



KLAHANIE

KLAHANIE ASSOCIATION

Architectural Controls

Guidelines, Criteria and Procedures

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TABLE OF CONTENTS

PREFACE	-	-	-	-	-	-	-	-	-	-	3
1.0 INTRODUCTION	-	-	-	-	-	-	-	-	-	-	4
2.0 DEFINITIONS	-	-	-	-	-	-	-	-	-	-	6
3.0 GUIDELINES FOR PROPERTY IMPROVEMENTS	-	-	-	-	-	-	-	-	-	-	7
3.1. Attic Ventilators OR any other Roof Penetration	-	-	-	-	-	-	-	-	-	-	7
3.2. Central Air Conditioning Units	-	-	-	-	-	-	-	-	-	-	8
3.3. Clotheslines	-	-	-	-	-	-	-	-	-	-	8
3.4. Decks	-	-	-	-	-	-	-	-	-	-	9
3.5. Driveways	-	-	-	-	-	-	-	-	-	-	9
3.6. Exterior House Painting	-	-	-	-	-	-	-	-	-	-	10
3.7. Exterior Lighting	-	-	-	-	-	-	-	-	-	-	11
3.8. Exterior Home Upgrades	-	-	-	-	-	-	-	-	-	-	12
3.9. External Tankless Water Heaters	-	-	-	-	-	-	-	-	-	-	12
3.10. Fences and Gates	-	-	-	-	-	-	-	-	-	-	13
3.11. Front Door Replacement OR any Exterior Door Additions	-	-	-	-	-	-	-	-	-	-	15
3.12. Furnaces	-	-	-	-	-	-	-	-	-	-	16
3.13. Garage Door Replacement	-	-	-	-	-	-	-	-	-	-	16
3.14. Greenhouses	-	-	-	-	-	-	-	-	-	-	17
3.15. Gutter Replacement	-	-	-	-	-	-	-	-	-	-	18
3.16. House Additions and Attachments	-	-	-	-	-	-	-	-	-	-	18
3.17. Landscaping	-	-	-	-	-	-	-	-	-	-	20
3.18. Patios	-	-	-	-	-	-	-	-	-	-	21
3.19. Patio Coverings, Awnings and Sun Control Devices	-	-	-	-	-	-	-	-	-	-	22
3.20. Pet Houses	-	-	-	-	-	-	-	-	-	-	22
3.21. Pet Runs and Enclosures	-	-	-	-	-	-	-	-	-	-	23
3.22. Rain Barrels	-	-	-	-	-	-	-	-	-	-	23
3.23. Recreation, Sports, Play Equipment and Enclosed Playhouses	-	-	-	-	-	-	-	-	-	-	24
3.24. Retaining Walls	-	-	-	-	-	-	-	-	-	-	25
3.25. Roof Replacement Projects	-	-	-	-	-	-	-	-	-	-	25
3.26. Satellite Dishes and Television Antennas	-	-	-	-	-	-	-	-	-	-	30
3.27. Shutters	-	-	-	-	-	-	-	-	-	-	31

TOC continued on following page



KLAHANIE

TABLE OF CONTENTS (*continued*)

3.0	GUIDELINES FOR PROPERTY IMPROVEMENTS (<i>continued</i>)	
3.28.	Siding - - - - -	31
3.29.	Signs - - - - -	32
3.30.	Solar Energy - - - - -	32
3.31.	Spas and Hot Tubs - - - - -	33
3.32.	Storage Sheds and Out Buildings - - - - -	33
3.33.	Swimming Pools - - - - -	35
3.34.	Tree Removal - - - - -	35
3.35.	Trellises and Arbors - - - - -	36
3.36.	Walkways and Pathways - - - - -	37
3.37.	Window-Mounted Air Conditioning Units - - - - -	38
3.38.	Window Replacement - - - - -	38
3.39.	Wires and Pipes - - - - -	39
3.40.	Video Cameras and Security Systems - - - - -	40
4.0	PROHIBITED ITEMS - - - - -	41
4.1.	Drainage - - - - -	41
4.2.	Temporary Structures - - - - -	41
4.3.	Trash and Building Materials - - - - -	41
5.0	APPLICATION PROCEDURE - - - - -	42
6.0	ACC COMMITTEE REVIEW PROCEDURE - - - - -	44
7.0	STOP WORK ORDERS - - - - -	46
7.1.	For PROJECTS IN PROGRESS - - - - -	46
7.2.	For COMPLETED PROJECTS - - - - -	47
7.3.	Actions - - - - -	49
7.4.	Appeals - - - - -	49
8.0	ACTS OF GOD - - - - -	50
APPENDIX A	ARCHITECTURAL CONTROLS APPLICATION - - - - -	51
APPENDIX B	PROJECT COMPLETION FORM - - - - -	59
APPENDIX C	STOP WORK ORDER - - - - -	61
APPENDIX D	FENCE DESIGN AND SPECIFICATIONS - - - - -	62
APPENDIX E	EXTERIOR HOUSE PAINTING COLOR PALETTE - - - - -	68

End of TOC



KLAHANIE

PREFACE

Why did you purchase your home in Klahanie? There are many answers to this question, as many as there are Klahanie homeowners. Almost all people will have one answer in common: they like the look and feel of Klahanie.

The Klahanie Association, of which every homeowner is a member, was established to preserve and enhance the resources of Klahanie. The Association is charged with preserving open space and ensuring the preservation of the residence and landscaping design qualities, uniformity and compatibility which makes Klahanie a desirable community in which to live.

The Covenants, Conditions & Restrictions (CC&R's) are a part of every deed to property within Klahanie (each property owner should receive a copy at closing) and grant the Association the legal authority, "to review and approve or disapprove the details and written plans and specifications showing the nature, kind, shape, height, material, colors, and location of proposed Living Units, buildings, fences, walls, or other structures, exterior additions to or changes or alterations therein, clearing or excavation of Lots or cutting of trees within Klahanie." This authority is vested by the Association in the Architectural Controls Committee (ACC).

The ACC is a committee of three (3) to seven (7) volunteer members (Klahanie homeowners) who are appointed by the Association Board of Directors and is charged with the architectural review function of the Association. Two Klahanie Board of Directors will sit on the ACC as liaisons between the Board and the ACC and will be voting members of the ACC. The meetings will be held generally on the first Wednesday of each month.

The Board of Director, through a motion of the Board, will designate at least one Klahanie staff member, to have the authority to approve projects covered in the following guidelines provided the ACC application is complete, the project meets all criteria set out in this guideline for the project and all supporting documentation required is submitted with the application. The authorized Klahanie staff member(s) works with the ACC Committee to arrange meetings with homeowners whose ACC applications do not meet ACC guidelines and require further consideration or a homeowner wishes to dispute the denial of the project by the authorized Klahanie staff member(s). Any application to go before the ACC must be received by the Klahanie office **by 5pm one week** before the scheduled ACC meeting, which is generally the first Wednesday of each month.

The ACC application form may be updated at any time by a motion to approve the update at any regular ACC meeting. The current ACC application form can be found at www.klahanie.com under the Resource Center and ACC Application Form.

The specifications and guidelines contained in this handbook are broad based and address those exterior modifications which homeowners most commonly wish to perform. If an issue not covered by these rules arises, then the homeowner must assume that approval from the Committee is required and follow the Application Procedure described in **Section 5.0**.



KLAHANIE

1.0 INTRODUCTION

This manual has been designed to aid you in determining what exterior modifications require ACC approval and how to apply.

1.1. Categories of Exterior Modifications

Proposed exterior modification will fall into one of the following two (2) categories:

1.1.1. Application Required

All exterior modifications which are not explicitly listed, require ACC approval **prior to starting any work**. The exterior modifications covered in this manual are not intended to be all encompassing.

1.1.2. Application may be required

A number of common exterior modifications are pre-approved and do not require submittal of an application to the ACC as long as the construction follows explicitly the specifications provided in this manual and all King County guidelines. If the proposed construction **DOES NOT** follow the specifications, an application must be submitted and **ACC approval is required prior to starting any work**.

FAILURE TO SUBMIT AN APPLICATION AND RECEIVE APPROVAL FROM KLAHANIE, WHEN REQUIRED, MAY RESULT IN A FINE. PLEASE SEE SECTIONS 3.0., 5.0., 6.0. 7.0. AND 8.0. OF THESE GUIDELINES FOR FURTHER INFORMATION ON THE APPLICATION PROCESS.

1.2. How to Use This Manual

To use this manual effectively, first find your proposed exterior modification(s) by searching the table of contents for your project.

If your proposed modification is classified as “ACC application required” and you will follow the specifications explicitly, you may proceed without any further investigation. If your proposed work is classified as “ACC application required” and the project deviates from the specifications, you **must** submit an application by following the procedures in **Sec. 5.0 “APPLICATION PROCEDURE.”**



KLAHANIE

If your proposed modification is classified as “ACC application required,” or is not specifically covered in this manual, **see Sec. 5.0. “APPLICATION PROCEDURE”** for details. If the proposed work is covered in this manual, show how your work will follow the guidelines provided.

If there are ANY changes to the ACC-approved plans or the plans approved by the appropriate government entity contain changes that were not originally approved by the ACC, the new plans will have to be **REAPPROVED** by the ACC at their next scheduled meeting before a Klahanie permit is released. No work shall begin until a Klahanie work permit is issued.

No proposed modifications requiring Klahanie Architectural Control or approval by the appropriate government entity should be initiated until the approval process is completed and written notification has been received. Applications submitted after a project is started are not valid and could result in removal and restoration at the owner’s expense as well as applicable fines.

WARNING: IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO DETERMINE IF THE APPROPRIATE GOVERNMENTAL ENTITY APPROVAL IS REQUIRED. APPROVAL BY THE APPROPRIATE GOVERNMENT BODY DOES NOT RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN ACC APPROVAL NOR DOES ACC APPROVAL RELIEVE THE PROPERTY OWNER OF RESPONSIBILITY TO OBTAIN GOVERNMENT BODY APPROVAL.

Many properties in Klahanie contain a Native Growth Protection Area (NGPA) in the backyard. NGPA’s are restricted by King County on what can be done in these areas such as buildings, planting or the removal of vegetation. King County has placed the responsibility of compliance on the Association. Homeowners applying to the ACC for a project in a backyard area **MUST** provide the ACC with a plat map of their backyard indicating a NGPA in relation to the requested project application and approval from King County for the project if a NGPA is indicated on the property plat map. A plat map was provided to each homeowner, along with other title documents, at the time they purchased their home. If a homeowner is unable to locate their original map, a free duplicate can be downloaded from King County.

A plat map can be obtained at King County:

<http://www.kingcounty.gov/operations/GIS/Maps/iMAP.aspx>. Once at this site follow the directions below to download your plat map:

1. Click on “START iMAP” if you have a fast connection (Comcast, Broadband) or “ParcelViewer” for dial-up.
2. Click on “Property Search” under the “Tools” tab on the left side of page.
3. Click on “Search by Address” near the bottom of page
4. Type in address the click on “Search”
5. Click on “Get Assessor’s Report”
6. Under “Related Resources” click on “Scanned Images of Plat,” then you will be given a choice to download images as a PDF or a TIFF; most people will be more familiar with a PDF document; most documents will be approximately 5 pages including the legal description, easements, etc . . . you can choose to print any or all of the pages



KLAHANIE

2.0 DEFINITIONS

- 2.1. **ACs.** The Architectural Controls, part of the governing documents for the Klahanie Association.
- 2.2. **ACC.** The Architectural Control Committee of the Klahanie Association, designated by the Board of Directors.
- 2.3. **ACC approval.** Approval by the Architectural Control Committee (ACC) or an authorized Klahanie staff member designated by the Board of Directors.
- 2.4. **Act of God.** A natural event not preventable by any human agency or entity; such as flooding, storms, winds, or lightning; forces of nature that no one has control over and therefore cannot be held accountable.
- 2.5. **Association.** The Klahanie Association, its agents and employees.
- 2.6. **Board.** The Board of Directors of the Klahanie Association.
- 2.7. **CC&Rs.** Refers to the Covenant, Conditions & Restrictions governing document for the Klahanie Association.
- 2.8. **Non-compliant completed projects.** Without the signature of an authorized Klahanie staff member or the ACC giving ACC approval or which deviate from the submitted, approved plan. Complaints may also arise due to misuse, problems not originally considered, property infringement, quality of work, lack of approval/permits by the appropriate governmental entity, tree removal, etc.
- 2.9. **Non-compliant projects in progress.** Without the signature of an authorized Klahanie staff member or the ACC giving ACC approval or which deviate from the submitted, approved plan; or which raise a neighborhood concern due to problems not originally considered, e.g. property infringement, quality of work, etc.
- 2.10. **R&Rs.** The Community Rules & Regulations, part of the governing documents for the Klahanie Association.
- 2.11. **Street/ROW.** Refers to the paved street, right-of-way, and/or easement granted or reserved on land for transportation purposes, public travel and utilities; this may be for a street, sidewalk, public footpath, bicycle trail, or access to/at utility lines and related facilities.



KLAHANIE

3.0 GUIDELINES FOR PROPERTY IMPROVEMENTS

The exterior modifications covered in this list are not intended to be all encompassing. If your project does not fall into any of these categories, you must submit an ACC application for your project and it will be reviewed by the ACC at their next scheduled meeting.

To simplify owner use of these Guidelines, we frequently use the words “shall” and “must” below in describing what is expected from an owner applying for ACC approval. To be clear, though, the ACC retains that authority conferred upon it by the Covenants. Exercising that authority in reviewing a specific application, the ACC may further the purposes that a restriction in the Covenants is intended to serve, by approving a proposed action, that use of the word “shall” or “must” in a guideline below appear to flatly prohibit. The spirit of this is to allow the ACC to review and make decisions outside the specific scope of this document.

Please note that there is an overall height restriction of NINE (9') FEET on all added structures, including but not limited to sheds, playhouses and gazebos.

3.1. Attic Ventilators OR any other Roof Penetration (ACC application required)

These items shall be as small as functionally possible, shall be painted to match the roof, shall be located on the rear of the house whenever practical, and shall not extend above the top of the roof line. A brochure showing the design and specifics of the item must accompany the application. These items can be, but are not limited to, skylights, solar tubes, solar fans, new furnace vents, new hot water tank vents, chimneys and metal flues.

Skylights – the profile of the new skylights must match the profile of the old skylights and the frame must be the same color as the original skylight.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing the location of the unit
- Brochure of all materials, showing measurements, design, and color
- Current picture of the roof showing placement
- Attic ventilators or any roof penetrations may need to be reviewed by the Klahanie ACC Committee



KLAHANIE

3.2. Central Air Conditioning Units (ACC application required) *See also Sec. 3.37. “Window-Mounted Air Conditioning Units”*

The unit shall be located only in the rear or side yards, and shall not be visible from the street. In addition, central air conditioning units should be located to minimize the visual and noise effect (maximum 76 db's) on adjacent properties. When visible from the street, the unit must be screened with the following; permanent landscaping with plants, or; screening with an approved fence design (*see Sec. 3.10. “Fences and Gates”*); or a permanent structural screen matching the house siding. A brochure showing the specific design criteria of the unit, including the decibel level and screening design, must accompany the application. A permit from the appropriate government entity may also be required to install central air-conditioning units.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of the unit, showing the measurements, decibel level and design
- If can be seen from street view, then must apply for screening. For screening, must include a site plan showing all dimensions, design, materials, and color
- Current color picture of the property showing the location of the unit
- Air conditioning units and/or screening may need to be reviewed by the Klahanie ACC Committee

3.3. Clotheslines (ACC application required)

Clotheslines must be fold-up or retractable styles, not visible from the street, and must be completely out of sight when not in use. Permanent structures are not permitted.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of clothesline showing design, color, and the measurements
- Diagram or current picture of the property showing the location where the clothesline will be placed on the property
- Clotheslines may need to be reviewed by the Klahanie ACC Committee



KLAHANIE

3.4. Decks (ACC application required)

All new or modified decks require submittal of an application and prior approval by the ACC. Note that regulations for the appropriate government entity can apply to these projects.

All deck applications must specify the material being used for the deck, and the type of finish or natural wood color to be used on the completed deck and railing. The deck should be located primarily in the rear yard. Other locations will be considered due to homeowner's lot considerations, but prior approval must be granted by the ACC. Any deck that measures 30" above grade requires a building permit pre-approval from the appropriate government entity.

Please see the website of the appropriate government entity for further information.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of all deck materials being used, including the color of the deck
- If material is other than wood, a sample of the material is required
- Diagram showing the design, all measurements and location of the deck
- Railing design, material and color if applicable
- Current color picture of the property showing the location of the deck
- Deck projects are reviewed by the Klahanie ACC Committee

3.5. Driveways (ACC application required) *See also Sec. 3.36. "Walkways and Pathways."*

An ACC application is required for all driveway projects; including repairing, installation, replacement or refinishing. Only hard, stabilized, gray surfaces of concrete or exposed aggregate will be considered. No other material will be approved. Driveways can only be extended toward garage side yards. No driveway shall be installed along the front property line nor in the backyard. Driveways are not to be installed for the parking of any vehicles or recreational items that are prohibited elsewhere in the governing documents.

Driveway replacement material must be the same material as existing driveway and consistent with your neighborhood's driveway material.

Special care must be exercised if changes alter drainage patterns. Runoff must be disposed of within the boundaries of your own property.



KLAHANIE

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, and setbacks
- Brochure of all materials, showing color and including any expansion joints to be used
- Current color picture of the property showing the location of the driveway
- Driveways may need to be reviewed by the Klahanie ACC Committee

3.6. Exterior House Painting (ACC application required)

All exterior painting for houses, fences, decks, shutters and trim must be approved by the ACC.

House painting application must indicate the color chosen for the body/trim/front door and garage door. The garage door must match either the body or trim color that is being chosen from the current approved color palette. The only time the front door and/or garage door can be white is if the trim on the house is painted white (white is NOT a body color on the palette).

Existing shutters can be either the existing trim or front door color and must be indicated on an ACC application form.

There can only be a maximum of 4 paint colors for the exterior of the house (body, trim, front door and accent color). Brick and masonry do not count as one of the four colors.

All ACC applications requesting 4 colors MUST be approved by the ACC, WITHOUT EXCEPTION, at their regular meetings.

Homeowners who wish to paint their homes must submit their request using an ACC application and indicate which colors they are choosing from the current approved color palette. The proposed color scheme needs to be on the current-approved palette. All applications must have a color sample chip of each color being requested attached to the application when it is turned in for approval.

Homeowners wishing to use a non-approved color must submit their request for this exception, using an ACC application, to the ACC Committee at their monthly meeting. The Committees decision will be based on whether the requested color is a slight (minor/minimal) variation in shade (amount of black), tint (amount of white) or tone (amount of grey) of the new color palette colors.



KLAHANIE

Color chips (samples) must be submitted with the application for house painting along with a detailed description of where the colors are to be applied (trim, body, doors, etc.). Color boards and color chips are available for review in the Association Office. A list of approved colors may also be found at the end of this document in **Appendix E**.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location of all colors, including any accents
- Must include the color name and number on the application and include the paint chips of all colors
- Current color picture of the house
- Exterior house painting may need to be reviewed by the Klahanie ACC Committee
- Any color exception **MUST** go to the ACC Committee. No exceptions.

3.7. Exterior Lighting (ACC application required)

Lighting not part of the original structure and changes in original lighting which are not comparable in style, scale and color to the original lighting must have approval.

The application should specify location of lighting on the property plat, height of light fixtures above the ground, wattage, and detailed descriptions of the fixtures.

Lighting shall not be directed outside the homeowner's property lines or toward adjacent homeowners' windows.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of all lighting being used showing design, material, color
- Diagram showing the location of the lighting
- Lighting may need to be reviewed by the Klahanie ACC Committee.



KLAHANIE

3.8. Exterior Home Upgrades

3.8.1. Stone or Brick on the front of the house.

The use of real or faux stone or brick on the front of the house will be permitted based on the present design of the house. Only one of these products can be used on the home at one time and a diagram showing where you would like to place the product must accompany the application. A sample of the exact product and color being requested must accompany the application also. The decision will be based on how the requested upgrade fits into the look of the neighborhood, the color requested and the quantity of house structure being covered by the product, plus any other areas the Committee feels is pertinent to the request.

3.8.2. Shingles used as an accent feature on the exterior of the house

Cement board or real cedar shingles may be permitted for an accent on an area of the home such as the second level or a gable area. The two approved products are Hardie Shingle Siding or CertainTeed.

A diagram showing where you would like to place the product, a sample of the product and the color that the product will be painted must accompany the application. The decision will be based on how the requested upgrade fits into the look of the neighborhood, the color requested and the quantity of house structure being covered by the product, plus any other areas the Committee feels is pertinent to the request.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location and dimensions
- Brochure of the all materials, showing dimensions, design, and color
- Current color photo of the house showing where additions will be located
- Brick and Stone additions are reviewed by the Klahanie ACC Committee

3.9. External Tankless Water Heaters (ACC application required)

These units will be considered based on location, color and impact to neighbors such as noise.

Location must be below the fence line so they are not visible from the street. A brochure with the design specifications of the unit must accompany the application to assist the Committee in evaluating the impact on the surrounding neighbors of the unit.



KLAHANIE

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of all materials being used, including all piping and venting
- Diagram showing the location of the unit, including all piping and venting
- External tankless water heaters may need to be reviewed by the Klahanie ACC Committee.

3.10. Fences and Gates (ACC application required)

ALSO SEE **APPENDIX D** AT THE END OF THIS DOCUMENT FOR PICTURES AND DETAILS OF THE DIFFERENT FENCE DESIGNS.

All fences in Klahanie require prior approval of the ACC. Front yard fences are strictly prohibited. Wood is the only approved fence material in Klahanie.

A privacy fence will dramatically alter the appearance of your property and adjacent properties. For this reason, the ACC recommends that you discuss your fencing plans with your neighbors prior to filing an application with the Committee.

If you plan to attach your fence to an existing fence on neighboring property or if your fence will at any point be on your property line or cross the property line onto an adjacent property, it is **HIGHLY** recommended that you obtain written approval from the affected neighbor(s) prior to filing an application with the Committee.

The Association is not involved with any matters associated with property lines. Homeowners are responsible for determining the exact location of their property line and making sure that any fence constructed is within that property line prior to construction.

New fences may be left natural, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained to match the Boulevard fence color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki). Fences which run along Klahanie Boulevard, Klahanie Drive or streets running off these main streets must be stained with Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149 (Relaxed Khaki). Non-conforming colors of existing fences must be changed to match the Boulevard fence color when changing the existing house color.

Fences along Klahanie Boulevard and Klahanie Drive are constructed inside the homeowners' property lines and are the property of those homeowners. The fences must be maintained by



KLAHANIE

the homeowner and kept stained with the approved color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki) and cannot be modified in any way (height or style). Post caps cannot be used on any of fences running along Klahanie Boulevard and Klahanie Drive.

3.10.1. Fencing Specifications

In all cases, the side of the fence which is more finished than the opposite side must be constructed with the finished side facing out (toward neighboring properties or any section visible from the street) and the framing side facing your property. This is commonly called a "Good Neighbor Fence."

Chain link and other wire fences are not allowed except for the purposes of pet enclosures (which require prior ACC approval). **See Sec. 3.21. "Pet Runs and Enclosures."**

Width of continuous solid fencing panels shall be EIGHT (8') FEET center to center of posts. If the length of the fence requires one smaller panel to be constructed as the length of the fence line does not divide equally into 8' sections, one smaller panel will be permitted but this must be indicated on the ACC application form.

Fence heights shall be SIX (6') FEET as measured at all points along the fence line from ground level. Sections of fences utilized for privacy screening in front of a window facing an adjacent house may be a maximum of EIGHT (8') FEET high for a maximum distance of SIXTEEN (16') FEET or two panels, whichever is less. Non-boulevard fences are permitted to use vertical board widths between 3.5" and 5.5."

All fences currently painted/stained some other color **MUST** be stained to match the Boulevard fence color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki), when the house is repainted or the fence needs staining. Any fence on an interior Klahanie street that is replaced must be either left natural, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained using the Boulevard color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki), and must match the design and color of any adjacent fence.

Fences that face the front street between houses that are replaced or stained must be left natural, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained using the Boulevard color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki), and must match any adjacent fence but must be one of the current approved fence designs.



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Please refer to drawings of standard fence styles A, B, C or D at the end of this guide.

GATES: Gates must follow the same design and color as your approved fence design. There are two approved designs for the top of gates; straight, or arched (with the arch curvature being minimal and the arch top matching the fence height). Any deviation in design must be submitted for approval either with your fence application or before replacement of an existing gate.

3.10.2. Split-Rail Fencing Specifications (ACC application required)

Split-rail fencing is only allowed for homes which back to greenbelts or other natural woodland settings. The split-rail is only allowed on the backside of the property and shall not continue to the sides of the property. Only smooth finished cedar railing in either three foot two-rail or four foot three-rail varieties will be considered. As with other fencing, the split-rail may be LEFT NATURAL, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained to match the Boulevard fence color (Sherwin Williams Woodscapes Exterior Solid Wood Stain 6149, Relaxed Khaki).

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Must include signatures from all property owners who are adjacent or share the fence (may be more than THREE (3)). If the fence is located solely on your property, signatures are still required and you must include a survey or plat map showing the fence location on the property
- Diagram of the fence or a fence bid showing the sections that are being replaced including all measurements
- If any gates are going to be replaced, it will need to be specified on the diagram, including the design and measurements
- Fences and Gates may need to be reviewed by the Klahanie ACC Committee

3.11. Front Door Replacement OR any Exterior Door Additions (ACC application required)

Applications for any front door or door additions (including but not limited to screen doors) must be accompanied by a brochure showing the design and color of the door as well as a photo of the



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present door. Approval will be based on the look of the door in relation to the home and neighboring properties.

Front door styles and glass inserts should take into account the style of the house, the neighborhood, the garage door and other exterior windows. Front doors must be painted a color from the approved palette or stained a natural wood tone, or per exterior paint guidelines; **see Sec. 3.6. "Exterior House Painting."**

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of the door including sidelights showing design, window type and material
- Indicate the color the door will be painted (from the approved color palette, see Section 2.6)
- Front door projects may need to be reviewed by the Klahanie ACC Committee

3.12. Furnaces (ACC application required)

Furnace replacement does not require an ACC application unless the new system will have exterior ventilation pipes that are different from the previous model. This includes but is not limited to high efficiency furnaces that vent out the side of the house.

A brochure showing the appearance of the venting system and a drawing indicating the position of the venting pipe(s) on the exterior of the home is also required with the ACC Application.

3.13. Garage Door Replacement (ACC approval is required)

The garage door application will require a brochure showing the exact type and description of the new door (short or long panel). The door may have one row of windows and the glass must be clear or white opaque only. The door panel design must be compatible with garage doors on surrounding homes. The color that the door will be painted must also accompany the application and must be either the current body or trim color on the house, in addition to the same finish and reflectivity. The garage door will need to be painted. If after an Association inspection, the garage door(s) does not exactly match the body or trim color, then it will be the homeowner's responsibility to match the paint. Choosing a garage door that cannot be painted (or is pre-painted) does not exempt you from having to paint the garage door. It is the discretion of the ACC to determine if the garage color matches.



KLAHANIE

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of the garage doors, including short or long panel, window placement and design
- Color that the garage door will be painted; must exactly match the body or trim color on the house, and the paint color number and name must be indicated
- Garage doors may need to be reviewed by the Klahanie ACC Committee

3.14. Greenhouses (ACC application required)

Green houses will be considered only for the purpose of cultivating plants. Use as a storage shed, or other use unrelated to plant cultivation is not allowed.

Greenhouses shall be located in the rear yard only. In taking action on the application, the ACC will take into account and consider information it receives concerning possible impacts that the proposal may have on views, natural lighting or ventilation of adjacent properties. If the greenhouse creates an adverse visual effect from the street or adjacent properties, a fence or landscaping may be required to screen the greenhouse.

The greenhouse shall be composed of materials that generally conform to the quality of prefabricated greenhouses intended for installation on a homeowner's lot. The materials shall be rust proof, and clear panels shall be non-yellowing. The maximum height of the structure shall not exceed NINE (9') FEET.

Overall consideration will be given to the individual location, size, and impact of the proposed greenhouse. For owners' maintenance responsibilities, **see CC&Rs, Sec. 6.14.**

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of the greenhouse, showing the measurements, material, and color
- Current color picture of the property showing the location of the greenhouse
- Greenhouse projects are reviewed by the Klahanie ACC Committee



KLAHANIE

3.15. Gutter Replacement (ACC application required)

Replacing gutters will require a brochure showing the type and design of the new gutters. The gutters must be the same or similar in design and size of the original gutters. The color of the new gutters must also be specified on the application and must match the trim color on the house.

Please note that if painting the trim on the house, then the gutters will also need to be painted to match the trim color (**See Sec. 3.6. "Exterior House Painting"**). If after an office inspection the gutters do not exactly match the trim color on the house, it will be the responsibility of the homeowner to match the paint color. Please note that choosing gutters that cannot be painted (or are pre-painted) does not exempt you from having to paint the gutters. If the gutters in question are not to be painted, the homeowner must paint the trim on the house to match and the color must be on the approved color palette.

It is the discretion of the ACC to determine if the gutter color matches the trim color on the house.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Brochure of the gutters showing measurements, design and material
- Paint color for the gutters; gutter must be painted to exactly match the house trim color, and the paint color number and name must be indicated
- Gutters may need to be reviewed by the Klahanie ACC

3.16. House Additions and Attachments (ACC application required)

Major features of the house (such as vertical and horizontal lines, projections, trim details, gutters, downspouts, drainage and materials to be used) must be reflected in the design of the addition or attachment. In working with the application, the Association will consider information it receives concerning possible impacts the proposal may have on views, natural lighting or ventilation of adjacent properties. All alterations must be compatible with the original house and adjacent houses in style, materials and color (with final determination of compatibility determined by the Association).

Major alterations represent a substantial cost. It is REQUIRED that a preliminary application for conceptual approval be submitted early in the planning process. The preliminary application should include as much information as practical, but must include at least a site plan showing



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dimensions, elevations (if applicable), relationship to adjacent houses, drainage impact and property lines.

Once conditional approval from the Association is given on the original submitted plans, the homeowner must then pursue permits and other necessary documents through the appropriate government entity. Once the appropriate government entity issues the necessary documents, a copy of these documents (and a copy of the final plans that the appropriate government entity approved) must be returned to the Association for approval before the Klahanie work permit is issued.

If there are **ANY** changes to the ACC-approved plans, or the plans approved by the appropriate government entity contain changes not originally approved by the ACC, the new plans will have to be **REAPPROVED** by the ACC at their next scheduled meeting before a Klahanie permit is released. No work shall begin until a Klahanie work permit is issued. All work associated with the processes called out in this section must be completed within 120 days of approval. Extensions may be sought through the Association.

Failure to supply the appropriate documents, final plans approved by the appropriate government entity, and any changes in the plans at any stage of the addition process will result in a fine and will be billed to the homeowners Klahanie account per the Klahanie Assessment, Payment and Collection Policy.

Materials to be submitted:

- Fully completed ACC Application for Conceptual Approval
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Final review and approval of all permits approved by the Association= and appropriate government entity (and related documents) by the Klahanie ACC Committee
- Site plan showing location, dimensions, elevations, relationship to adjacent houses, drainage, and the major features to match the existing house
- Current color photo of the house showing where the addition will be
- House additions and attachments are reviewed by the Klahanie ACC Committee—no exceptions
- If pre-approval is given, the homeowner must get a permit from the appropriate government entity
- A copy of the permit must be submitted to the Association office before full approval is given
- If the appropriate government entity makes any changes to the plans, the new plans including changes must be resubmitted and reviewed by the ACC Committee



KLAHANIE

3.17. Landscaping (ACC application required)

Landscaping can be effectively used to accent driveways, define space, create "soft" privacy screens, and reduce the visual impact of fences, sheds, etc. Since landscaping is a design element, consideration should be given to relationship to the applicant's house and adjacent houses.

Planting and maintenance of trees and shrubs may not obstruct sight lines required along roadways, encroach upon walkways or block walkway lighting. Shade patterns of larger trees and possible physical damage to other properties by encroaching plantings and roots must be considered. In taking action on the application, the ACC will take into account and consider information it receives concerning possible impacts that the proposal may have on views, natural lighting or ventilation of adjacent properties.

Homeowners must select plants which, upon maturity, will be of an appropriate size in height and width in order to comply with the above stated regulations. **See Sec. 4.1. "Drainage"** for additional information. Front yards must contain grass or natural plantings but can also contain ground cover such as stones or rocks as a part of the overall design. A landscape design **MUST** be approved by the ACC **BEFORE** it is installed and will be considered on an individual basis. The type of materials requested, continuity of the design in the neighborhood, weed, dust and erosion control will be considered when approving the application.

Homeowners are **not** permitted to have vegetable and/or fruit gardens in the front and side yards. This includes but is not limited to those with raised borders such as wood and metal. Fruit trees are permitted.

Decorative lawn ornaments or similar items are discouraged in front yards. The use of any such items will require an ACC application that the Committee will review to ensure consistency in the neighborhood and will be considered on an individual basis.

Wood, firewood, fire pits, fireplaces, chimeneas, and all outdoor cooking facilities (barbecues, smokers, fryers) may not be visible from the street/ROW.

It shall be the policy of the Klahanie Association ACC to allow the use of artificial turf/synthetic grass products for backyard landscaping applications only in Klahanie and under strict conditions and controls by the ACC. A drainage plan must be submitted with the application.

These conditions and controls are as follows:

1. When submitting an application for approval, the applicant must submit a sample of the product to be installed, the name of the manufacturer and all installation details/specifics.
2. Under no circumstances will the ACC approve applications for landscape design where artificial turf is planned to be installed in the entire yard or even as the major component of the design. The use of this type of product is seen as only one component of an overall yard design and can be used **ONLY** in the backyard area.



KLAHANIE

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, elevations for drainage, and the relationship to adjacent houses
- Comprehensive design plan, showing but not limited to, all materials to be used, dimensions of materials, colors of all materials being used, and plant/tree/shrub list
- Brochures of any materials such as pavers, stones, rocks etc. Showing dimensions, design, and color
- Current color photo of the house showing where the landscaping will be
- Landscaping projects are reviewed by the Klahanie ACC Committee

3.18. Patios (ACC application required)

Patios will be located primarily in rear yards. Materials shall be brick, stone or concrete. Mitigation of any possible adverse effects of drainage changes must be shown on the application. Approval will be denied if adjoining properties are adversely affected by changes in drainage. The home owner is responsible for any issues regarding drainage. For additional requirements regarding impervious surfaces, see the guidelines for the appropriate government entity.

A maximum of 70% of any single family residential lot can be covered with impervious surface. Surfaces considered impervious are driveways, walkways, patios, decks, house foundation perimeter or any other nonporous surface on the property.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, elevations for drainage, and the relationship to adjacent houses
- Comprehensive design plan, showing but not limited to, all materials to be used, dimensions of materials, colors of all materials being used
- Brochures of any materials such as pavers, stones, rocks etc. Showing dimensions, design, and color
- Current color photo of the house showing where patio will be
- Patio projects may need to be reviewed by the Klahanie ACC Committee



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3.19. Patio Coverings, Awnings and Sun Control Devices (ACC approval is required)

Patio coverings will include any structure with a roof that covers a patio area. **See Sec. 3.18. "Patos"** for patio details.

Hot tub and gazebo framing structures must be made of wood and left natural or painted to match the house. **See Sec. 3.31. "Spas and Hot Tubs"** for additional information.

Such covers will be reviewed on an individual basis with consideration to include but not limited to color, materials, visual impact, consistency with the scale of the house to which they are attached and any adjacent fencing. They must be located in rear yards only. In taking action on the application, the ACC will take into account and consider information it receives concerning possible impacts that the proposal may have on views, natural lighting or ventilation of adjacent properties.

For trellises and arbors, **see Sec. 2.35. "Trellises and Arbors."**

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions and the relationship to adjacent houses
- Comprehensive design plan, showing but not limited to, design, all materials to be used, dimensions, and colors. Must include roofing and paint information. Paint chips must be included
- Brochures and samples of any materials, showing dimensions, design, and color
- Current color photo of the house showing where the landscaping will be
- Patio cover projects are reviewed by the Klahanie ACC Committee

3.20. Pet Houses (ACC application required)

Pet houses must be compatible with the homeowner's house in color and material, and must be located where they will be visually unobtrusive and will have the least impact on neighbors for visibility, noise, and odor. Generally, this means away from shared property lines.

Pet houses should not be visible from the street/ROW, and should be located in the back yard only; should adhere to a five (5) foot setback and not be up against fences or property lines.



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Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of pet house, showing dimensions, design, and color
- Current color photo of the house showing where the structure will be
- Pet houses may need to be reviewed by the Klahanie ACC Committee

3.21. Pet Runs and Enclosures (ACC application required)

Chain link fences for dog runs will only be considered if inside solid privacy fencing, softened by supplemental landscaping, and well screened.

Enclosures to confine pet(s) in an area less than the entire back yard must be placed in a location where nuisance, odor and inconvenience to neighbors is minimized, and away from shared property lines (minimum five (5) foot setback) and living areas of neighborhood residences. Consideration will be given to maximum size.

Kennels (as defined by the AGE) are prohibited.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of pet enclosure, showing dimensions, design, and color
- Current color photo of the house showing where the structure will be
- Pet enclosures may need to be reviewed by the Klahanie ACC Committee

3.22. Rain Barrels (ACC application required)

These items can be used only for the collection of rain water and will only be permitted to collect water from the home downspouts. The rain barrels must be placed in the rear yards and be below the fence line so they are not visible from the street/ROW. The application must show the size, location, design and color of the barrels in order for the Committee to properly assess the impact of the barrels to the surrounding neighbors.



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Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of rain barrel, showing dimensions, design, and color
- Current color photo of the house showing where the rain barrel will be
- Rain barrels may need to be reviewed by the Klahanie ACC Committee

3.23. Recreation, Sports, Play Equipment and Enclosed Playhouses (ACC application required)

Recreational play equipment (such as play structures and trampolines) must be placed in rear yards. Consideration may be given to lot size, equipment size, design and visual screening. Tree houses, swings, hammocks and any play/recreational structures attached to trees are prohibited.

Basketball backboards may be attached to the house; fixed structures either attached (or not attached) to the house require an application and approval. Basketball hoops are required to be placed on the owner's property (not permitted on the sidewalk, nor street/ROW) and all playing is to be done on the owner's property. Consideration will be given to impact of noise and location.

Play structures cannot exceed NINE (9') FEET in total height. Considerations as to location, setback of FIVE (5') FEET, size, impact and noise will be reviewed with each application.

For enclosed play structures such as but not limited to playhouses, **see Sec. 3.32. "Storage Sheds and Out Buildings."**

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of structure, showing dimensions, design, and color
- Current color photo of the house showing where the structure will be
- Recreation, Sports, Play Equipment and Enclosed Playhouses may need to be reviewed by the Klahanie ACC Committee



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3.24. Retaining Walls (ACC application required)

Retaining walls must make use of rock, masonry or non-creosote wood in combination with appropriate landscaping. Because retaining walls may alter existing land forms, the design of such walls must address drainage patterns. Aesthetic impact will also be considered.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of all materials, showing dimensions, design, and color
- Current color photo of the house showing where the retaining wall will be
- Retaining walls may need to be reviewed by the Klahanie ACC Committee

3.25. Roof Replacement Projects (ACC approval is required)

All roof replacement projects that replace an existing roof need ACC approval before starting the project.

3.25.1. CEDAR SHAKE HOMES

For homes with cedar shakes, alternative roofing products will be considered with ACC approval before work commences; a high dimensional fiberglass composition roof product which meets all of the following criteria:

- Minimum weight of 350 lbs. per square.
- Minimum wind UL rating of 80 miles per hour.
- Class A fire rating.
- Pumpkin-tooth cut.

The following composition roof products have been reviewed by the ACC and may satisfy the above-referenced guidelines.

3.25.1.A. CertainTeed – Presidential Shake

CertainTeed Presidential Shake Pre-Approved Colors include:

- Shadow Gray
- Country Gray
- Autumn Blend



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- Charcoal Black
- Aged Bark
- Chestnut
- Platinum
- Yosemite

3.25.1.B. CertainTeed – Presidential TL (tri-laminate)

CertainTeed Presidential TL Pre-Approved Colors include:

- Shadow Gray
- Country Gray
- Autumn Blend
- Charcoal Black
- Aged Bark
- Chestnut
- Platinum
- Yosemite

3.25.1.C. GAF – Grand Sequoia

GAF Grand Sequoia Pre-Approved Colors include:

- Weathered Wood
- Mesa Brown
- Charcoal
- Autumn Brown
- Cedar
- Slate

3.25.1.D. GAF – Grand Canyon

GAF Grand Canyon Pre-Approved Colors include:

- Black Oak
- Sedona Sunset
- Stone Wood
- Storm Cloud Gray
- Mission brown



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3.25.1.E. Owens Corning – Woodmoor Shingles

Owens Corning Woodmoor Shingles Pre-Approved Colors include:

- Chestnut
- Granite
- Carbon
- Mesquite
- Timber
- Sycamore

3.25.1.F. Owens Corning – Woodcrest Series

Owens Corning Woodcrest Series Pre-Approved Colors include the same color names as Owens Corning Woodmoor.

3.25.1.G. Pabco – Paramount

Pabco Paramount Pre-Approved Colors include:

- Antique Black
- Oakwood
- Pewter Grey
- Weathered Wood
- Driftwood

3.25.2. 3-TAB HOMES

Homes previously having 3-tab shingles must now use a high dimensional fiberglass laminated composition product, also known as architectural shingles. All such composite shingles must closely match the coloration, design and overall appearance of the existing roofs in the neighborhood.

All shingles must extend to the same point horizontally (i.e. not the pumpkin tooth design), and have a Class A fire rating and a minimum wind resistance of 70 mph.



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The following composition roof products have been reviewed by the ACC and satisfy the above referenced guidelines.

3.25.2.A. Owens Corning Oakridge OR Duration Premium and Duration Shingle

Owens Corning Oakridge OR Duration Premium OR Duration Pre-Approved Colors include:

- Brownwood
- Driftwood
- Onyx Black
- Estate Gray
- Teak
- Aged Cedar
- Black Walnut
- Desert Tan
- Flagstone
- Peppermill Gray

3.25.2.B. CertainTeed Landmark 30/40/50 (Lifetime)

CertainTeed Landmark Pre-Approved Colors include:

- Black Walnut
- Moire Black
- Burnt Sienna
- Heather Blend
- Driftwood
- Weather Wood
- Cinder Black
- Georgetown Gray
- Granite Gray

3.25.2.C. Pabco Premier 30/40 Year

Pabco Premier Pre-Approved Colors include:

- Driftwood
- Pewter Grey
- Harvest Brown
- Antique Black
- Mocha
- Prairie Wood
- Weathered Wood



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3.25.2.D. GAF-ELK Timberline Ultra HD Shingles

GAF-ELK Timberline Ultra HD Shingles Pre-Approved Colors include:

- Barkwood
- Charcoal
- Hickory
- Shakeswood
- Slate
- Weathered Wood

3.25.3. ALTERNATIVE ROOF PRODUCTS

One of the following alternative roofing products may be considered:

- Concrete Shake
- Concrete Tile
- Solar shingles or shakes
- Stone-Coated Steel Shake
- Stone-Coated Steel Tile
- Synthetic Shake
- Rubber Shake

In order for any of the above alternative products to be approved by the ACC, they must meet all of the following criteria:

- Brown or grey tone color. Colors that will not be considered include, but are not limited to, white, red, green, blue, purple, orange or yellow.
- Minimum wind UL rating of 80 miles per hour.
- Class A fire rating.

All such alternative roof products must closely blend with the coloration, design, and overall appearance of a shake roof as well as the Community.

The following alternative roof products have been reviewed by the ACC and may satisfy the above-referenced guidelines:

3.25.3.A. Concrete Shake

- i. MonierLifetile – Cedarlite
- ii. MonierLifetile – Duralite Shake, Split Shake
- iii. MonierLifetile – Homestead, Shake, Split Shake



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3.25.3.B. Stone-Coated Steel Shake

- i. Gerard Stone-Coated Steel Shake
 - Windsor
 - Stone-Coated Steel Tile
- ii. Gerard Stone-Coated Steel Tile
 - Driftwood
 - Mahogany
 - Charcoal
 - Rubber Shake
- iii. Euroshake – Rubber Roofing System
 - Natural or Weathered Wood

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- On the application make sure to include the current roof material and the name and color of the new roof material
- Roof replacements may need to be reviewed by the Klahanie ACC Committee

3.26. Satellite Dishes and Television Antennas (no ACC application is required)

The following are permitted within Klahanie:

1. a “dish” antenna that is one meter (39.37”) or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite.
2. an antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite.
3. an antenna that is designed to receive local television broadcast signals. Masts higher than 12 feet above the roofline may be subject to local permitting requirements.

In addition, antennae covered by the rule may be mounted on “masts” to reach the height needed to receive or transmit an acceptable quality signal (e.g. maintain line-of-sight contact with the transmitter or view the satellite). Masts higher than 12 feet above the roofline may be subject



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to local permitting requirements for safety purposes. Further, masts that extend beyond an exclusive use area may not be covered by this rule.

Antenna should be painted to blend with surroundings of its mounting, if painting does not interfere with reception. Placement of an antenna may not pose a safety hazard to anyone in Klahanie.

Placement of all satellite dishes or antennas are preferred on the side or rear of the home. If placement is on the front portion of the home, it must be painted to blend into the background from which it is mounted.

Dishes and antennae must be in good working order, in addition to being clean and well-maintained. Only one dish or antennae is permitted on the house at a time. Any cables or wiring shall be properly secured to the house, and painted to match to minimize visibility and negative aesthetic impacts. For more on appropriate wiring/cable expansion, **See Sec. 3.39. "Wires and Pipes."**

3.27. Shutters (ACC application required)

The addition of new exterior shutters to the house must be applied for indicating the design, type of material, dimensions of the shutters and the color they will be painted. Existing shutters can be either the existing trim or front door color and must be indicated on an ACC application form. For painting existing shutters, **see 3.6. "Exterior House Painting."**

3.28. Siding (ACC application required)

Replacement siding on the exterior of single family homes shall match the orientation, width, exposure, and finish of the siding being replaced. Any change in siding materials requires an application and approval from the ACC and must match the existing reveal. Only wood siding products and alternate products such as fiber-cement siding will be considered. No vinyl or metal siding products are allowed on single family homes.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing the location of new siding and the dimensions, including the current siding reveal and orientation
- Siding product information
- Color the siding will be painted. Must include color name, number and paint chip



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- Current color photo of the house showing where the siding replacement will be
- Siding replacements may need to be reviewed by the Klahanie ACC Committee

3.29. Signs (ACC approval is required)

Signs are prohibited with the exception of those addressed in the following governing documents for the Klahanie Association: **See the CC&R's, Sec. 6.10 and R&Rs, Sec. 16.0, 17.0, 18.0 and 19.0** for Association signage policies.

3.30. Solar Energy (ACC approval is required)

Solar energy systems must meet the applicable health and safety standards and requirements imposed by state and local permitting authorities. If the system is used to heat water, its installation must be certified by the solar rating certification corporation or another nationally recognized certification agency. If the system is used to produce electricity, it must meet all applicable safety and performance standards established by the applicable electric codes.

The following will be some (but not all of) the exclusive criteria that will be used in reviewing an application for solar systems:

- solar systems will be installed whenever possible so that they are not visible from the street.
- solar energy systems must not be installed above the roof line (to appear from any ground angles as breaking the plane of the roofline).
- the attachment of a solar energy system to the slope of a roof facing a street may be permitted only if the solar energy system conforms to the slope of the roof; the top edge of the solar energy system is parallel to the roof ridge, and it cannot be installed on a roof section that is not visible from the street (documentation required with reason for visible installation needed).
- any framework, supporting brackets, visible piping or wiring of solar systems is to be concealed and/or painted to coordinate with the roofing material.
- any solar system must be maintained in good condition or they will be required to be removed,

A majority vote of the ACC is required to approve the application for the installation of solar panels.



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Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing the roofline and the location of the panels
- Brochure of the panels, showing dimensions, design, and color
- Current color photo of the house showing where the panels will be
- Solar panels are reviewed by the Klahanie ACC Committee and require a majority vote

3.31. Spas and Hot Tubs (ACC application required)

All spas and hot tubs must be located in the rear of the property, must incorporate a locking cover, and must be screened from view of the street/ROW. Impacts taken into consideration are noise, visual impact, size (including gazebo coverings), windows and landscaping. Installation of a spa or hot tub must have a minimum set back from the property line of 5 feet (60 inches). Pumps may need to have a clock or other timing device which shuts down the pump to control noise, especially at night. In some cases, rubber vibration isolation pads will be required to be installed under the spa or hot tub. Corrugated materials are prohibited.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of the unit, showing dimensions, design, decibel level, color and locking cover
- If installing a pad, must include size, material and color
- Screening information (if applicable) must be detailed
- Current color photo of the house showing where the unit will be
- Spas and hot tubs are reviewed by the Klahanie ACC Committee

3.32. Storage Sheds and Out Buildings (ACC approval is required)

A storage shed shall be defined as any structure whose primary purpose shall be for storage of equipment or materials. Any structure whose primary purpose is for storage shall be reviewed as a shed and shall not be considered as a room addition as discussed in **Sec. 3.16. "House Additions and Attachments."**



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Any storage shed or out building such as a playhouse, will be considered under the following criteria:

- It must blend in with the house and maintain continuity of materials with the house; such as siding (size and orientation), roof material (product and color) and construction details such as trim, pitch of roof and doors and windows.
- The color must match the current color of the body and trim of the house.
- Approval of such buildings will also be determined by the number of other buildings on the property in the vicinity of the requested building.
- Metal and plastic type buildings are not allowed.
- Prefab/prepackaged buildings will be considered based on continuity of material with the house as stated above.
- Sheds and other out buildings may not exceed NINE (9') FEET in height and must be placed at least FIVE (5') FEET feet from the property line on all sides.
- Sheds and other out buildings may not have utilities of any kind, including but not limited to, water, electricity, telephone, sewers etc.

A detached shed or out building must be located in the rear yard or side yard only. If the structure creates an adverse visual affect from the street, the ACC may require a fence to be built to screen the shed or out building.

Permitting from the appropriate government entity is required for certain sizes of sheds.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, elevations, relationship to adjacent houses, drainage, and the major features to match the existing house
- Brochure of the structure, showing dimensions, design, and color
- Current color photo of the house showing where the shed will be
- Storage sheds and outbuildings are reviewed by the Klahanie ACC Committee



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3.33. Swimming Pools (ACC approval is required)

All swimming pools (above ground, below ground, and prefabricated) must be located in rear yards. Alternate locations will be considered only for property with an unusual configuration or topographical features.

The pool and any mechanical equipment must be completely enclosed by a 6-foot high wood fence. Location of pool pump equipment should be away from adjacent neighbors to minimize the impact of noise. Fences and gates must conform to the specifications in this document. The fence application must be submitted with the pool application.

As the installation of a swimming pool is a major undertaking, an application for preliminary approval is recommended. The preliminary application should include a site plan showing dimensions of the pool, deck, fenced area, and relationship to the house, adjacent houses, and property lines.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, elevations, relationship to adjacent houses, and drainage
- Brochure of the pool, showing dimensions, all materials, design, and color
- Current color photo of the house showing where the pool will be
- Swimming pools are reviewed by the Klahanie ACC Committee

3.34. Tree Removal (ACC application required)

No tree 8 inches or more in diameter, when measured 1 foot above the ground, may be removed without written approval of the ACC. Removal of trees for prevention of potential damage to property or personal safety reasons is permitted. All ACC applications must be accompanied by a photo of the tree and a drawing of the location of the tree to be removed on the property.

Native trees that are removed must be replaced on a one (1) for one (1) ratio with another native tree OR if it is a non-native tree you must replace it with either a tree or appropriate size shrub. The replacement tree or shrub may be placed anywhere on the property within **90 days** of the ACC application approval. Consideration of the growing pattern and the dimensions of the tree and tree roots at maturity must be considered. All stumps must be ground down or removed to be no longer visible, all chips removed, and the area landscaped.



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Planting and maintenance of replacement trees may not obstruct sight lines required along roadways, nor encroach upon walkways or block walkway lighting. Shade patterns of larger trees and possible physical damage to other properties by encroaching plantings and roots must be considered.

In taking action on the application, the ACC will take into account and consider information it receives concerning possible impacts that the proposal may have on views, natural lighting or ventilation of adjacent properties.

Consideration of alternative plantings such as shrubs as a replacement for trees will be on a case by case basis and must be applied for at the time of the ACC application for tree removal.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing the location of each tree and the relationship to adjacent properties
- Reason for the removal
- Type of each tree (must be specific not just “pine or birch” etc.)
- Current color photo of each tree
- Replacement plantings must be indicated (within Guidelines)
- Tree removals may need to be reviewed by the Klahanie ACC Committee

3.35. Trellises and Arbors (ACC application required)

Trellises and arbors may be installed in front or rear yards but must be of a simple design that compliments the existing landscape and architecture of the property. Each application will be considered on an individual basis by the ACC and must have a diagram or picture, a detailed description of the construction, color of the finished product, and any other necessary details included with the application.

All trellises and arbors must be made of wood (no metal or plastic products will be permitted) and not exceed SEVEN (7') FEET in height, as well as THREE (3') FEET in length and width (for front yards).



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Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, setbacks and the relationship to adjacent houses
- Brochure of the structure, showing dimensions, materials, design, and color
- Current color photo of the house showing where the structure will be
- Trellises and arbors may need to be reviewed by the Klahanie ACC Committee

3.36. Walkways and Pathways (ACC application required). *See also Sec. 3.18. "Patios" and 3.5. "Driveways"* for additional information.

Only hard, stabilized surfaces will be considered, such as:

- Concrete
- Gravel
- Flagstone
- Paving stones
- Stepping stones

Special care must be exercised if the addition of walkways will alter drainage patterns. Runoff must be disposed within the boundaries of the property in question.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, elevations, relationship to adjacent houses, and drainage
- Brochure of the all materials, showing dimensions, design, and color
- Current color photo of the house showing where the walkway or pathway will be
- Walkways and pathways may need to be reviewed by the Klahanie ACC Committee



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3.37. Window-Mounted Air Conditioning Units. *See also* Sec. 3.2. “Central Air Conditioning Units”

These units will be allowed from May 1 to September 30 only and all units and supporting structures **must be completely removed during all other months. Units must be installed in the rear windows only.** No permanent air conditioning units may be installed on any exterior portion of the house. All units and support structures must be well-maintained.

For houses that have rear windows that face a street, the supporting structure for the air conditioner shall be wood. The wood shall be painted the body or trim color of the house; whichever is next to the supporting structure. Plexiglass shall be used to fill any gaps.

Indoor floor model air conditioning units that have a small plastic window insert for the vent pipe may be used in a front window from May 1 to September 30 only and then the plastic window insert must be removed.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, and the relationship to adjacent houses
- Brochure of the all materials, showing dimensions, design, and color
- Current color photo of the house showing where the unit will be
- Window mounted air conditioning units may need to be reviewed by the Klahanie ACC Committee

3.38. Window Replacement (ACC approval is required)

Do not order windows until they have been approved to avoid any costly restocking charges etc. if they are not approved.

Uniformity in design shall be followed for all front-facing windows. Side and rear windows shall be plain glass or uniform in design with the front-facing windows. Only windows with no lines, a single horizontal and vertical grid on the perimeter of each pane (Queen Anne or Prairie design), or with grid lines on the full pane with 10-11” squares will be considered. A brochure showing the type of window, the glass design and the frame width must accompany the application.

Changes in window frames (eg. Aluminum to vinyl) must be the same frame width to give a uniform appearance, especially if the windows are replaced in stages.



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Window design exceptions, including typical glass in bathroom windows (such as privacy glass, etched or stained glass) may be reviewed by the ACC on a case by case basis.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing the location of each window that is being replaced
- Brochure of the windows, showing type, dimensions, design, frame width, and color
- Must indicate if the trim around the windows is also being replaced at the time. If yes, then needs to be included on the site plan for each window and the color name and number of the trim must be indicated.
- Current color photo of the house showing where the windows will be located
- Window replacements may need to be reviewed by the Klahanie ACC Committee.

3.39. Wires and Pipes (ACC application required)

All utilities, wires and pipes must be underground. This includes such additions as external lights, satellite dishes, sprinkler systems, security systems or any other electronic devices. The installation of drain pipe by the homeowner or contractor must be approved by the ACC.

Maximum effort must be taken to conceal wires and pipes from view from the street and adjacent properties. Any wires and pipes attached to the house must be properly secured, and any exposed elements must be painted to match the adjacent house background color.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, and the relationship to adjacent houses.
- Brochure of the all materials, showing dimensions, design, and color.
- Current color photo of the house showing where the wires and pipes will be located
- Wires and pipes may need to be reviewed by the Klahanie ACC Committee



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3.40. Video Cameras and Security Systems (ACC application required)

When considering camera orientation, please take into consideration privacy concerns of your neighbors. No more than two cameras shall be visible from the street/ROW.

Maximum effort must be taken to conceal wires and equipment from view of the street and adjacent properties. Any wires attached to the house must be properly secured, and any exposed elements must be painted to match the adjacent house background color.

Materials to be submitted:

- Fully completed ACC Application
- Must include signatures from all adjacent property owners (tenant signatures are not accepted). In the absence of a signature, the Association will accept registered mail receipt or email.
- Site plan showing location, dimensions, and the relationship to adjacent houses
- Brochure of the all materials, showing dimensions, design, and color.
- Current color photo of the house showing where all the cameras, mounts and wiring will be located
- Video Monitoring systems may need to be reviewed by the Klahanie ACC Committee



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4.0 PROHIBITED ITEMS

The following are expressly prohibited in all areas of Klahanie:

4.1. Drainage

Obstructing or retarding the flow of drainage is prohibited. Alterations to houses or lots which may change existing drainage patterns onto adjacent lots are prohibited.

4.2. Temporary Structures

Temporary structures are not allowed on any lot in Klahanie at any time.

4.3. Trash and Building Materials

Lumber, used building materials or litter of any kind may not be visible on any lot in Klahanie. Excess material and debris must be removed immediately after completion of any construction project.



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5.0 APPLICATION PROCEDURE

FAILURE TO SUBMIT AN APPLICATION AND RECEIVE APPROVAL FROM THE KLAHANIE ASSOCIATION, WHEN REQUIRED, MAY RESULT IN A FINE. PLEASE MAKE YOURSELF FAMILIAR WITH THE APPLICATION PROCESS AND CONTACT THE ASSOCIATION OFFICE IF YOU HAVE ANY QUESTIONS.

Applications may be obtained from www.klahanie.com (a copy is also included in this document as **Appendix A**). Return completed applications to the Association Office.

Please be sure to adequately describe the work you are proposing. Submit pictures, manufacturer specification sheets or other related items attached to your application. If you have any questions, feel free to contact the Klahanie office. If your request is not clear, it will be denied pending submittal of clarifying information. **If you are not sure what is needed, please ask questions to help ensure a smooth application process.**

The following information must accompany your application:

1. **Site Plan:** A site plan is most easily prepared by submitting a copy of your property plat. Proposed changes/additions need to be called out, including dimensions and distances from adjacent properties and houses.
2. **Materials and Colors:** Samples of the materials (where practical), colors to be used, and an indication of the relationship to existing materials and colors must be provided. For example; in most cases, a statement to the effect of the "proposed deck is to be painted to match existing house" is sufficient. If the proposed color(s) are not the same as the existing colors, color chips must be submitted for clarity. All applications involving paint must have color number(s) and paint chips attached, otherwise the application will be returned.
3. **Drawings and Photographs:** A drawing of your proposed change/addition must be provided. Do not worry about any shortcomings in your drafting or artistic ability. Where applicable, submit manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Relationships of architectural features such as existing and proposed roof lines, window sizes and locations, building heights, roof slopes, etc. must be shown. A current color photograph showing the location of the proposed work needs to accompany the application.
4. **Acknowledgement of Neighbors:** Your application to the ACC must include the signature of all other property owners who will be affected by the proposed construction, color change, landscaping, etc. Your neighbor's signature DOES NOT constitute their agreement; it simply demonstrates to the ACC that you have informed them of your plans and allows them time to review and voice any concerns in a timely manner.



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5. Third Party Comments: If a neighbor has concerns with your proposed work, they will have seven (7) days from the date of their signature to register their concerns with the Association. The ACC will then consider their concerns along with your application. Ultimately, however, the ACC decision will be based on the standards set forth in the governing documents.
6. Dates: The estimated start date and completion date of the proposed work must be included on the application. Your work must be completed within ninety (90) days of approval. If the project cannot be completed within the initial ninety (90) day approval period, please complete the Project Completion Extension Request Form and submit to the Association office. Please keep in mind the time of year when you start a project, as it needs to be fully completed within the ninety (90) day approval period.

IMPORTANT INFORMATION

Once the approved project is completed OR you decide to cancel it OR it is not completed within the ninety (90) days after approval, you must fill out an Inspection Request Form (included in Appendix A) and include a color picture of the work with all project details. An inspection will be performed and your file will reflect the results. Failure to submit the Inspection Request Form will result in a **\$100 fine**, which is billed and collected in the same manner as homeowner's assessments.



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6.0 ACC COMMITTEE REVIEW PROCEDURE

The ACC will meet on the first Wednesday of each month (or on a different date predetermined by the ACC Committee) as needed to review those ACC applications that were not able to be approved by an authorized Klahanie staff member. The meetings will be called by an authorized Klahanie staff member and those applications that will require review at this meeting will be addressed within thirty (30) days of receipt of the applications into the Klahanie office.

The following outlines pertinent details of this review procedure:

- Your correctly and fully completed application must be submitted to the Association at least seven (7) days before the meeting in which it will be considered.
- The application must be fully completed and submitted before the end of day at least seven (7) days before the meeting. If the application is not fully completed and/or if it is not submitted and received by the KHOA within the timeframe, then it will not be included on the agenda. This is to allow any third-party comments to be considered along with your application.
- All applications received after the seven (7) days prior to the meeting will be moved to the next meeting.
- The ACC needs to view most projects prior to the scheduled meeting. This ensures the homeowner a delay-free approval process.
- **EXCEPTION:** An application deemed an emergency (i.e. a leaking roof) will be reviewed at the nearest meeting. Contact the Association office for further clarification.

All Klahanie homeowners are welcome to attend ACC meetings. If you wish to come to the meeting in which your application will be considered to explain your proposed work in person, please notify the Association office in advance so the committee can be sure you are present when your application is reviewed.

Whether your application is approved or denied, you will receive written notification of the decision via regular mail shortly after the meeting. You may also call the Association office as soon as the day after the ACC meeting to find out the status of your application; *however, work shall not commence until you have received the written notice of your application's approval. If work is commenced prior to receipt of written approval, any work costs or inconvenience costs are the responsibility of the homeowner.*

If a homeowner disagrees with a decision of the ACC, that decision may be appealed to the Association Board of Directors by written request to the Board fourteen days within (14) of the ACC Decision. Resolution in a timely manner is the goal of the ACC, and such an appeal should be made to the Board for review at their next meeting following the ACC decision. No work may be performed on the project in question during the appeal process.



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Decisions made by the ACC in reviewing applications are not based on personal opinion or taste.

Judgment of acceptable design is based on the following criteria, which represent in more specific terms the general standards called out in the governing documents:

- **Conformance with Covenants:** All applications are reviewed to ensure that the proposed work conforms to the CC&Rs and Architectural Controls.
- **Validity of Concept:** The basic idea must be sound and appropriate with its surroundings.
- **Design Compatibility:** The proposed work must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined in terms of architectural style, use of materials, colors and construction details.
- **Workmanship:** The quality of work must be equal to or better than that of the homeowner's property and the surrounding area.



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7.0 STOP WORK ORDERS

The following procedure has been established for projects that do not comply with the Architectural Controls. Homeowner complaints (through the **Report of Noncompliance form in the R&Rs**) or observations by Board Members, or Association Staff may bring such projects to the attention of the Association.

Non-compliant projects tend to fall into one of two categories: “projects in progress” and “completed projects.” **See “Non-compliant...” under Sec. 2.0 “DEFINITIONS”** for more details.

7.1. For PROJECTS IN PROGRESS, the procedure will be as follows:

7.1.1. Projects started without filing an ACC application and receiving an authorized Klahanie staff member or ACC approval:

7.1.1.A. Klahanie staff will verify that a project is, indeed, in progress.

7.1.1.B. The Association Office will check to see if an application has been filed with, and approved by an authorized Klahanie staff member or the ACC.

7.1.1.C. If no application has been filed, or if an application has been filed but not yet approved, the Association Office shall immediately issue a “Stop Work Order” (Exhibit B).

7.1.1.D. Whenever any work is being done contrary to the provisions of the Klahanie Association CC&R’s or the ACC Guidelines, the Association may order the work stopped by notice in writing served on any homeowner or any person engaged in the doing or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the Association to proceed with the work.

7.1.1.E. The Stop Work Order will be hand-delivered by Klahanie staff to the project site and given to the homeowner. If the homeowner is not available, the Stop Work Order will initially be delivered to the contractor or person on-site doing the work. A second copy of the Stop Work Order will always be sent to the homeowner via certified letter.

7.1.1.F. Upon issuance of the Stop Work Order, the homeowner must immediately cease all work. The homeowner must next file the appropriate ACC application, and wait for approval through the normal ACC process prior to any further work being completed on the project.

7.1.1.G. If the homeowner does not immediately cause all work to cease, the owner shall be fined an amount of \$250 plus an additional \$100 per day, for each and every day,



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that the work continues. This fine shall be handled in the same manner as an unpaid assessment.

7.1.2. Projects started after filing an ACC application and receiving the signature of an authorized Klahanie staff member or ACC approval:

7.1.2.A. If it is found by an authorized Klahanie staff *member* or ACC that a violation has occurred because of failure to follow the ACC approved design, the Association Office will follow the Stop Work Order procedure and send to the homeowner, via hand-delivery and certified letter, a written description of the items that do not conform to the approved design. If the homeowner does not immediately cause all work to cease, the owner shall be fined an amount of \$250 plus an additional \$100 per day, for each and every day, that the work continues. This fine shall be handled in the same manner as an unpaid assessment.

7.1.2.B. The homeowner shall be required to provide a written response within ten (10) business days of receipt of the certified letter, with a proposal and schedule on how the project shall be brought into compliance with the approved design.

7.1.2.B.i. Failure of the homeowner to submit the required written proposal and schedule or to request an appeal to the ACC within ten (10) business days of receipt of the letter shall result in a fine in the amount of \$250 plus an additional \$100 per day, for each and every day, that the homeowner fails to provide the required written proposal and schedule. This fine shall be handled in the same manner as an unpaid assessment.

7.1.2.B.ii. Failure of the homeowner to bring the project into compliance with the Architectural Controls by the stated date shall result in a fine in the amount of \$250 plus an additional \$100 per day, for each and every day, that the project fails to comply. This fine shall be handled in the same manner as an unpaid assessment.

7.2. For COMPLETED PROJECTS, the procedure will be as follows:

7.2.1. Complaints will be logged, and an authorized Klahanie staff member or the ACC will appoint one member to review complaints on a bi-weekly basis. (This appointment may be rotated on a monthly basis or other schedule as agreed upon by the ACC.) This person will review any plans on file, make a visual inspection of the site, notify the subject homeowner, and collect any other relevant data.

7.2.2. Should the person handling the complaint initially find that it is unfounded (not a violation of Architectural Controls), an authorized Klahanie staff member will close the file or the ACC shall review this at their next meeting and, if there is agreement that no



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violation exists, the complaint will be closed, with notification to the complainant, if requested.

7.2.3. If it is found by an authorized Klahanie staff member or the ACC that a violation has occurred because of the completion of a project without proper prior approval, the Association Office will send to the homeowner, via USPS and certified letter, a written request to provide a completed ACC application for the project. A copy of all required application forms shall be included with the letter. The homeowner shall have ten (10) business days (plus three days for mailing) from receipt of the letter in which to submit a completed application.

7.2.4. If it is found by an authorized Klahanie staff member or the ACC that a violation has occurred because of failure to follow the ACC approved design, the Association Office will send to the homeowner, via certified letter, a written description of the items that do not conform to the approved design. The homeowner shall be required to provide a written response within ten (10) business days of receipt of the certified letter, with a proposal and schedule on how the project shall be brought into compliance with the approved design.

❖ Failure of the homeowner to submit the required written proposal and schedule or to request an appeal to the ACC within ten (10) business days of receipt of the letter shall result in a fine in the amount of \$250 plus an additional \$100 per day, for each and every day, that the homeowner fails to provide the required written proposal and schedule. This fine shall be handled in the same manner as an unpaid assessment.

7.2.5. It is in the best interest of all parties involved to review, discuss, and recommend possible resolutions. If the subject homeowner has not complied with their submitted proposal and schedule by the agreed upon timeline, an authorized Klahanie staff member or the ACC will then provide a written time schedule for homeowner's resolution of the problem. An authorized Klahanie staff member or an ACC member will be assigned to follow-up on the complaint to see that appropriate action has been taken. The complaint will remain on the ACC agenda until it is resolved. The Association Office will send to the homeowner, via certified letter, a written timeline that shall be followed to bring the project into compliance with the Architectural Control Guidelines.

7.2.6. Failure of the homeowner to bring the project into compliance with the Architectural Controls by the stated date shall result in a fine in the amount of \$250 plus an additional \$100 per day, for each and every day, that the project fails to comply. This fine shall be handled in the same manner as an unpaid assessment.



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7.2.7. In the event of a continuing violation, which results in the assessment of more than thirty days of fines, the ACC shall review the situation – giving consideration only to acts of God, material shortage, and/or labor shortage caused by labor strikes. The Association may determine at that time to initiate legal proceedings to enjoin further violation and to collect any unpaid fines. Fines shall continue to be assessed during the pendency of such legal proceedings.

7.3. Actions...that an authorized Klahanie staff member or the ACC may request of the homeowner include, but are not limited to:

- A. Submission of application and plans for an authorized Klahanie staff member or ACC approval
- B. Submission of modifications to plans=
- C. Steps to mitigate concerns or problems=
- D. Resolution by agreement among neighbors involved=
- E. Removal of unapproved projects=

7.4. Appeals...of an authorized Klahanie staff member or the ACC decisions to the Klahanie Board of Directors.

If a homeowner disagrees with a decision of an authorized Klahanie staff member or the ACC, that decision may be appealed to the Association Board of Directors by written request to the Board. Resolution in a timely manner is the goal of the ACC. All appeals to the Association Board of Directors shall be made within ten (10) business days following receipt of the decision of the ACC. An otherwise final ACC decision, if timely appealed to the Board shall be “stayed” until the Board’s final decision on that appeal has been received by the applicant. “Stayed,” means that the appealed ACC decision does not confer any rights to proceed with the proposed action the ACC decision had approved, and that any such rights to proceed are deemed suspended until the Board’s final decision on that appeal has been received by the applicant.”

If, at the hearing, the Association Board of Directors finds that a violation does exist, or if no hearing is requested and the violation continues for more than ten (10) days after the receipt by the homeowner of the certified letter, the Board of Directors shall impose fines as outlined above on the homeowner.

Any fine shall become a lien in favor of the Association and against the lot or living unit in question, arising in the same manner as liens **under CC&Rs, Sec. 4.10 “Lien to Secure Payment of Assessments”** for Klahanie. Fines will be billed and collected in the same manner as are the Association's general dues.



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8.0 “ACTS OF GOD”

See “Act of God” under Sec. 2.0 “DEFINITIONS” for details.

This phrase denotes those accidents which arise from physical causes, and which cannot be prevented.

Where the law casts a duty on a party, the performance shall be excused, if it be rendered impossible by the “Act of God”, but where the party by his own contract engages to do an act, it is deemed to be his own fault and folly that he did not thereby provide against contingencies, and exempt himself from responsibilities in certain events and in such case, that is, in the instance of an absolute general contract the performance is not excused by an inevitable accident or other contingency, although not foreseen by, nor within the control of the party.



KLAHANIE

OFFICE USE ONLY
APPLICATION #:

Appendix A Architectural Controls Application

HOW TO APPLY

1. Review all Klahanie Governing Documents; including the CC&Rs, ACC Guidelines, Rules & Regulations, etc. The most current copies can be found on the Association website.
2. Complete the entire application or your application may be returned.
3. Signature of the property owner on the application.
4. Submit the application at least thirty (30) days prior to scheduling any contractor.
5. In some cases, the Association will request additional information in order to provide a decision.
6. It is the duty of the owner and the owner's contractors to review all applicable laws, codes, guidelines and best practices. The owner **must** contact the Association office if any changes from this application occur due to these regulations.

Application questions may be directed to the Klahanie Association at compliance@klahanie.com or by calling the office at (425) 392-4663.

ALL SECTIONS MUST BE COMPLETE OR YOUR APPLICATION WILL BE RETURNED

This AC APPLICATION consists of the following sections:

I.	MASTER CHECKLIST	-	-	-	-	-	-	-	p. 52
II.	APPLICATION INFORMATION	-	-	-	-	-	-	-	p. 52
III.	GOOD NEIGHBOR NOTIFICATION	-	-	-	-	-	-	-	p. 55
IV.	TERMS & CONDITIONS	-	-	-	-	-	-	-	p. 56
V.	OWNER ACKNOWLEDGMENT & SIGNATURE	-	-	-	-	-	-	-	p. 57



KLAHANIE

I. MASTER CHECKLIST

A FULLY COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:

- [] Signatures of at least three (3) adjacent property owners.
- [] Property plot plan / site plan.
- [] Detailed description (measurements, materials, landscape, photos, brands, etc.). *See guidelines in ACs for details.*
- [] Scale plan / diagram of modification, including:
 - A to-scale site plan of your property showing any structures that currently exist on the property (house, garage, fence, etc.), and existing landforms such as slopes and elevations. Include all proposed structures, plantings and construction with clearly labeled dimensions and materials.
 - Show/call out all other approved modifications on the property since your ownership.
 - Color photo(s) of the area on the property where the project is being proposed.

II. APPLICATION INFORMATION

PROPERTY DETAILS

DATE OF APPLICATION: _____

OWNER: _____ CO-OWNER: _____

PROPERTY ADDRESS: _____

DIVISION: _____ LOT: _____

PHONE NUMBER: Mobile _____ Home _____ Work/other _____

EMAIL: _____

SPECIFICATIONS: (lot property): _____ sq. ft.

LOT TYPE (corner, cul-de-sac, interior, border on greenbelt/wetland, etc.): _____

Will this modification be attached to an existing structure? If so, please explain: _____



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PROJECT INFORMATION

Type of modification and use (check all that apply):

- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> A/C unit | <input type="checkbox"/> fence | <input type="checkbox"/> pet runs/enclosures | <input type="checkbox"/> siding/trim |
| <input type="checkbox"/> addition | <input type="checkbox"/> front door | <input type="checkbox"/> play equipment | <input type="checkbox"/> solar panel |
| <input type="checkbox"/> arbor/gazebo | <input type="checkbox"/> garage door(s) | <input type="checkbox"/> pools/hot tubs/spas | <input type="checkbox"/> sun room |
| <input type="checkbox"/> awning/patio cover | <input type="checkbox"/> gutters | <input type="checkbox"/> retaining wall | <input type="checkbox"/> tree removal |
| <input type="checkbox"/> deck | <input type="checkbox"/> landscape/rockery | <input type="checkbox"/> roofing | <input type="checkbox"/> walkway |
| <input type="checkbox"/> driveway | <input type="checkbox"/> lighting | <input type="checkbox"/> security systems | <input type="checkbox"/> windows |
| <input type="checkbox"/> exterior painting | <input type="checkbox"/> patio | <input type="checkbox"/> shed | <input type="checkbox"/> other |

PROJECT DESCRIPTION

Please give a detailed description of the project and **illustrate on the diagram**.

DESCRIPTION OF PROJECT: _____

IRRIGATION (if applicable): _____

MATERIALS/PRODUCTS (please explain thoroughly): _____

LANDSCAPING/PLANT MATERIAL (if applicable): _____

MEASUREMENTS (square footage, width, height, depth, etc.): _____

COLORS/STAINS (if applicable): _____

ROOFING PROJECT (if applicable): Name of product: _____ Color: _____

If applying for roofing, please indicate current roof material: _____



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EXTERIOR PAINTING (if applicable):

body color name: _____ body color number: _____
trim color name: _____ body color number: _____
front door color name: _____ front door color number: _____
garage door color name: _____ garage door color number: _____

FENCE PROJECT (if applicable — please mark accordingly):

fence design: (A) _____ gate design: straight _____ fence color: natural _____
(B) _____ arched _____ clear stain _____
(C) _____ Olympic cedar oil _____
(D) _____ SW 6149 _____

ADDITIONAL INFORMATION: _____



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III. GOOD NEIGHBOR NOTIFICATION

*** Note to other property owners: please read this before you sign below!**

Your signature does not constitute your approval. It indicates only that you are aware of the applicant's intention. If you have concerns with the proposed work, please notify the Association in writing within three (3) days of the date of your signature. The applicant must have the signature of at least three (3) adjacent neighbors. If a neighbor is out of town, please attach to the application a returned certified envelope (or tracking number) addressed to the homeowner. If the home is being rented, home owner signature is required. Tenant signatures will not be accepted.

FOR FENCE APPLICATIONS: If the fence is to be **shared or attached**, a letter signed by all parties as to the agreement of the shared fence must be submitted with the application. Please contact the Association office for more details prior to filing.

Print name	Address	Phone #	Signature



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IV. TERMS & CONDITIONS

PLEASE REVIEW THE FOLLOWING AND INITIAL BELOW:

- For detailed instructions regarding approval, **see ACs, Sec. 5.0 & 6.0.**
- Application should include (but may not be limited to) plans and specifications showing site layout to-scale, structural design, exterior elevations, exterior materials and colors (brochures or samples), landscaping plan, drainage plan, exterior lighting, irrigation, paint chips/swatches, other features of proposed modifications. The Association may require the submission of additional information necessary to consider any application.
- **NOTE:** If your work will alter drainage patterns of adjacent property(ies), you must obtain the signature of the affected Owner(s). A separate written agreement signed by the effected lot Owner(s) is required if the proposed work falls on, or crosses, the property line at any point.
- Any modifications to your backyard area requires a copy of the plat map for your property as many properties contain Native Growth Protections Areas that contain restrictions on building and vegetation removal.

I HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS SECTION.

APPLYING HOMEOWNER INITIALS: _____



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V. OWNER ACKNOWLEDGMENT & SIGNATURE

ACKNOWLEDGMENT

1. I understand that construction of certain projects requires that I obtain a building permit(s) from the appropriate government entity. Approval of the proposed work by the ACC does not affect or remove that requirement.
2. I understand that starting any work prior to written ACC approval is not allowed and that if alteration or construction is done and this application is not approved, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred by myself and/or by the Klahanie Association if legal action becomes necessary.
3. I understand that this application gives approval for members of the Architectural Control Committee or a representative of the Klahanie Association staff to enter onto my property to make reasonable inspection of the proposed work locations. Without this approval, the ACC may be forced to deny the proposed work due to lack of facts on which to base a decision.
4. I am aware of the Klahanie Covenants, Conditions and Restrictions and Architectural Control Guidelines in regard to the review process.
5. The proposed work must be completed within 90 days of approval of the application by the ACC.
6. Once the approved project is completed OR you decide to cancel it OR it is not completed within the 90 days after approval you must fill out an **Inspection Request/Project Completion Form** included in **Appendix B**. An inspection will be done and your file will reflect the results. Failure to submit the Inspection Request Form will result in a \$100 fine, billed and collected in the same manner as homeowner's assessments.
7. I understand that approval is contingent upon all work being completed in a workman-like manner with quality equal to or better than the original home construction.
8. I understand that if I disagree with the ACC ruling, I may appeal the decision as outlined in Section 5.0 of the Architectural Controls.
9. I understand that this application must be submitted to the office one week before the ACC monthly meeting (the first Wednesday of each month) to be considered on the agenda for that meeting should this application have to go before the ACC Committee.

I HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS SET FORTH IN THIS SECTION.

APPLYING HOMEOWNER INITIALS: _____



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SIGNATURE

I certify that the previous information and all included documents are accurate and complete. I have read and understand the Klahanie Association governing documents and the instructions as listed above which govern the procedures for undertaking any addition or alteration to my property. I officially state that the residential modification will be completed in accordance to the governing documents. I hereby authorize the members of the Association to enter upon and inspect my property to the Association rendering a determination with regard to this application. I understand that the Association does not review the plans for compliance with applicable laws or codes, and that it is the duty of the owner(s) and the owner's contractors to design and construct the proposed improvements according to applicable laws, codes and best practices. I hereby release and agree to hold the Association harmless from any cost or liability arising out of the review or approval plans for the proposed improvements.

PRINTED NAME OF APPLICANT: _____

APPLICANT SIGNATURE:  _____

DATE: _____



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Appendix B

Inspection Request/Project Completion Form for AC Application

This form will assist Klahanie in ensuring that projects are completed as approved by the Association, and those that are delayed or postponed will reflect the change in status in our records. Include photos showing project completion (photos may be affixed to the following page or submitted as attachments with this form).

Please submit this form when:

- Your project is completed, OR
- You have decided to cancel the project, OR
- It has been 90 days since the project was approved and it is not yet completed and requires an extension.

❖ A \$100 fine will be levied if the form is not returned within 90 days after approval is given. ❖

COMPLETE THIS SECTION IF YOUR PROJECT HAS BEEN COMPLETED

NAME: _____

ADDRESS: _____

DIVISION: _____ LOT #: _____ PHONE #: _____

EMAIL: _____

ACC APPLICATION # (from your approved application form or letter): _____

PROJECT COMPLETION DATE: _____ TYPE OF PROJECT: _____

IF APPLICABLE PLEASE FILL OUT THE FOLLOWING INFORMATION

ROOF PROJECT: Name of product _____, color _____

EXTERIOR PAINTING (if applicable):

body color name: _____ body color number: _____

trim color name: _____ body color number: _____

front door color name: _____ front door color number: _____

garage door color name: _____ garage door color number: _____

TREE REMOVAL (if applicable): name of replacement tree: _____ location of tree: _____

OTHER (please describe): _____



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COMPLETE THIS SECTION IF YOUR PROJECT IS PAST 90 DAY APPROVAL OR IS CANCELLED

NAME: _____

ADDRESS: _____

DIVISION: _____ LOT #: _____ PHONE #: _____

ACC APPLICATION # (from your approved application form or letter): _____


☐

PROJECT HAS BEEN CANCELLED

☐

PROJECT IS PAST ITS 90-DAY APPROVAL AND REQUIRES AN EXTENSION OF _____ DAYS

PRINTED NAME OF PROPERTY OWNER: _____

SIGNATURE:  _____

DATE: _____

PLACE PHOTO(S) HERE
(or submit as email attachment)

FOR KLAHANIE OFFICE USE ONLY — PLEASE DO NOT MARK THIS AREA

PROJECT COMPLETED AS SUBMITTED?

☐

YES

☐

NO

DATE OF COMPLETION: _____ INITIALS: _____

COMMENTS: _____



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Appendix C STOP WORK ORDER

**KLAHANIE ASSOCIATION
4210 244TH PLACE SE
ISSAQUAH, WA 98029**

[Date (Full)]

SENT USPS____ CERTIFIED____
COMPLIANCE OFFICER

DELIVERY_____

[Owner's Name]

[Mailing Address Line 1]

[Mailing Address Line 2]

[Mailing City-State-Zip code]

RE: [Prop. Street Address]

Account # [Prop Acct #]

STOP WORK ORDER

Dear [Owner's Name]

Klahanie Association AC Guideline 7.0 - STOP WORK ORDER

It has come to the attention of the Klahanie office that the [CCR Detailed Description] is the subject of concern. According to Section 7.0 B of the Klahanie Association Architectural Controls all projects must be completed according to an approved ACC application and in accordance with the ACC Guidelines.

You are directed to **STOP WORK IMMEDIATELY** in order that this matter may be resolved. You are required to submit a fully completed AC application within 13 days of the date of this letter (10 days per the AC Guidelines and 3 days for mailing) with the request for your project.

Failure to comply with this STOP WORK ORDER will result in a fine of up to \$250 plus an additional \$100 per day, depending on the circumstances of the project as defined in Section 7.0 Stop Work Order in the Architectural Control Guidelines.

Please contact me if you have any questions and please reference the account # above on all correspondence with us.

Sincerely,

Director of Operations



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Appendix D Fence Design and Specifications

There are only 5 (five) standard fence designs in Klahanie. This includes one exception for properties bordering a green space. Some subdivisions have non-conforming designs which overtime will have to be changed to match Fence design A - fences bordering Klahanie Boulevard and its main side streets (from Pine Lake Road to 256th Ave SE to Beaver Lake Road), Fence Design B (to be used between houses and in backyards), Fence Design C (to be used between houses and in backyards), Fence Design D - fences bordering Klahanie Drive and its main side streets (from 256th Ave SE to Falls City Road) or split rail fences (only allowed along a green space).

Limited modifications to the above standard designs are as follows:

- **Modified Fence Design A** may be used between houses and in backyards, not bordering Klahanie Boulevard and its main side streets. The HORIZONTAL BOARDS ONLY may be reduced as follows: 2X6's can be substituted with 1X4's and 2X4's can be substituted with 1X4's to give a lighter look to the fence.
- **Modified Fence Design B** (no horizontal bottom board) may be used in any area NOT visible from the street).

All replacement or new fences MUST have ACC approval. An application form can be found in **Appendix A** of this document and the appropriate design can be found below. All applications must be accompanied by a drawing indicating the location of the new fence and a completed application form indicating the design and the finish of the new fence material.

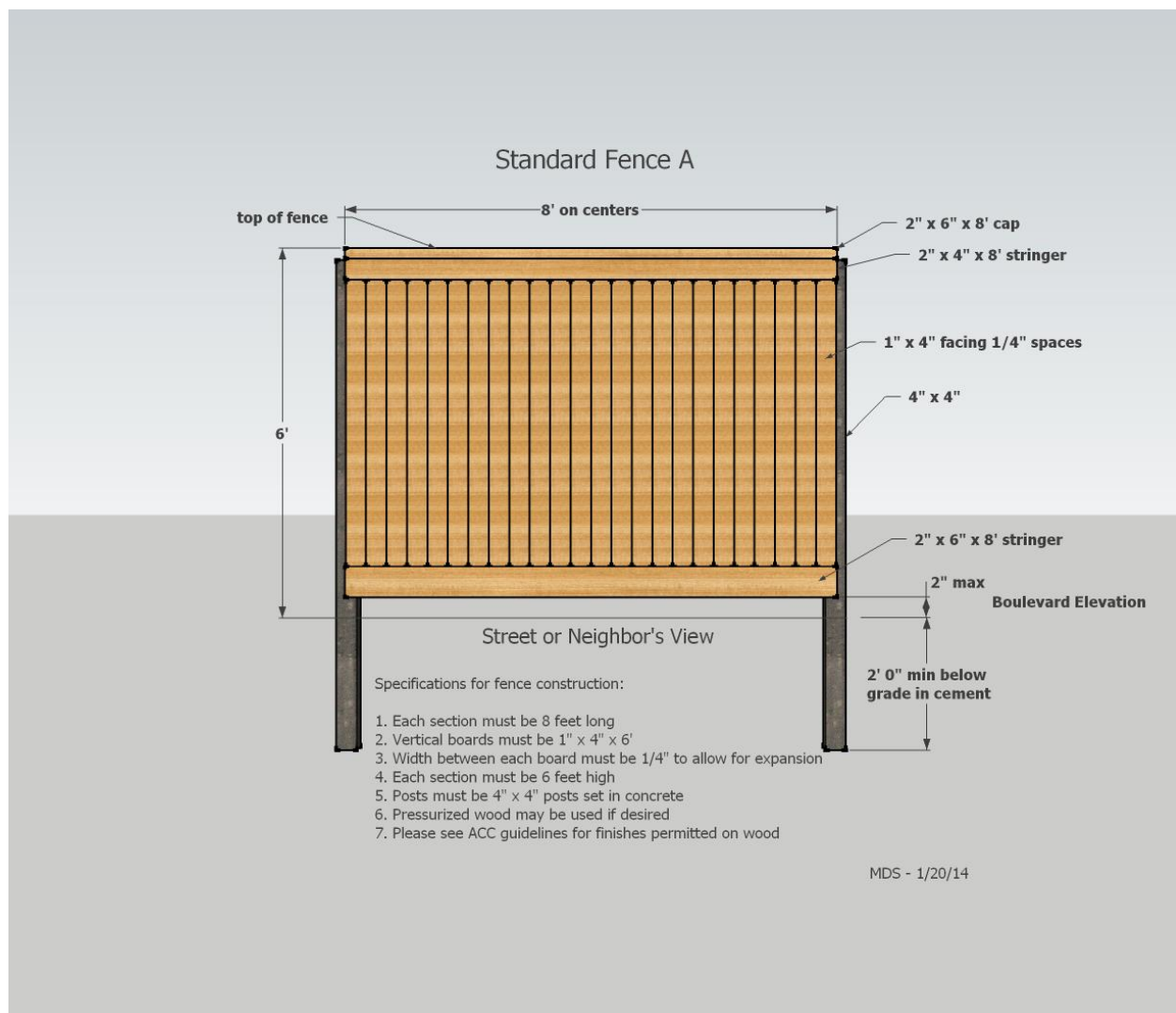
All **repaired** fences must be exactly the same design as the adjacent fence that is not being repaired and must also be the same color, either left natural, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained with Sherwin Williams Solid Exterior Wood Stain 6149, Relaxed Khaki. Fences that are **adjacent** to one another, such as bordering a street or surrounding the perimeter of the property, must ALL be the same color. Fences facing the front street that are between houses may be left natural, sealed with a CLEAR (no color added) wood protectorate, stained with Olympic Maximum Tinted Waterproofing Sealant Penetrating Oil Formula in CEDAR NATURAL TONE (no other shade or color is permitted) or stained with Sherwin Williams 6149, Relaxed Khaki and must match the adjacent fence.

Failure to apply for either a replacement fence or the construction of a new fence will result in a fine of \$250.00 plus \$100/day until a completed ACC application form is submitted for approval.

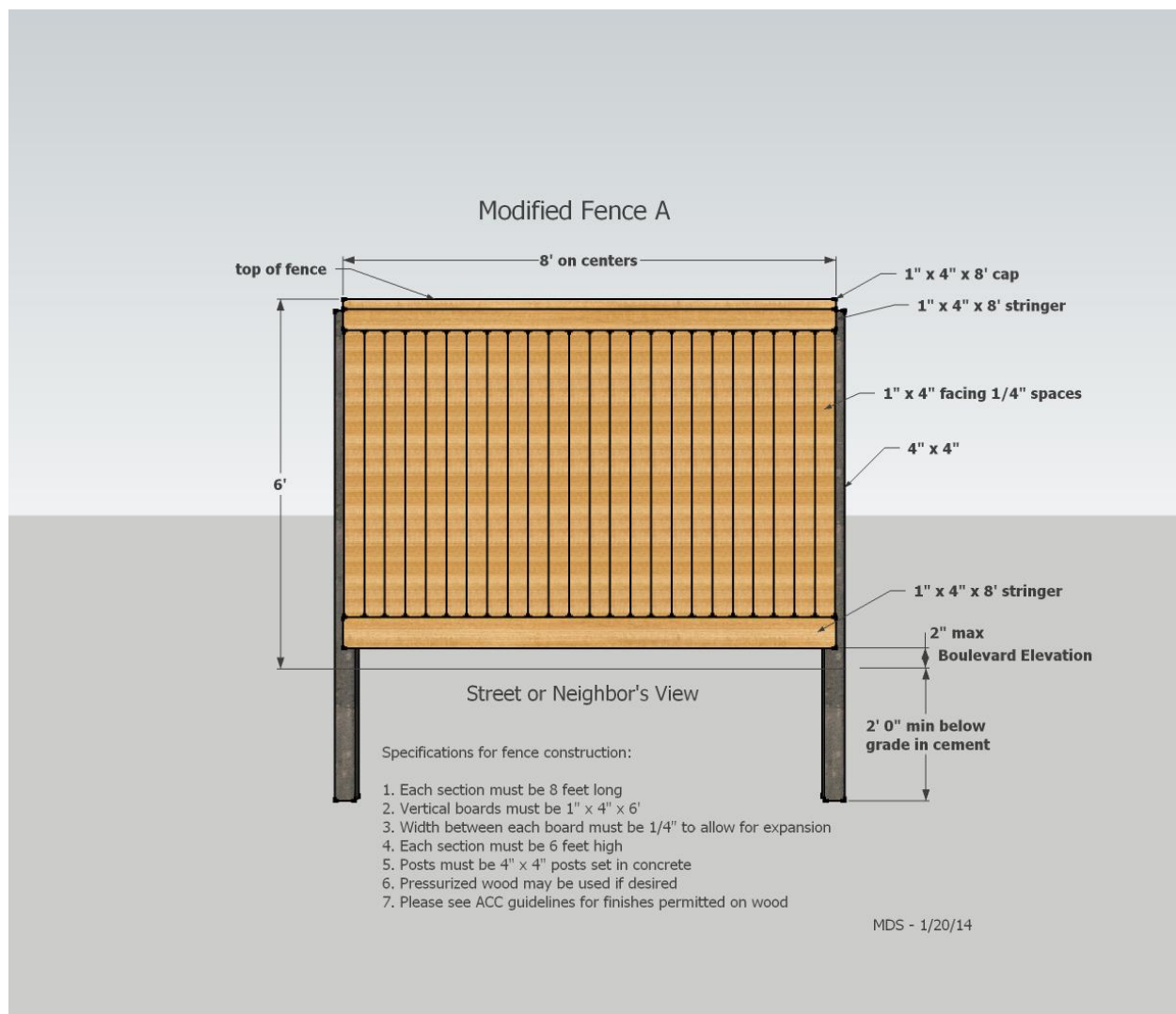
For a complete copy of the ACC guidelines related to fences, **see Section 3.10. "Fences and Gates."**



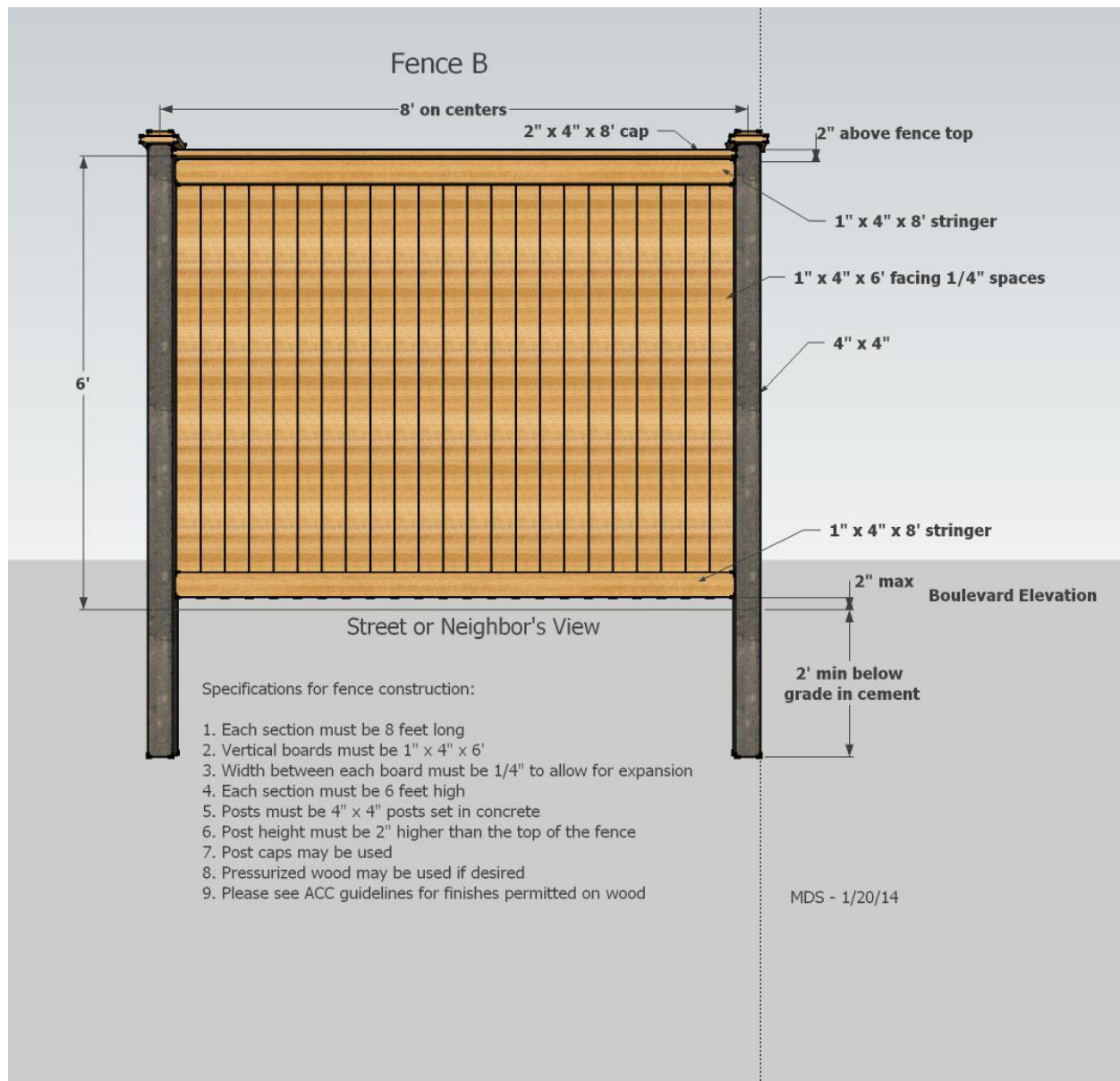
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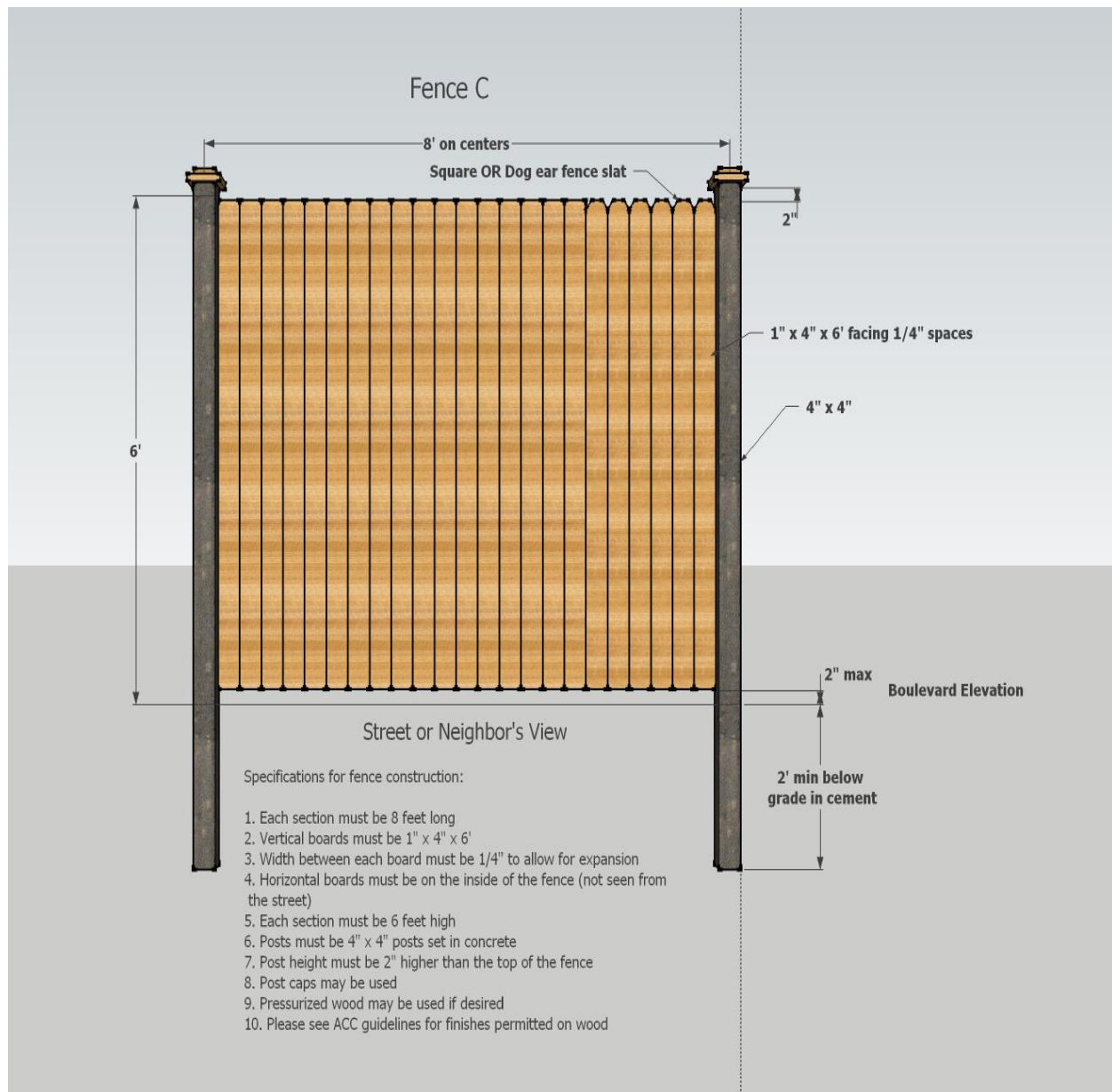
KLAHANIE



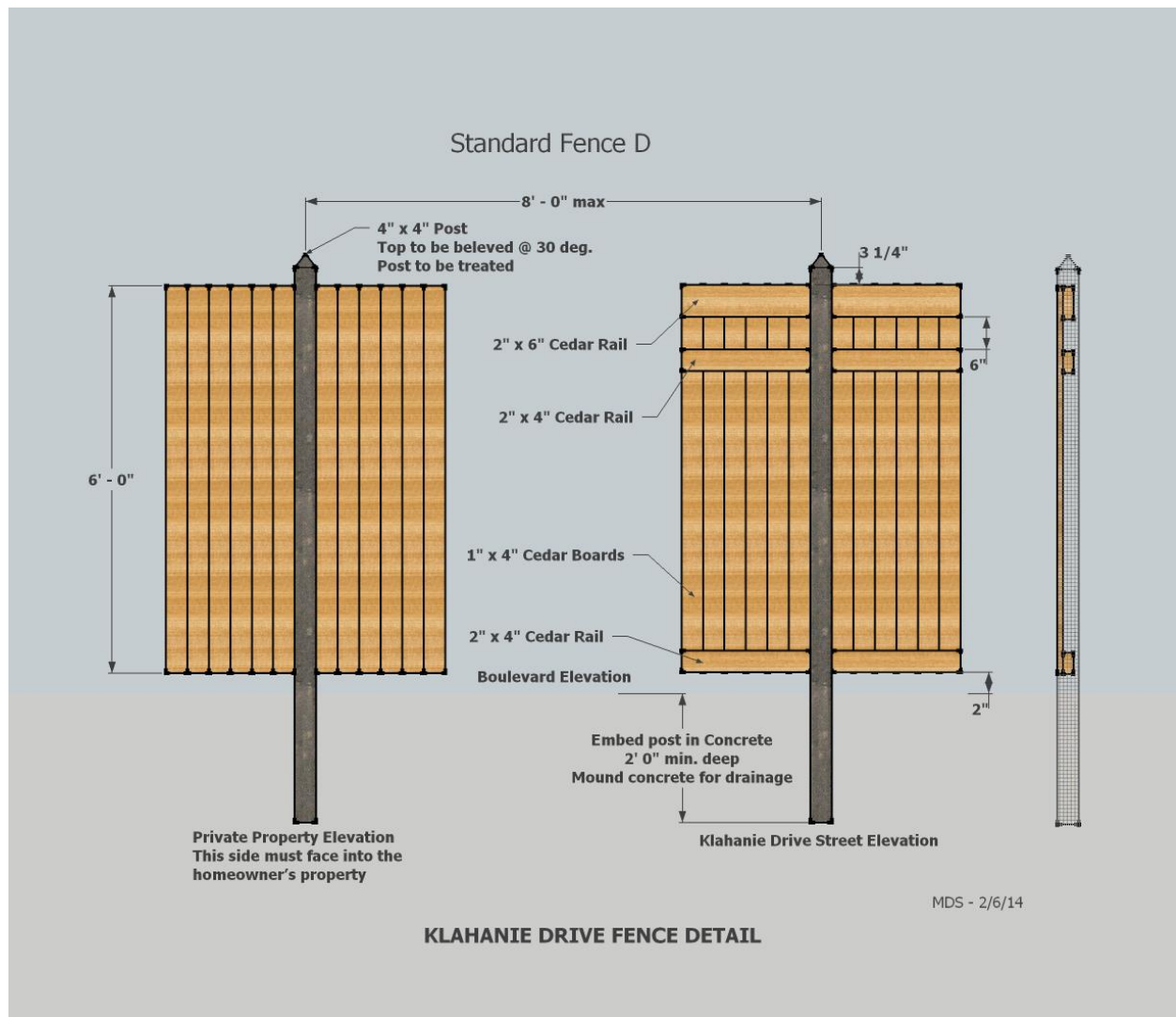
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Appendix E Exterior House Painting Color Palette

Note: Paint colors are listed in numerical order, by column. The listing continues on the following pages.

Body Color	Number	Body Color	Number	Body Color	Number
Simply Irresistible	205	Stampede	979	Northwood Brown	1000
Cream Fleece	233	Woodcliff Lake	980	North Creek Brown	1001
Crisp Khaki	234	Cedar Key	982	Shabby Chic	1018
Oak Ridge	235	Smokey Taupe	983	Dellwood Sand	1019
Weekend Getaway	473	Stone Hearth	984	Woodacres	1020
Mistletoe	474	Indian River	985	Long Valley Birch	1021
Galapagos Green	475	Smoky Ash	986	Maple Shadows	1022
Jade Romanesque	476	Buckhorn	987	Carlisle Cream	1031
Silver Sage	506	Alphano Beige	989	Bar Harbor Beige	1032
Grecian Green	507	Hampshire Taupe	990	Hillsborough Beige	1033
Tree Moss	508	Grege Avenue	991	Clay	1034
Cypress Green	509	Ticonderoga Taupe	992	Cambridge Riverbed	1035
Limestone	513	Beachcomber	993	Deer Trail	1036
Flowering Herbs	514	Fallen Timber	994	Everlasting	1038
Baby Turtle	515	Mocha Cream	995	Stone House	1039
Tapestry Beige	975	Ashen Tan	996	Sandy Brown	1046
Coastal Fog	976	Baja Dunes	997	Deer path	1047
Brandon Beige	977	Cabot Trail	998	Sea Urchin	1052
Raccoon Hollow	978	Rustic Taupe	999	Sierra Hills	1053



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Body color	Number	Body color	Number	Body color	Number
Sherwood Tan	1054	Herbal Escape	1487	Senora Gray	1530
Moccasin	1059	Sage Mountain	1488	Victorian Garden	1531
Fairway Oaks	1075	Devonshire Green	1489	Majestic Sage	1532
Capilano Bridge	1076	Country Life	1490	Bayleaf	1533
Great Plains Gold	1077	Aegean Olive	1491	Rodeo	1534
Barbados Sand	1094	Morning Dew	1493	Seattle Mist	1535
Oakwood Manor	1095	Vale Mist	1494	Northern Cliffs	1536
Hidden Valley	1134	October Mist	1495	River Gorge Gray	1537
Nimbus	1465	Raintree Green	1496	Wildwood Crest	1538
Smoke Embers	1466	Rolling Hills	1497	Roosevelt Taupe	1539
Baltic Gray	1467	Forest Floor	1498	London Fog	1541
Willow Creek	1468	Sweet Spring	1500	Himalayan Trek	1542
Eagle Rock	1469	Paris Rain	1501	Plymouth Rock	1543
Bear Creek	1470	Cheyenne Green	1502	Waynesboro Taupe	1544
Alaskan Husky	1479	Texas Sage	1503	Iron Gate	1545
Sleigh Bells	1480	Passion Vine	1504	Gargoyle	1546
Half Moon Crest	1481	Spanish Olive	1509	Artic Gray	1577
Sabre Gray	1482	Dried Basil	1510	Iced Marble	1578
Cos Cob Stonewall	1483	Bed of Ferns	1511	Greyhound	1579
Ashwood Moss	1484	Pining for You	1512	Intrigue	1580
Brushed Aluminum	1485	Early Morning Mist	1528	Millstone Gray	1581
Winterwood	1486	Stingray	1529	Sterling	1591



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Body color	Number	Body color	Number	Body color	Number
Blue Springs	1592	Aspen Skies	1656	Hale Navy	HC-154
Adagio	1593	Niagara Falls	1657	Newburyport Blue	HC-155
Shaker Gray	1594	Lakeside Cabin	1658	Van Deusen Blue	HC-156
Silver Lake	1598	Spellbound	1659	Narragansett Green	HC-157
Marina Gray	1599	Polar Ice	1660	Newburg Green	HC-158
Timber Wolf	1600	Heaven on Earth	1661	Phillipsburg Blue	HC-159
Hearthstone	1601	Mediterranean Sky	1662	Kendall Charcoal	HC-166
Silvery Moon	1604	New Born's Eyes	1663	Amherst Gray	HC-167
Winter Solstice	1605	Sea Reflections	1664	Chelsea Gray	HC-168
Cobblestone Path	1606	Mozart Blue	1665	Tyler Taupe	HC-43
Englewood Cliffs	1607	Blue Haze	1667	Lenox Tan	HC-44
Ashland Slate	1608	Blue Stream	1668	Shaker Beige	HC-45
Temptation	1609	Saratoga Springs	1669	Alpine White	OC-124
First Snowfall	1618	Labrador Blue	1670	Swiss Coffee	OC-45
Silver Mist	1619	West Coast	1671		
Blue Heather	1620	Alfresco	1672		
Little Falls	1621	Vermont Slate	1673		
Mineral Alloy	1622	Nantucket Fog	AC-22		
Britannia Blue	1623	James River Gray	AC-23		
Glacier Blue	1653	Charlotte Slate	AC-24		
Ashwood Gray	1654	Everard Blue	CW-575		
Blue Bay Marina	1655	Washington Blue	CW-630		



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Front Door Color Only	Number	Trim Color Only	Number	FENCE Color	Number
Heritage Red	RME-25	Decorators White	RMI-04	Relaxed Khaki	SW 6149
Charcoal Slate	RME-86	White	PM-3/I-01	(Sherwin Williams Exterior Wood Stain)	
Classic Burgundy	PM-17 /E-26	Brilliant White	RME-01		
Tudor Brown	RME-62	Atrium White	RMI-79		
Cottage Red	RME-22	White Dove	OC-17 /I-06		
Georgian Brick	HC-50	Ice Mist	OC-67		
Lafayette Green	HC-135	Alpine White	OC-124		
Evening Sky	833	Swiss Coffee	OC-45		
Bordeaux Red	1365				
Hamilton Blue	RME-36				
Black	21362-10/I-80				
White	See notes below				

PLEASE NOTE THE FOLLOWING

The Front Door Colors and Trim colors above **CANNOT** be used as body colors on the houses. You may choose any of the Body Colors above for a body, door (front or garage door) or trim color.

The garage door color **MUST** be the same as the current body or trim color of the house.

If you wish to have a white front or garage door, the trim on your house must also be an approved white color and the front or garage door color must be the same white as the trim white

****ALL COLORS ARE BENJAMIN MOORE except for the fence color which is SHERWIN WILLIAMS.**

