

SECTION 15 – TREES & LANDSCAPING (continued)

15.3.3.1 The definition of a “change in elevation” for the purposes of permit permit application, is “any change to the natural slope or contour of the ground, either by piling of dirt or gravel to develop usable flat spaces, use of retaining walls or other structures to flatten areas, etc.”

15.3.4 Grease, cooking oils, animal fat, gasoline, motor oil, and all other toxic or harmful substances which may adversely affect trees, shrubs, natural growth, wildlife, children and pets, shall be properly disposed of, and not deposited on individual lots, common properties, or the greenbelts.

SECTION 16 – TARPS

16.1 General

16.1.1 It is not intended that tarpaulins (tarps) shall be permanent features of The Glen lots. Their use should be only as required to temporarily protect:

-Association Member assets,
-Construction materials (may be used for the duration of the building permit),
-Firewood (allowed all year long),
-Tents (see Section 2.7.1)

It is expected that use will be kept to a minimum, and the tarp(s) will be removed in a timely manner.

16.2 - Requirements

16.2.1 A tarp used to cover a campsite shall be 400 square feet or less in area. This tarp is to be removed when the Association member or guest ends each visit to The Glen.

16.2.2 Tarps shall be in good repair at all times and securely staked or fastened so they cannot become loose and blow away.

16.2.3 Approved tarp colors shall only be brown, gray, green, tan, blue or other earth tones to blend with natural surroundings. (No yellow, white, orange, etc.) They shall also be of the same or another approved, acceptable color on both sides.

SECTION 17 – SATELLITE DISHES, ANTENNAE & PHONE SERVICES

17.1 General

17.1.1 An approved ACB permit is required prior to the installation of any satellite dish. (No fee will be charged.)

17.1.2 The placement of any pole or mast must comply with easement, setback and greenbelt restrictions (Section 3) and applicable general construction requirements (Section 3).

17.1.3 These items shall be kept in good repair following installation. Downed antennae, broken masts, etc., are to be repaired or removed.

17.2 Satellite Dishes & Antennae

17.2.1 Satellite dishes and antenna are to be installed and painted in such a way that they will blend in with the natural environment. Placement behind bushes or shrubs that obscure them from view is preferable.

17.3 Phone Services

17.3.1 Comcast and other Voice Over Internet Protocol (VOIP) based services, and cellular phone services, are allowed within The Glen.

NOTE: When using any VOiP device (telephone, computer or dedicated VOiP service/device such as Skype), be aware that a call to 911 will reach the 911 call center *for the location at which your VOiP service is registered.* **The only VOiP devices able to reach 911 in Kendall/Maple Falls would be those with a local Kendall/Maple Falls phone number.**

17.3.2 Outside bells or other speaker devices intended to alert a member of a call are not allowed.

SECTION 18 – COVERS, STORAGE & SHELTERS

Note: No two structures may be attached

18.1 Portable Covers

18.1.1 Portable covers (maximum size 10'x20'x10'), erected for cover while a member or guest is at The Glen, are allowed. These are to be in harmony with the natural surroundings and be of colors as defined in Section 4.2 and 4.3 of this manual.

18.1.2 These may be located in the setback if desired, since they are not permanent.

18.1.3 Portable covers may be erected and left standing between April 1 and October 1. Rope items (hammocks, ninja lines, tree swings, and tree netting) are allowed on a lot. Between October 2 and March 31, the entire structure (including framework and covering materials) must be dismantled and stored.

18.2 Storage Cabinets

18.2.1 No more than TWO storage cabinets (must be plastic/resin Rubbermaid-type, factory-produced units) may be placed anywhere on the property, provided each is limited to a footprint not to exceed 15 square feet in area or one unit not to exceed 30 square feet. Colors, materials and design are subject to all provisions of 4.2 above. An ACB permit is not required for storage cabinets.

18.3 Firepit Shelters

18.3.1 Firepit shelters with an approved permit, may be erected to cover a firepit area only. The roof must be manufactured out of metal (maximum size 200 sq ft). They shall not exceed 12' in height and overhangs shall not exceed 18". They are not to be utilized for storage. Walls shall not be enclosed with the exception of fabric (eg. mesh or curtains). Flooring shall be either natural ground cover or patio stones/pavers. These shelters may be on pier blocks or on patio stones; they cannot be cemented or buried in the ground. If built on pier blocks, the bottom of all posts must be visible. These must conform to General Construction requirements section 4.2.4 These may be located in the setback if desired.

18.3.2 Firepit shelters are considered temporary structures but may be erected and left standing all year.

SECTION 18 – COVERS, STORAGE & SHELTERS (continued)

18.4 BBQ Shelters

18.4.1 BBQ Shelters with an approved permit, may be erected to cover a BBQ only. The structure may be made of wood but the roofing material must be metal or non-combustible material. A maximum of 80 Square feet is allowed measured from the outside of the posts. They shall not exceed 9' in height. Maximum of 18" (inches) overhang allowed. They are not to be utilized for storage. A maximum of 3 partial walls are allowed no higher than 48" (inches) from the ground. Flooring shall be either natural ground cover or patio stones/pavers. These shelters may be on pier blocks or on patio stones; they cannot be cemented or buried in the ground. If built on pier blocks, the bottom end of the post must be visible. These must conform to the General Construction requirements in Section 4.2.4.

18.5 Golf Cart/LSV Shelters – (Portable Canopy Style)

18.5.1 This section was developed with the intention of offering a means for golf cart/LSV owners to provide shelter for their golf carts/LSVs by way of a portable canopy style shelter (example: Shelter Logic).

18.5.2 An ACB permit is required along with a current Glen Golf Cart License. (LSV's must be registered and display a valid WA state license plate on the rear of the vehicle)

18.5.3 Golf Cart/LSV Shelters shall be in harmony with the natural surroundings and shall be of colors as defined in Section 4.2 and 4.3 of this manual.

18.5.4 The Golf Cart/LSV Shelters may be located in the setback if desired, since they are not permanent.

18.5.5 The Golf Cart/LSV Shelters shall be exclusively used for golf carts/LSVs.

18.5.6 The Golf Cart/LSV Shelters may be erected and left standing in the permitted location for the entire year.

18.5.7 Golf cart/LSV shelters shall meet the following requirements:

- The shelter may be any size with a maximum of 100 square feet
- The shelter shall be readily removable
- Shelters located within any five foot setback must be readily removable to facilitate access for utility installation and repair and maintenance
- Some form of ventilation is strongly recommended due to golf cart/LSV batteries potentially releasing chemical vapors
- Only one Golf Cart/LSV Shelter may be placed on a lot

- When selling or ridding of a cart/LSV, the shelter is to be removed

SECTION 18 – COVERS, STORAGE & SHELTERS (continued)

18.6 Golf Cart/LSV Shelters – (Wood Construction)

18.6.1 This section was developed with the intention of offering a means for golf cart owners to provide shelter for their golf carts/LSVs by way of a wood constructed shelter.

18.6.2 An ACB permit is required along with a current Glen Golf Cart License. (LSV's must be registered and display a valid WA state license plate on the rear of the vehicle)

18.6.3 Golf Cart/LSV Shelters shall be in harmony with the natural surroundings and shall be of colors as defined in Section 4.2 and 4.3 of this manual.

18.6.4 The Golf Cart/LSV Shelters constructed from wood may NOT be located in the setback and shall meet the following requirements:

18.6.4.1 The shelter may be on pier blocks, patio stones or on open ground; they cannot be cemented or buried in the ground. If built on pier blocks, the bottom end of the post must be visible. These must conform to the General Construction requirements in Section 4.2.4.

18.6.4.2 The shelter shall be a maximum of 100 square feet

18.6.4.3 Maximum of 18" (inches) overhang allowed (see Section 3)

18.6.4.4 The maximum height at the highest point of the shelter shall be no higher than 2' (feet) above the golf cart roof height

18.6.4.5 The shelter is to be open on all sides. Between the dates of Oct 1 and Mar 31, the sides may be enclosed for the winter months with a tarp or other like material

18.6.5 The Golf Cart/LSV Shelters shall be exclusively used for golf carts/LSVs. Only one Golf Cart/LSV Shelter may be placed on a lot.

18.6.6 Shelters shall be free standing and not attached to any other out building, covered deck, gazebo or structure.

18.6.7 When selling or ridding of a cart/LSV, the shelter is to be removed

18.6.8 In the case of cart/LSV modifications where alterations to the shelter are necessary, a permit is required.

SECTION 19 – ENFORCEMENT, PENALTIES & APPEALS

19.1 Enforcement

19.1.1 Enforcement is needed only when the rules and regulations set forth in this document, or the requests as finally approved on an ACB Permit application, are not followed. The goal of enforcement is to bring about compliance with the regulations and the approved utilization of the properties and their accessories.

19.1.1.1 Complaints about an out of compliance situation or condition involving another member will be considered for investigation upon receipt of a completed, signed, Problem Report Form, an email, or a written and signed letter from the member desiring the situation to be reviewed. These should include the member's desired or suggested remedy for the situation. Confidentiality of the complainant will be strictly kept.

19.1.2 The manager, the ACB officer, and all security staff, are empowered to issue citations and issue Out Of Compliance and Stop Work orders against any Association member found to be in violation of these rules and regulations.

19.1.3 Failure on the part of past or current management, ACB, or other staff to enforce any ACB rule or regulation shall not constitute a waiver of that rule or regulation, or provide incentive or justification for that or other members to continue the condition or extend it to other lots.

19.1.4 The fact that one Association member failed to comply with a rule or regulation and received no charge or penalty at some point is not an indication or precedent that any other member can expect not to be charged or penalized.

19.1.5 The fact that an Association member was once granted a variance to a rule or regulation does not mean that member can expect that variance to continue unresolved into the future. A "variance" is by definition an out of compliance condition. New information, understanding, or law may require such variance to be corrected.

19.1.5.1 When out of compliance conditions are found to exist that must be corrected due to new information, understanding or law, these will be required to be corrected at the next submission of an ACB permit application for either new work, or replacement or substantial repair to existing structures, unless law requires the situation to be corrected immediately.

19.1.6 The ACB Officer will, without charge, honor an Association member's request to inspect their lot for any issues out of compliance with these ACB rules and regulations, help them understand the needs, and direct them in finding the sources that can assist them in correcting anything that may be found.

19.2 Enforceable Language

19.2.1 If Association members need help understanding or interpreting the intent or content of any rules, advice, or recommendations contained herein, they should consult the ACB Officer for clarification before submitting permit applications or proceeding with any work.

19.3 Penalties

19.3.1 If an approved ACB permit or management or staff approval is not obtained when required, a citation may be issued and a fine assessed.

19.3.2 Violation of any ACB rules or regulations may result in citation and fine. (See current Administration Policies Manual, Appendix B – Fine Structure).

19.3.3 Failure to comply with ACB instructions for correction of problems within the time specified may result in citations and fines in addition to the original penalty, with amounts twice that of the original penalty.

19.4 Permit & Citation Appeals

19.4.1 An Association member who wishes to appeal a decision made by the ACB Officer can do so by providing an appeal fee, and a written appeal addressed to the ACB Committee Chairman, to the Glen office within 30 days of the ACB Officer's decision. The written appeal can be either in email or letter form, citing the reason(s) the member feels the decision is inappropriate or not in accordance with these Regulations. The appeal fee will be refunded should the decision of the ACB Officer be reversed.

19.4.2 An Association member who wishes to appeal an ACB citation may do so by submitting a written appeal and appeal fee to the Glen office within 30 days of the issue of the citation, stating the reason(s) the member feels the citation is not in accordance with these Rules and Regulations. The appeal fee is refundable if the ACB Officer's decision is reversed. (See Administration Policies Appendix A for A120 Appeals Process Fee amounts)

NOTE: The Hearing Board will hear appeals on citations. Appeals will be handled in accordance with Administration Policy Manual (A120).

SECTION 20 – PUMP HOUSES
(for booster pumps in Division 7 ONLY)

Intent: To protect, maintain, and improve The Glen's water delivery system. To clearly define the rules and regulations as it pertains to The Glen's water system with specific focus on member-installed booster pump houses. Glen Maintenance staff will determine which lots require a booster pump to meet minimum water pressure levels as required by the State of Washington.

20.1 An ACB permit is required for all pump house installations or modifications

20.2 Glen members are responsible for the heat and/or power necessary to prevent the booster pump from freezing. An 'in-line thermostat' is recommended.

20.3 The pump house enclosure shall be a maximum of 50 square feet and must be above ground.

20.4 The pump house location shall be determined by staff who oversee the water system

20.5 Glen staff must have unrestricted 24 hour access. Pump house must be easily accessible in an emergency

20.6 To relocate an existing pump house, an ACB permit is required and the member is responsible for all costs

20.7 If booster pump is installed inside the RV, the member assumes all responsibility

20.8 All variance requests must be approved by the Committee

SECTION 21 – Standpipes/Plumbing

21.1 General

A single RV is the only connection permitted to the septic system.

Glen property owners are responsible for the repair and/or replacement costs of their standpipe including the connection to the Glen Community Association's (GCA) water system. An approved ACB permit is required.

Standpipes and ball shut-off valves are the property and responsibility of the lot owner however the GCA may actively assist property owners in the maintenance and replacement of individual standpipes and ball shut-off valves. In order to ensure compliance with RV park requirements, water supply connections must be connected to the top of the standpipe only and controlled by the standpipe (i.e. no 'hard plumbing' or bypassing the standpipe). Failure to comply with this policy will result in a fine (See Administration Policies Appendix B for fine amount)

Standpipes must remain outside the footprint of the RV for emergency and maintenance purposes.

21.2 Standpipe Requirements

21.2.1 Any member replacing or re-locating his/her standpipe must inform the ACB Officer and/or Maintenance. Any standpipe re-location – to correct earlier misplacement – must result in the new standpipe being located within the property lines of the lot.

21.2.2 Ball shut-off valves are required on all new standpipe installations if there is not one already installed. In addition, pea gravel is required at the base of the stanchion to adequately cover the weep hole area to ensure proper drainage.

21.2.3 Property owners must turn off (close) the standpipe when leaving the lot for more than 24 hours. If the standpipe is not shut off, a fine may be assessed. (See current Administration Policies Manual, Appendix B – Fine Structure).

21.2.4 Heat tape for standpipes may be installed without submitting an ACB permit application.

SECTION 21 – Standpipes/Plumbing (continued)

21.2.5 When water is turned ON to any property, standpipe valves must be operated in a fully ON position. When shut off, standpipe valves must be completely closed. Standpipe valve/handles in any other position may result in significant leakage. Standpipes may also leak when in the fully "on" or "off" position and when this occurs you are requested to contact the Glen office or Maintenance.

21.2.6 Recommendations

21.2.6.1 You may wish to use a splitter (a ball valve which splits your water line in two directions) on your standpipe. After turning the standpipe off, leave one of the splitter valves open to help avoid freezing.

21.2.6.2 Heat tape, insulated enclosed boxes or incandescent (heat producing) lights within enclosures will help to prevent your standpipe from freezing.

21.2.6.3 Drinking water hoses specifically designed for recreational vehicles are highly recommended. Regular garden hoses are not recommended.

21.3 Authorization Form

Members can request repair or replacement assistance by filling out the "Standpipe Repair Authorization Form" available at The Glen Office.

21.4 Emergency Standpipe Replacement

21.4.1 Members may receive notification that their standpipe is leaking. Leaky standpipes must be replaced with currently approved equipment by Glen staff or a qualified tradesman within 30 days of notification. Failure to comply with the notification may result in a fine and replacement under direction of the Glen Management with all associated costs billed to the property owner.

21.4.2 In cases of emergency - The Glen Management reserves the right to contact a vendor or use staff to replace the standpipe, and bill the member, without advance approval or notification. However, staff will make every effort to inform the member before the work is performed.

21.5 Any Member damaging water supply lines, will be subject to all associated reparation costs inclusive of labor and all parts required. If not reported, a fine may be assessed. (See Administrative Policies Appendix B for fine amount)

SECTION 22 – Bay Windows

22.1 A bay window is defined as a combination of three or more windows that angle out beyond the exterior wall. Bay windows may be installed on gazebos or enclosed decks. The bottom of the window must be at least 2 feet from the finished floor. The window may only be 2 feet deep and cannot be supported from the ground or skirted in any way.

22.2 Bay windows may not be in the 5 foot set setback.

22.3 At least 1 window is required for each side of the bay window. All glass windows are required.

22.4 A bay window counts toward the required square footage of glass for a gazebo or enclosed deck.

APPENDIX B
UNTIDY LOTS

GENERAL: The Untidy Lots Committee was established as an ad-hoc committee in 2008 to facilitate defining an "untidy lot" for The Glen, and coordinating with Management, to set in place the processes needed to assist ACB in accomplishing its responsibilities as set forth in ACB 1.5.6.

OBJECTIVE: To provide the information, processes, and remedies needed by the Architectural Control Board as set out in its ACB Manual in the Preface…i.e. to insure "it contains the details and guidance needed for Association members to properly develop and maintain their lots."

DEFINITION: An ***untidy lot*** is one that has an RV, accessory structure(s), and/or infrastructure (water and electric) which is in a condition that detracts from the general appearance and enjoyment of The Glen by members and guests, presents a potential risk or safety hazard, or may detract from the financial (sale) value of itself or its neighboring lots.

SECTION 1: RVs, TRAILERS & TENTS

1.1 Must be clean and neat in appearance, free of mold or algae growth.

1.2 Must be kept in good order and repair.

SECTION 2: OUTBUILDINGS, DECKS & FENCES

2.1 Must be in a completed state.

2.2 Must be in good order and repair.

2.3 Must be clean and neat in appearance.

2.4 Must be free of decay, rot and moss.

2.5 Must not present a safety hazard.

SECTION 3: LOTS & INFRASTRUCTURE

3.1 Must be kept neat in appearance

3.2 Must be in good order and repair.

3.3 Must be free of clutter, rubble, debris, household garbage, and appliances of any kind.

3.4 Driveway must be free of encroaching branches for easy access by emergency vehicles.

AMENDMENTS

For a complete explanation of each amendment and the reason for its approval, you may read the applicable Resolution which is located in the Association Office.

GLOSSARY

Adopted 9/10/2020, C031123A, C110423D, C060824A, C121325A (removed), C080826A

SECTION 1 – ACB PURPOSE & RESPONSIBILITIES

Adopted 12/13/2008, Amended by Resolution C041109, C041412, C111012F, C040817B, C090818B, C111018A, C020820B, C111420, C061023A, C110423A, C120923, C041324A, C110825B, C110825C, C031426B

SECTION 2 – RECREATIONAL VEHICLES

Adopted 12/13/2008, Amended by Resolution C041109, C010910, C111216, C061017A, C061017B, C101417A, 111321B, C021123, C061023B, C110423E, C101125A

SECTION 3 – EASEMENT, SETBACK & GREENBELT RESTRICTIONS

Adopted 12/13/2008, Amended by Resolution C010910, C111216, C101417A, C021222B, C121022

SECTION 4 – GENERAL CONSTRUCTION REQUIREMENTS

Adopted 12/13/2008, Amended by Resolution C041109, C111409, C010910, C091011, C111012C, C101318, C111018B, C111321A, C091022A, C040823, C030825C, C121325B, C061326A

SECTION 5 – RV AUXILIARY ROOFS

Adopted 12/13/2008, Amended by Resolution C091011, C041412, C111012C, C090818A, C071319, C081421, C091022A, C121325B

SECTION 6 – DECKS, PORCHES, LANDINGS & PATIOS

Adopted 12/13/2008, Revised C111012D, Amended by Resolution C121413, C101114, C070817B, C101417C, C060918B, C081019, C121220C, C081421, C111321B, C091022A, C091022B, C100822, C110423F, C091424A, C030825A, C091325A, C091325B, C121325A

SECTION 7 – UTILITY SHEDS

Adopted 12/13/2008, Amended by Resolution C121413, C021316, C111321B, C081322B, C091022A, C031123B, C091424A,C091325B, C121325A

SECTION 8 – GAZEBOS

Adopted 12/13/2008, Amended by Resolution C121413, C101114, C121215, C041319A, C041319B, C081019, C111321B, C091022A, C091022B, C091424A, C091325B, C121325A

SECTION 9 – FIREWOOD SHELTERS & EXTRA FIREWOOD

Adopted 12/13/2008, Amended by Resolution C041109, C010910, C111012B, C101417B, C091022A, C081423A, C121325B, C031426A

SECTION 10 – ELECTRICAL USE & INSTALLATION

Adopted 12/13/2008, Amended by Resolution C010910, C111012B, C101417B, C041418A, C061023C, C041324B, C110825D

SECTION 11 – FENCES, PRIVACY SCREENS & RETAINING WALLS

Adopted 12/13/2008, Amended by Resolution C041109, C111409, C091011, C021222A, C090923

AMENDMENTS – (continued)

SECTION 12 – FIREPLACES, FIRE PITS & WOOD STOVES
Adopted 12/13/2008, Amended by Resolution C101312, C111012E, 051422B

SECTION 13 – HOT TUBS, SAUNAS & WADING POOLS
Adopted 12/13/2008, Amended by Resolution C041412, C101312, C121220B, C110423B, C060824B, C121325A, C080826A

SECTION 14 – SIGNS & NOTICES
Adopted 12/13/2008, Amended by Resolution C040817A, C071418B

SECTION 15 – TREES & LANDSCAPING
Adopted 12/13/2008, Amended by Resolution C111012A, C091016A, C040817A, C070817A, C030919A, C061023D, C030825B, C110825A, C021426A

SECTION 16 – TARPS
Adopted 12/13/2008, Amended by Resolution C111409, C091016A, C061023E

SECTION 17 – SATELLITE DISHES, ANTENNAE & PHONE SERVICES
Adopted 12/13/2008, Amended by Resolution C111409

SECTION 18 – COVERS, STORAGE & SHELTERS
Adopted 12/13/2008, Amended by Resolution C110417, C080820, C021321, C111321C, C091022A, C111222, C031123C, C031123D, C081223C, C060824D, C091424B, C091226A

SECTION 19 – ENFORCEMENT, PENALTIES & APPEALS
Adopted 12/13/2008, Amended by Resolution C041412, C110417

SECTION 21 – STANDPIPES
Adopted by Resolution C121016, C061023F, C041324B, C060824C, C121424, C030825D

SECTION 20 – PUMP HOUSES
Adopted by Resolution C091022C

SECTION 22 – BAY WINDOWS
Adopted by Resolution C060918A, C051422A

APPENDIX A – TYPES OF PERMITS: (Fee or No Fee)
Adopted 12/13/2008, Amended by Resolution C041412, C110423C (removed)

APPENDIX B – UNTIDY LOTS
Adopted 04/11/2009