

MONTERRA HOA ARCHITECTURAL GUIDELINES

These guidelines are intended to help residents in the Monterra HOA know if actions they are taking with respect to their home and/or Lot require prior approval of the Architecture Committee. Refer to the Covenants, Section 5 for detailed information; specific sections are referenced in the relevant sections of the Guidelines, below.

Note that many changes to manufactured homes require the person making the changes obtain a work permit/inspection from the Washington State Department of Labor & Industries (L&I) prior to starting work. We have indicated in these guidelines the changes that require such permits. The Monterra HOA may ask you to provide evidence that the permit has been obtained before approved your Architecture Request. Details on what work requires a permit, obtaining a permit and the processes can be found at

<https://lni.wa.gov/licensing-permits/manufactured-modular-mobile-structures/manufactured-home-permits-inspections/>

In some situations, you may need to obtain a permit from Clallam County Building Division, such as when installing a new home, or installation of certain other structures on your Lot, depending on size/location of the structure. Consult the Clallam County Community Development Department to determine if your proposed change requires a permit.

<https://www.clallamcountywa.gov/178/Community-Development-DCD>

Architecture Requests can be found in the clubhouse, on the wall below the bulletin board. If you have questions, or want to discuss a proposed change, email us at Architecture@monterrahoa.com

Exterior Changes

Installing new or Replacement Home*

Alterations	Architecture Approval?	L&I Permit?	County Bldg Permit?
New/Replacement Home on Lot	YES	YES	YES

*See Covenant sections 5.2, 5.3, 5.4, 5.26 for details

Painting and siding

Alteration	Architecture Approval?
Painting the exterior (Provide color chip/sample)	YES
Replacement of siding	YES
Bottom Board - Repair of normal deterioration	YES

Roofing

Alteration	Architecture Approval?	L&I Permit?
Reroofing	YES	YES
Applying liquid or mastic roof sealant to a metal roof	NO	NO
Repair of damaged composition shingles	NO	NO

Structural changes

Alterations	Architecture Approval?	L&I Permit?
Adding a dormer, skylight or solar tube	YES	YES
Repair or replace trusses, load bearing joists or beams	YES	YES
Add opening in wall	YES	YES
Solar panels	YES	YES

Windows

Alterations	Architecture Approval?	L&I Permit?
Replacement in same opening with no structural changes	YES*	NO
Replacement when structural changes are required	YES	YES
Replacement of glass	NO	NO

*Windows in bedrooms must be of egress type

Doors (interior or exterior)

Alterations	Architecture Approval?	L&I Permit?
Additional door(s)	YES	YES
Replacing a door that fits into the same opening	NO	NO

Interior Changes

Alterations	Architecture Approval?	L&I Permit?
Painting, wallpapering and similar work	NO	NO
Add gypsum board to walls or ceilings	NO	YES
Repair or replace floor decking	NO	YES
Replacement or additions of curtains, drapes, blinds, window shades and other window coverings	NO	NO
Replacement of carpeting and other floor covering materials with similar materials	NO	NO

Electrical

Alteration	Architecture Approval?	L&I Permit
Replacing main electrical panel	NO	YES
Adding circuits	NO	YES
Extending existing circuit(s)	NO	YES
Replacing lighting fixtures	NO	NO
Replacing circuit breakers/fuses	NO	NO
Replacing switches, receptacles, light bulbs, or shades	NO	NO
Repairing bath exhaust fans	NO	NO
Repairing fans in kitchen range hoods	NO	NO

Furnace/Heat Pumps, Whole House Air Conditioners, Water Heaters

Alteration	Architecture Approval?	L&I Permit?
New installation	YES	YES
Replacement	NO	YES
Repair	NO	NO
Adjustment and/or maintenance	NO	NO

Propane tanks/lines

Alteration	Architecture Approval?	L&I Permit?	County Bldg Permit?
New installation	YES	YES	YES
Extend existing gas line	NO	YES	YES

Plumbing

Alteration	Architecture Approval?	L&I Permit?
Adding new/additional plumbing fixtures, reworking plumbing or drain lines	NO	YES
Repairing damage	NO	NO
Replacing fixtures without need to rework plumbing or drain lines	NO	NO
Repairing fixtures	NO	NO
Replacement/repair of shower doors and curtains	NO	NO

Appliances -Dishwasher, Clothes washer, Clothes Dryer, Range/Oven, Microwave

Alterations	Architecture Approval?	L&I Permit?
New installation	NO	NO (except if electrical system modifications required)
Replacement	NO	NO (except if replacing electric with propane or propane with electric)
Repair with approved parts	NO	NO
Adjustment and/or maintenance	NO	NO

Pellet or wood stove, fireplace*

Alteration	Architecture Approval?	L&I Permit
New installation	YES	YES
Replacement*	YES	YES
Repair	NO	NO
Adjustment and/or maintenance	NO	NO

*Homes with fuel burning appliances must be equipped with listed carbon monoxide detectors

Other Structures Changes

Alterations	Architecture Approval?	County Bldg Permit?
Adding new or replacing garage, shed, carport, deck or other structure	YES*	MAYBE+
Adding new or replacing existing concrete/paved areas	YES	MAYBE

*See Covenant sections 5.15, 5.16 for details

+ Consult the Clallam County Community Development Department to determine if a county building permit is required for your specific structure.

Lot/Yard Changes

Alterations	Architecture Approval?
Adding/replacing a fence or wall	YES*
Parking an RV, trailer or Boat on a Lot	YES*
Planting flowers, groundcover	NO
Adding or adding to existing beauty bark, gravel, etc.)	NO
Adding new yard pole light	YES

* See Covenant sections 5.33, 5.34 for details