Evergreen Shores Beach Club Homeowner's Association

# Architectural Planning Committee Rules

Evergreen Shores Beach Club
7540 Lakeside Street, SW, Olympia, WA 98512

Effective Date: January 1, 2026

For more info, contact the community manager in Attachment 1.

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# Architectural Planning Committee Rules

Evergreen Shores Beach Club
7540 Lakeside Street, SW, Olympia, WA 98512

Effective Date: January 1, 2026

## PURPOSE OF THIS DOCUMENT

The Board of Trustees (Board) for Evergreen Shores Beach Club (ESBC) adopts this policy that establishes an expectation for submission to the ESBC Architectural Planning Committee (APC) of applications for review of new construction, exterior renovation projects and establishes penalties for not abiding by the policy. This policy replaces all previous versions and is effective as of January 1, 2026, once signed by the President of the ESBC Board of Trustees (Board) or their designee.

## WHO DOES THIS POLICY APPLY TO?

This policy applies to homeowners in the following areas of Evergreen Shores Beach Club:

Division I – Recorded on November 6, 1968 (Recording #721108 at Thurston County).

Division 2 – Recorded on April 11, 1969 (Recording #799274 at Thurston County).

Division 2A – Recorded on October 27, 1969 (Recording #811531 at Thurston County).

Division 3 – Recorded on December 30, 1969 (Recording #814860 at Thurston County).

## I. DEFINITIONS OF TERMS

**Board of Trustees (Board):** The ESBC by-laws provide for selection of a group of ESBC homeowners to make decisions regarding operation and administration of the ESBC Homeowners Association and amenities owned or managed by ESBC.

**ESBC Homeowners Association (Association):** A Washington State not-for-profit organization made up of ESBC members.

**Member:** A member is defined as a homeowner in ESBC. The official Member is the person(s) listed as the property owner in Thurston County records.

**Member in Good Standing:** A Member who is current on all HOA dues, fees, and assessments (or on an approved payment plan) and is not under suspension or revocation of amenity rental privileges.

## II. WHAT IS THE ARCHITECTURAL PLANNING COMMITTEE (APC)?

A. The Evergreen Shores Beach Club's Protective and Restrictive Covenants (Declarations) require an Architectural Planning Committee (APC) made up of members of the Board.

B. The APC ensures that:

1. No building or structure can be placed, built, or altered on any lot until the plans and location are submitted and approved in writing by the APC.
2. The APC is made up of three members, who are the elected officers of the Evergreen Shores Beach Club, Inc (ESBC).
3. APC decisions are based on:
    - Quality of workmanship and materials
    - Harmony of exterior design with existing houses
    - Proper placement with respect to the land's topography and elevation

C. The Board of Trustees (Board) may create rules to help guide how the APC reviews and approves building and structure requests.

## III. WHAT MUST THE APC REVIEW?

A. **New construction projects.**

B. **Changes to exterior of houses** – Homeowners are required to submit to the APC an application for review for all new construction projects or any projects that change the exterior of houses and properties, except:

- Fences
- Gutters
- House paint
- Yard care or junk cleanup, excluding junk or inoperable vehicles (report safety issues to the county)
- Siding
- Windows
- Emergency repairs (fire, weather, vandalism)

## IV. WHO NEEDS TO SUBMIT PLANS TO THE APC?

Any ESBC homeowner or lot owner who plans to construct a new house or make any changes to the exterior of an existing house in Evergreen Shores must obtain approval from the APC, unless the proposed change is exempt as outlined in Section III-A of this policy.

## V. WHEN SHOULD AN APPLICATION BE SUBMITTED TO THE APC?

A. **New construction or exterior renovations** - The application to the APC must be submitted prior to the completion of the Thurston County permit or licensing process. The APC's decision must then be submitted to Thurston County for consideration as part of their permit or licensing review.

   Homeowners and lot owners must apply to the APC for review of any project involving new construction or exterior renovation of a house or property that requires a permit or license from Thurston County, except for projects exempted in Section V-A of this policy.

## VI. HOW LONG DOES THE APC HAVE TO DECIDE ON AN APPLICATION?

The APC has 30 days to respond. If they don't, the application shall be considered approved.

The community manager shall communicate the APC's decision regarding the application.

## VII. WHAT ACTIONS CAN THE APC TAKE ON AN APPLICATION?

A. APC Actions

   Upon review of a submitted application, the APC may:

   - Approve the application and plans as submitted.
   - Approve with conditions, requiring specified changes or modifications to the submitted plans.
   - Deny the application and plans.

B. The homeowner or lot owner is responsible for accurately conveying the APC decision to all relevant Thurston County departments and ensuring that the information is properly included in any permit or licensing process.

## VIII. WHAT IS THE PENALTY FOR NOT APPLYING TO THE APC FOR NEW CONSTRUCTION, EXTERIOR WORK, OR FOR IGNORING THEIR INSTRUCTIONS?

If a homeowner undertakes work without obtaining prior approval from the APC or fails to adhere to the APC-approved plans, the Board may impose fines and charge any associated repair or restoration costs to the homeowner's ESBC account, in accordance with the following schedule:

| **1st Violation** | **2nd Violation and Subsequent Violations** |
|---|---|
| $300 | $450 per violation |

## IX. ACCEPTED PAYMENT METHODS

A. Electronic Funds Transfer (EFT) – no charge

B. Credit card – the credit card company will add a charge of 3% of the transaction cost to your purchase.

C. Mail a check. The mailing address for payment by check is in Attachment 1. There is no transaction cost for paying by check.

**FOR MORE INFO, CONTACT THE COMMUNITY MANAGER LISTED IN ATTACHMENT 1.**

**Approved by ESBC Board of Trustees on December 1, 2025.**

Signature of Board President or Designee

12-1-25
Date

Terry Wilson
Printed Name

ATTEST:

Signature of Board Secretary or Designee

12/1/25
Date

SCOTT
Printed Name

# ATTACHMENT 1 – CURRENT CONTACT AND OTHER INFORMATION REGARDING THIS POLICY – CURRENT AS OF JANUARY 1, 2025

This attachment provides additional detail regarding contact information and processes, products, processes, processes, or services referenced in the policy.

## Operations management platform used by the association (either cloud-based, online, online or software based)

The current service used is the PayHOA platform.

## Community management company

Contact Robert Mendel, Community Manager, for all inquiries concerning ESBC.

Bighorn Management, LLC
Robert Mendel, Community Manager
215 Legion Way SW
Olympia, WA 98501
(360) 780-3279
info@bighornmanagement.com.

## Architectural Planning Committee Application

The official Evergreen Shores Beach Club Homeowners Association complaint form is available for downloading at http://evergreenshores.org/Governing_Documents or on the PayHOA platform.

If accessing through the PayHOA platform, after signing into your account you will first click on the “Requests” menu item. Then, click on “Architectural Request”.

## Mailing address for checks written to pay ESBC charges, including annual assessments, amenity rentals, fines, administrative fees, and late fees:

*Evergreen Shores Beach Club, PO Box 94046, Las Vegas, NV 89193-4046*

# ATTACHMENT 2 – HOW TO APPLY TO THE APC? – CURRENT AS OF JANUARY 1, 2025

## 1. How do I apply to the APC to review my project?

A. Use the official Evergreen Shoes Beach Club Homeowners Association Architectural Planning Committee Application form (Attachment 2). The form can either be completed online and submitted through the operations management platform used by the association (Attachment 1) or downloaded from http://evergreenshores.org/Governing_Documents.

B. Send the completed form to the community management company whose contact information is available on Attachment 1 of this document. If you are using a downloaded form, you will need to send the form and supplemental documentation by email to the community manager. The form will automatically be sent to the community manager if you are completing the form through the operations management platform, but you will still need to send the supplemental documentation by email.

C. The community manager shall confirm with the applicant within 48 hours that the application has been received and will explain the next steps, including any additional information needed to complete the application. The community manager shall confirm receipt through an email using the email contact information in the operations management platform used by the association

D. Once the application is complete, the community manager shall convey the application and supportive documentation to the APC for review

## ATTACHMENT 3 - ARCHITECTURAL PLANNING COMMITTEE APPLICATION – CURRENT AS OF JANUARY 1, 2025

### Applicant Information

| | |
|---|---|
| Full name of person making application | |
| Street address where work will be taking place: | |
| Applicant Telephone Number: | |
| Applicant Email Address: | |

### Specifics of the Application

| | |
|---|---|
| Which of the following are you applying to the Architectural Planning Committee (APC) for review: | _____ Construction of new residence<br>_____ Change to exterior of existing house |
| Please briefly describe what you are planning to do | |
| If this is new construction or if you are changing the exterior of an existing home, when did you contact Thurston County about whether you need building or other permits? | Date:<br>Person(s) contacted at Thurston County: |
| What were you told when you contacted Thurston County? | _____ This project needs to have a building permit<br>_____ This project does not need to have a building permit<br>_____ This project requires additional permits as well. (Please list the additional required permits here: |

| | |
|---|---|
| Please attach any relevant blueprints, architectural drawings, or other information that documents the changes you want to make. | |

Signature of Applicant

Date

Printed Name

## ATTACHMENT 4 – SUMMARY OF POLICY

# Evergreen Shores Beach Club (ESBC)

# Architectural Planning Committee (APC) Rules Quick Guide

**Effective:** January 1, 2026

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## Purpose

Homeowners must get APC approval for:

- New construction
- Exterior renovations

This ensures work meets community standards and complies with Thurston County regulations.

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## Who Is Effected By This Policy

All homeowners and lot owners in ESBC Divisions 1, 2, 2A, and 3.

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## APC Overview

- Comprised of ESBC Board of Trustee members
- Reviews plans for:
    - Quality and materials
    - Exterior design harmony
    - Placement relative to land and topography

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## When Approval Is Required

- **New construction / exterior renovations:** Submit application to APC before completing Thurston County permits.

**Exemptions:** Routine maintenance, minor repairs, or emergency work (see policy Section V-A).

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## APC Decisions

- **Approve** as submitted
- **Approve with conditions** (changes required)
- **Deny** the application

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## Enforcement & Fines

- Work without approval or contrary to approved plans may result in fines and repair costs.
- **Fine Schedule:**
    - 1st Violation: $300
    - 2nd & Subsequent Violations: $450 each

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## Application Process

1. Complete the official APC application form (online or email).
2. Submit to the community manager along with any supporting documents.
3. Community manager confirms receipt within 48 hours.
4. APC reviews application and responds within 30 days.
    - If no response in 30 days, application is automatically approved.
5. Homeowner must provide APC decision to Thurston County if a permit is required.

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## Contact

Contact Robert Mendel, Community Manager, (360) 780-3279, info@bighornmanagement.com, for all inquiries concerning ESBC or this policy.