

**TOWNE POINT OWNERS ASSOCIATION  
REVISION OF RULES AND REGULATIONS/GUIDELINES  
ARCHITECTURAL COMMITTEE November 2009**

**PURPOSE:** The purpose of these rules is to help ensure an orderly and well managed manufactured home subdivision to protect our neighborhood and the investment in our homes and property.

We hope all residents will be considerate of their neighbors and abide by these guidelines in the spirit intended to preserve the peace and quiet and enjoyment of our homes. The rules are intended to be consistent with the Property Use and Development Agreement (PUD); The Covenants, Conditions and Restrictions of Record (CC &R's); the Bylaws; and the City and County building codes currently in effect. All construction projects shall conform to these instruments.

**PLANS AND SPECIFICATIONS APPROVAL PROCESS:** All new construction project proposals will be submitted by the owner, developer, or contractor to the Architectural committee, in 3 copies, including the plans specifications of any house, fence outbuilding or other structure to be permanently installed on the property, prior to construction or installation, for approval. A site plan or sketch of the property, including location of corners will be included. The committee will review the proposal to ensure that construction is consistent with the general plan of development for Towne Point, as spelled out in the PUD agreement.

The committee will conduct on-site reviews as needed in a reasonable time frame, and not unnecessarily hold up work. Proposals will be reviewed by the committee and returned as approved or rejected within 10 days. If changes are needed the committee will be as specific as possible about needed changes.

**PROPERTY CORNERS:** Prior to construction, or any on site review, property corners will be staked so that fences are properly located and set backs for improvements are adhered to. If you need help in locating corners, the committee may be able to help.

**MANUFACTURED HOMES:** All homes placed in the Subdivision shall be multi – sectional manufactured homes meeting HUD codes, built after 1978, and shall be at least 900 square feet in size, exclusive of garages, carports, patios, porches and breezeways.

**ADDITIONS TO EXISTING HOMES:** Any additions or changes to the basic rectangle of the original home that alters the home structure or is weight bearing to the main building, must be inspected and approved by the Washington State Department of Labor and Industry according to state law. Applications and further information are available from the State L and I office in Port Angeles.

**RAIN GUTTERS:** All roofed structures shall have rain gutters with down spouts installed. Rain water may not be diverted onto adjacent property. If necessary, drain spouts will be directed to dry wells or run to a designated drain area or storm sewer.

**LOT SIZES AND SET BACKS:** No more than one single family residence shall be installed per lot. Set backs shall be not less than 5 feet on side lot lines, and 10 feet from front and back lines.

**FENCES:** All fence proposals shall be submitted to the committee for approval.

**a.** Fences along the back property line and the side lines up to the front corner of the house are to be no higher than six (6) feet.

**b.** From the front corner of the house to the front property line, fences are to be no higher than four (4) feet. Remember that the property corners are back from the paved roads anywhere from 5 to 10 feet, to be outside road right-of-way lines.

**c.** If a fence is to be installed across front property lines, it shall be no higher than three (3) feet and of an open design. Any fence facing the front line, but even or behind the front side of the house may be six feet in height.

**d.** If a fence is entirely within and inside your property, you retain control and responsibility. If the fence is installed on the property line, both neighbors share the control and maintenance responsibility.

**SIGNS:** No signs shall be placed at the entrance to Towne Point, or at street corners without the permission of the Board of directors. Those signs deemed necessary such as Real Estate, Political or Garage sale signs may be placed on the owner's property only, and must be removed in a timely fashion when no longer needed.

**ACCESSORY STRUCTURES:** All other accessory structures permanently attached to the property must be approved in the same way as mentioned above.

**PROSECUTION OF WORK:** All construction will be prosecuted and completed in a timely manner by diligent effort. Construction shall conform to all applicable City, County and State Agency requirements, when such requirements take precedence over this document. Property owners shall notify the committee promptly upon completion of improvement projects to allow for inspection of the work for compliance with submitted plans. Inspections will be completed within ten (10) days of notification.

**ADDITIONS AND AMENDMENTS:** These rules may be altered, revoked, or revised as deemed necessary by the Board of directors of the Towne Point Owners Association. Any such alterations or amendments, upon adoption by the Board of Directors shall become a part of and enforceable as part of these rules and regulations.

**APPROVED; TOWNE POINTE BOARD OF DIRECTORS**

**DATE**

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