

Discovery Bay Resort ALRC Guidelines  
(Proposed)

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ALRC Guidelines  
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Revised June 2022

# Discovery Bay Resort ALRC Guidelines

## (Proposed)

### Table of Contents

|                                                                  |           |
|------------------------------------------------------------------|-----------|
| <b>Purpose</b>                                                   | <b>1</b>  |
| <b>Definitions</b>                                               | <b>1</b>  |
| <b>When do I need an ALRC permit?</b>                            | <b>3</b>  |
| <b>When do I need a Jefferson County permit?</b>                 | <b>3</b>  |
| <b>When do I need an L&amp;I permit?</b>                         | <b>4</b>  |
| <b>How to submit an ALRC Design Request</b>                      | <b>4</b>  |
| <b>Rules for RVs and Seasonal Structures</b>                     | <b>5</b>  |
| <b>Rules for Permanent Structures</b>                            | <b>5</b>  |
| Certification                                                    | 5         |
| Park Models                                                      | 5         |
| Tiny Homes                                                       | 5         |
| Park Trailers                                                    | 5         |
| Park Model, Park Trailer, and Tiny Home Placement                | 6         |
| Accessory Rooms                                                  | 6         |
| Sheds                                                            | 6         |
| Additional Restrictions on Accessory Rooms and Sheds             | 7         |
| Special Requirements and Exceptions for Combined Adjoining Sites | 7         |
| Paint and Stain Color                                            | 7         |
| <b>Utilities and Special Restrictions</b>                        | <b>7</b>  |
| Propane Tanks                                                    | 7         |
| Sewer connection                                                 | 9         |
| Water supply hose                                                | 9         |
| Utility Changes                                                  | 9         |
| Other Requirements                                               | 9         |
| <b>Accessories</b>                                               | <b>10</b> |
| Awnings/Canopies                                                 | 10        |
| Skirting                                                         | 10        |
| Raised Decks                                                     | 10        |
| Steps and Ramps                                                  | 10        |
| Concrete and Gravel                                              | 11        |
| Fencing                                                          | 11        |
| Gutters                                                          | 11        |
| Outdoor Storage                                                  | 11        |

# Discovery Bay Resort ALRC Guidelines

## (Proposed)

|                                                               |           |
|---------------------------------------------------------------|-----------|
| <b>Landscaping</b>                                            | <b>12</b> |
| Plants, Trees and Shrubs                                      | 12        |
| Trellises, Hedges and Lattice Work                            | 12        |
| Landscape Lighting                                            | 12        |
| Landscape Ornaments                                           | 13        |
| Grass and weeds                                               | 13        |
| Major Site Changes                                            | 13        |
| <b>Appendices</b>                                             | <b>15</b> |
| Appendix A. ALRC Policies and Procedures                      |           |
| Appendix B. Quick reference guide to dimensional requirements |           |
| Appendix C. ALRC Design Form                                  |           |
| Appendix D. Examples of ALRC Design Request diagrams          |           |

# Discovery Bay Resort ALRC Guidelines (Proposed)

## 1. Purpose

- 1.1. The purpose of this document is to codify the “Design Concept” for DBR as stated in governing documents. These ALRC Guidelines assist the Leaseholder in achieving the desired level of individual Site design while conforming to the Design Concept. The Leaseholder is responsible for meeting all Codes required by county, state and federal agencies.
  - i. The Architectural Landscape Review Committee assumes no responsibility nor liability for compliance either with these guidelines or with any applicable codes.
  - ii. These guidelines will be administered by the Architectural Landscape Review Committee referred to as ALRC.
  - iii. These ALRC Guidelines do not supersede but rather supplement the CC&Rs and Discovery Bay Resort (DBR) Rules.

## 2. Definitions

|                     |                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accessory           | Any Site improvement besides housing units, accessory rooms, or sheds                                                                                                                   |
| ALRC                | Architectural/Landscape Review Committee                                                                                                                                                |
| ALRC Design Form    | The official form created and accepted by the ALRC for a leaseholder to request changes to her Site                                                                                     |
| ALRC Design Request | A completed ALRC Design Form and all supplementary information submitted by a leaseholder to the ALRC                                                                                   |
| ALRC Permit         | The numbered laminated orange card that indicates an ALRC Design Request has been approved and is in progress                                                                           |
| Accessory room      | A permanent structure up to 200 sf that is built or installed separate from the housing unit, and finished to complement the housing unit. See paragraph 8.5 for complete requirements. |
| Awning              | An attached structure made of fabric or metal that provides shade and/or rain protection over doors or windows                                                                          |
| Canopy              | A freestanding roof-type shelter made of fabric or metal that provides shade and/or rain protection                                                                                     |
| Combined Sites      | Adjoining Sites that are the property of the same leaseholder(s) per paragraph 5.5 of the DBR Park Rules                                                                                |
| Common areas        | Any portion of DBR property besides individual Sites                                                                                                                                    |

## Discovery Bay Resort ALRC Guidelines (Proposed)

|                              |                                                                                                                                                                         |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deck                         | An outdoor floor structure above grade level constructed of wood and/or compoSite material.                                                                             |
| Deviation                    | A proposed change or usage that does not follow the ALRC Guidelines                                                                                                     |
| Housing Unit                 | A park model, park trailer, tiny home, or RV that is equipped for basic activities of recreational life including sleeping, food preparation, and personal hygiene      |
| Easement                     | A portion of a Site over which DBR retains right of access for maintenance or any other purpose.                                                                        |
| High Season                  | March 1 <sup>st</sup> to December 1 <sup>st</sup> of each calendar year. This is also our area's average last and first frost dates.                                    |
| Modified ALRC Design Request | A change or addition to an approved ALRC Design Request, which must also be approved by ALRC.                                                                           |
| Notice of Enforcement        | The official form used by the ALRC to record a non-conformance to the ALRC Guidelines and to submit the matter to the DBR Board of Directors for resolution             |
| Parking                      | Designated space on a Site for parking of a car, truck, or motorcycle                                                                                                   |
| Park model                   | A permanent housing unit not exceeding 399 sf that does not exceed 12 ft in width. See paragraph 8.2 for complete requirements.                                         |
| Park trailer                 | A permanent housing unit not exceeding 399 sf that does not exceed 8.5 ft in width, not including slide-outs. See paragraph 8.4 for complete requirements.              |
| Permanent                    | Used and/or in place beyond the High Season                                                                                                                             |
| Property line                | The perimeter of a Site comprising the road boundary or boundaries, side boundary or boundaries, and the rear boundary containing utility lines.                        |
| Setback                      | The portion of a Site bordering the road and neighboring Sites that cannot have any structure or planting on it.                                                        |
| RV                           | A class A, B, or C recreational vehicle, a tow-behind trailer, or a 5 <sup>th</sup> wheel                                                                               |
| Seasonal                     | Used only during the High Season, and removed when not in use. If referring to a period of time, "Seasonally" will indicate three months, as in the length of a season. |

## Discovery Bay Resort ALRC Guidelines (Proposed)

|             |                                                                                                                                                                             |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shed        | A permanent structure of no more than 200 sf separate from a housing unit that is not required to complement the housing unit. See paragraph 8.7 for complete requirements. |
| Site        | The portion of DBR property that is leased to a leaseholder for their private use.                                                                                          |
| Storage bin | A standalone weatherproof container of no more than 72 cf (540 gal)                                                                                                         |
| Structure   | A permanently installed park model, park trailer, tiny home, accessory room, shed, steps, ramp, or deck                                                                     |
| Tent        | A seasonal shelter used as a sleeping space, made of fabric, that is easily disassembled and removed                                                                        |
| Tiny Home   | A housing unit not exceeding 399 sf that does not meet the other size requirements of a park model or park trailer. See paragraph 8.3 for complete requirements.            |
| Waiver      | Written approval by the Board of Directors for a deviation from ALRC Guidelines                                                                                             |

### 3. When do I need an ALRC permit?

- Adding or changing the appearance of a structure (Section 8)
- Adding a heat pump or propane tank (Section 9)
- Adding accessories (Section 10)
- Changing landscaping (Section 11)
- Examples of changes that do NOT require an ALRC permit:
  - Repainting a structure the same color
  - Adding plants that meet the landscaping requirements
  - Adding a planting container that is less than 3 ft x 3 ft x 3 ft
  - Adding temporary art or ornamentation
- When in doubt, ask an ALRC member

### 4. When do I need a Jefferson County permit?

- Adding a propane tank
- Adding permanent wiring to a structure
- Adding a deck or steps under some circumstances
- Note: It is recommended to submit your ALRC Request before applying for a Jefferson County permit, since the ALRC may require changes. County permits generally cost hundreds of dollars.

## Discovery Bay Resort ALRC Guidelines (Proposed)

- How to apply for a Jefferson County permit
  - Contact Jefferson County Community Development at 360-379-4450
  - Or
  - Visit <https://www.co.jefferson.wa.us/710/Permitting-Portal>
- You may need your parcel number for your permit application. It is 002353002-XX where XX is your Site number.

### 5. When do I need an L&I permit?

- L&I stands for Washington State Department of Labor and Industries
- Exterior structural changes to a Park model, Park trailer, or Tiny home
- Note: It is recommended to submit your ALRC Request before applying for an L&I permit, since the ALRC may require changes. L&I permits generally cost hundreds of dollars.
- How to apply for an L&I permit
  - Call the Labor & Industries office in Sequim at 360-417-2700
  - Or
  - Visit <https://www.lni.wa.gov/> and click on the “Licensing & Permits” tab

### 6. How to submit an ALRC Design Request

- Blank ALRC Design Forms can be picked up in the office from below the leaseholder mailbox slots or downloaded from the Documents Section at the [discoverybayresort.org](http://discoverybayresort.org) webSite.
- It is the leaseholder’s responsibility to complete the applicable parts of the form and attach all required supplemental materials. Questions can be addressed to any ALRC member. Appendix D contains some examples of required diagrams.
  - Park model example
    - Angled Site
    - Rectangular Site
  - Shed example
  - Landscaping example
- The completed ALRC Design Request should be placed in the office mailslot labeled “Filled Out ALRC Requests and Permit returns”. To ensure a prompt response from the ALRC, submit at least 3 days before the next ALRC meeting.
- It is recommended that you attend the next ALRC meeting in case there are questions from or to the committee. This also allows you to know if your request is approved right away.
- When your request is approved, a member of the committee will place a signed copy of the request and an orange laminated card with your ALRC permit number in your mailbox. This is your ALRC Permit, which should be displayed on the Site, visible from the street, until the work is completed.
- When your project is complete, return the orange permit card to the office mail slot labeled “Filled Out ALRC Requests and Permit returns”. You may be contacted by a committee member to arrange a project completion inspection in order to close the ALRC file.

## 7. Rules for RVs and Seasonal Structures

- Recreational Vehicle Placement. Recreational vehicles must be a minimum of 2 ft from property lines. Recreational vehicles with slide out sections must be 2 ft from the property line measured from their extended slide out.
- An ALRC request is not required for parking an RV seasonally.
- An RV may be 10 years old maximum for entry unless approved by the park manager
- Tents may only be used in the designated tent area near the Ramada, not on individual Sites
- Canopies and screen rooms are acceptable on individual Sites seasonally
- Please see Park Rules for other requirements

## 8. Rules for Permanent Structures

### 8.1. Certification

Park trailers, park models, and tiny homes must meet current building and wiring codes and have Recreational Vehicle Industry Association certification.

<https://www.rvia.org/>

### 8.2. Park Models

A park model is a permanent housing unit that does not exceed the following limits:

- Max 12 ft in width overall
- Max 40 ft in length (not including any porches)
- Max 15 ft 8 in installed height above natural grade
- Max 399 sf of living space, including bays (NOTE: Lofts and porches are not considered part of the 399 sf of living space)

### 8.3. Tiny Homes

A tiny home is a housing unit that does not exceed the following limits:

- Max 399 sf of living space, including bays (NOTE: Lofts and porches are not considered part of the 399 sf of living space)
- Max 15 ft 8 in installed height above natural grade
- Must be RVIA certified

### 8.4. Park Trailers

A park trailer is a permanent housing unit that does not exceed the following limits:

- Max 8.5 ft in width overall
- Max 12 ft in width including any slide outs
- Max 40 ft in length

## Discovery Bay Resort ALRC Guidelines (Proposed)

- Max 15 ft 8 in installed height above natural grade
- Max 399 sf of living space, including bays and slide-outs

### 8.5. Park Model, Park Trailer, and Tiny Home Placement

- NOTE: Not all Sites are adequately sized to accommodate full-sized park models/park trailers/tiny homes.
- Park trailers, park models, and tiny homes must be placed within the following limits:
  - Min 10 ft from other structures (5 ft from sheds)
  - Min 5 ft from adjacent Sites
  - Min 3 ft from the road
  - Min 3 ft from the back of the Site
  - Min 3 ft from the utility post.
  - All these limits must include any slide-outs.
  - No portion of the park trailer/park model shall be placed on an easement or setback.
- Placement can be on a concrete slab or pier bases. All pier bases shall be concrete or masonry. No wood base is permitted.

### 8.6. Accessory Rooms

- An accessory room must meet the following requirements:
  - Max 200 sf (measured outside wall to outside wall).
  - Must be free standing.
  - No concrete slab permitted
  - Exterior must be finished to complement the housing unit.
  - Maximum wall height of 10 ft, and maximum overall height of 15 ft 8 in.
- An accessory room must be placed within the following limits:
  - Min 10 ft from any other structure (5 ft from sheds)
  - Min 5 ft from adjacent Sites
  - Min 3 ft from the road
  - Min 3 ft from the back of the Site
  - Min 3 ft from the utility post.
  - No portion of the accessory room shall be placed on an easement or setback.
- Accessory rooms may not be used for sleeping

### 8.7. Sheds

- A shed is a permanent structure that must meet the following requirements:
  - Max 200 sf (measured outside wall to outside wall).
  - Must be free standing.
  - May be placed on pier blocks.
  - No concrete slab permitted
  - Maximum wall height of 8 ft, and maximum overall height of 10 ft 2 in.
- A shed must be placed within the following limits:
  - Min 5 ft from any other structure
  - Min 2.5 ft from adjacent Sites

## Discovery Bay Resort ALRC Guidelines (Proposed)

- Min 3 ft from the back of the Site
- Min 3 ft from the utility post.
- No portion of the shed shall be placed on an easement or setback.
- Must be placed in the half of the Site farthest from the road, preferably at the very back of the Site.
- Sheds may not be used for sleeping

### 8.8. Additional Restrictions on Accessory Rooms and Sheds

- Hardwired electrical installations in sheds require a permit through the Washington State Department of Labor and Industries. Non-hardwired installations must have the electric cord inside conduit all the way from the structure to the utility post.
- Electrical appliances requiring greater than 110 volt service may not be used in a shed.
- Heated sheds require a Jefferson County building permit.
- Persons may not sleep in a shed at any time.
- A maximum of 2 accessory rooms or 2 sheds or one of each type of structure is allowed per Site, and only if there is enough space to conform to all placement requirements.
- Accessory Rooms and Sheds must meet current building and wiring codes, and must be approved before being placed in the park. The ALRC Design Request must include a Site plan showing all other structures and parking, and construction specifications including colors and exterior dimensions.

### 8.9. Special Requirements and Exceptions for Combined Adjoining Sites

- Structures may be placed without regard for the property line between the combined Sites, but still must meet all other placement requirements.
- Such placement will require that the Sites be sold together.
- A maximum of one housing unit per original Site count
- A maximum of 2 accessory rooms or 2 sheds or one of each type of structure is allowed per original Site count

### 8.10. Paint and Stain Color

- All exterior paint and stain colors are subject to ALRC approval.
- In general painted surfaces should complement the housing unit.
- Repainting or maintenance of an existing color does not require ALRC approval.

## 9. Utilities and Special Restrictions

### 9.1. Propane Tanks

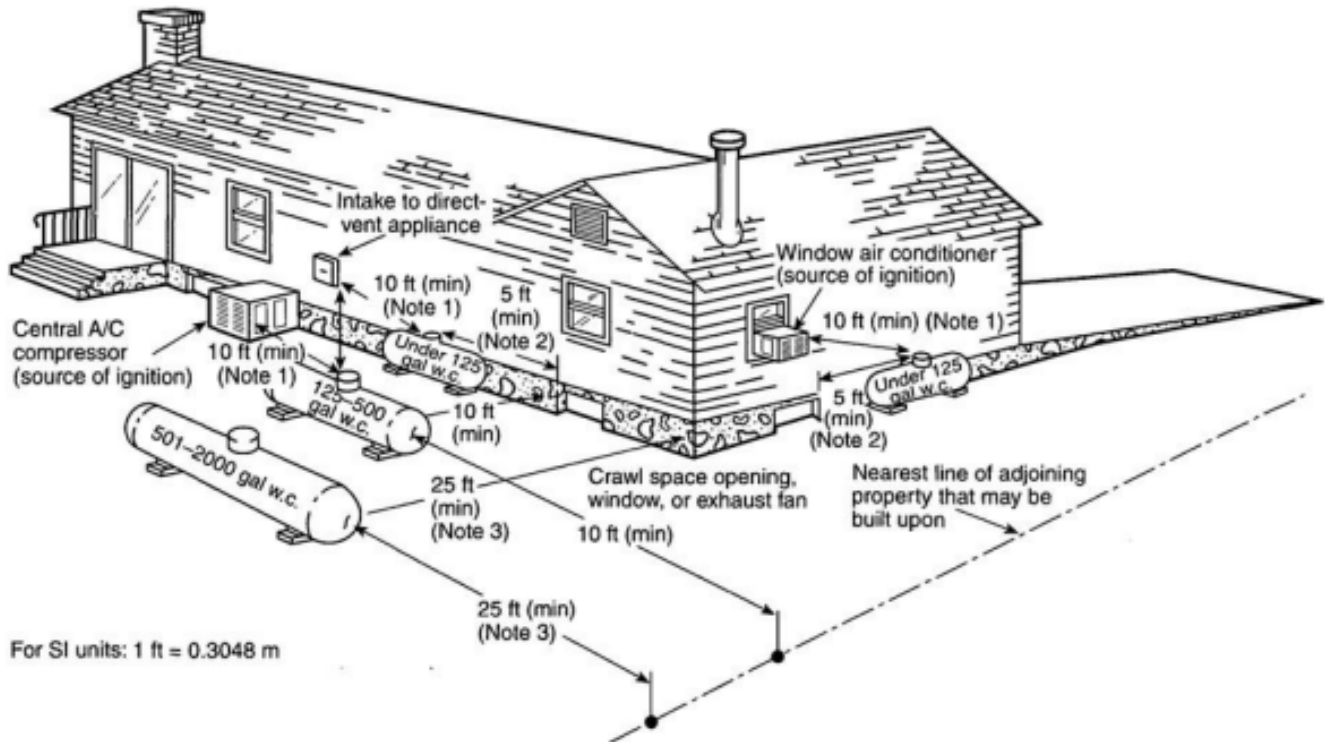
Placement of external propane tanks is to be identified on the ALRC form and is subject to approval by the ALRC committee. A Jefferson County permit is required for all propane tank installations except for tanks installed on travel trailers/BBQs. Leaseholders are responsible for

## Discovery Bay Resort ALRC Guidelines (Proposed)

acquiring a Jefferson County permit and assuring installation is in accordance with current Jefferson County Code.

<https://www.cognitofirms.com/DepartmentOfCommunityDevelopment/MechanicalPermit>

See illustration for placement requirements



Note 1: Regardless of its size, any ASME container filled on site must be located so that the filling connection and fixed maximum liquid level gauge are at least 10 ft from any external source of ignition (e.g., open flame, window A/C, compressor), intake to direct-vented gas appliance, or intake to a mechanical ventilation system. Refer to 3.2.2.2(d).

Note 2: Refer to 3.2.2.2(d)

Note 3: This distance may be reduced to no less than 10 ft for a single container of 1200 gal (4.5 m<sup>3</sup>) water capacity or less, provided such container is at least 25 ft from any other LP-Gas container of more than 125 gal (0.5 m<sup>3</sup>) water capacity. Refer to 3.2.2.2 Exception No. 2.

### FOR SAFETY REASONS DBR WILL NOT ALLOW:

- Multiple tanks to be “connected” together. Only one tank per feed is allowed. (DBR Requirement.)
- Tanks installed with tank valve closer than 5 ft to a window at the same height or lower.
- Tanks installed with tank valve closer than 10 ft to any air intake for a direct-vent appliance
- Tanks installed with tank valve closer than 10 ft to ignition sources (electrical pedestal, electrical outlets, HVAC equipment, etc.) (Jefferson County Requirement.)
- Tanks installed with tank valve closer than 3 ft to any recreational vehicle or structure if skirting is non-existent or is the open type, as in lattice. (NOTE) Tanks may be placed adjacent to skirting/structure providing skirting/structure is solid, ex: hardboard, wood, for at least 5 ft on each side of the tank valve. (Jefferson County Requirement.)
- Tanks installed with any portion closer than 2 ft to an adjacent Site
- Repainting of propane tanks

# Discovery Bay Resort ALRC Guidelines (Proposed)

## 9.2. Sewer connection

- The connection to the sewer should be a solid pipe or a heavy flexible hose. Lightweight flexible hose will deteriorate quickly from UV light.
- The sewer connection should be closed with a plug whenever it is not connected to a housing unit.

## 9.3. Water supply hose

All Park Models must have their water hose connected to their standpipe. No hardlined installations are allowed. Water supply hose and hydrant must have functioning heat tape and insulation if it is left connected outside of the high season. Heat tape and insulation should be checked every year.

## 9.4. Utility Changes

All changes to DBR-provided utility fixtures (electrical post, sewer inlet, and water supply hydrant), including their location and function, requires Board of Directors approval following submission to the ALRC for their recommendation. Maintenance or replacement of utility fixtures is the responsibility of the leaseholder.

## 9.5. Other Requirements

- Air Conditioners and Heating Units. No air conditioning (other than RV type), heating units, hot water heaters, compressors, or similar devices shall be erected, constructed, placed or installed on the roof of any park trailer/park model. External furnaces/air conditioners/heating units/solar collectors must be permitted and installed per Jefferson County code and ALRC Guidelines.
- Antennas. Antennas may not extend more than 4 ft above the roof line (peak) of the residence to which they are attached. Radio/TV interference emitted from the antenna is to be corrected by the Leaseholder.
- Satellite Dishes.  
Small satellite dishes are allowed.
- Electric Pedestal Easement. Per Jefferson County Labor and Industry (NLC code), all electric pedestals must have a structural clearance of 36 in radius; measured from center of pedestal top.
  -
- Clothes Washers and Dryers
  - Clothes washers and dryers are allowed in housing units, accessory rooms, or sheds
  - Clothes washers and dryers are not allowed on decks or porches.
  - Generally only 50 amp electrical service is available for each Site, so a propane clothes dryer will probably be needed
  - A new installation in a shed or accessory room will require permits for water supply and drainage plumbing, electrical work, and propane if needed.

## 10. Accessories

### 10.1. Awnings/Canopies

- Soft RV type awnings are permitted.
- The covered area cannot exceed the width or depth of standard park trailer/park model or RV.
- The design and material should be those customarily manufactured for RV or home awnings, such as plastic, canvas or metal.
- Temporary, freestanding, soft portable canopies are permitted, but must be dismantled at completion of use.

### 10.2. Skirting

- Park trailers/park models must have skirting around the entire perimeter. RVs may have skirting around the entire perimeter.
- RVs must skirt if the under area is to be used as storage.
- All raised decks (16+ in) require skirting.
- The type of material shall be of color-bonded metal or vinyl, lattice, or compoSite wood. Any deterioration of skirting must be replaced. Skirting color must complement the housing unit.
- See paragraph 9.1 for requirements regarding skirting near propane tanks

### 10.3. Raised Decks

- The Leaseholder may elect to use an open, raised deck or porch. Maximum deck height is 30 in above the natural grade.
- Decks may have benches, and railings are recommended
- All raised decks (16+ in) require skirting.
- Jefferson County code requirements:
  - Decks greater than 30 in high require a Jefferson County permit and railings.
  - All roof structures (covered decks) require a Jefferson County permit.
  - Glass used on decks in place of balusters, for wind protection, must be shatterproof material, such as Plexiglas or tempered glass.

### 10.4. Steps and Ramps

- Steps built on Site must meet local county building codes.
- All ramps must be permanent and have handrails.
- These requirements may be modified to meet the requirements of physically-challenged residents.
- Jefferson County code requires that 4 or more steps must have a handrail on at least one side.
- Here is a link to some information on planning and building ramps:
  - <https://home.howstuffworks.com/home-improvement/construction/planning/build-wheelchair-ramp.htm>

## 10.5. Concrete and Gravel

- The grade of Sites will not be modified without approval of ALRC. No grading can change the drainage flow of the Site.
- Gravel may be added to Sites. "Drainage gravel" is recommended. ALRC approval is not required for additional gravel over existing graveled areas. ALRC approval is required for gravel being placed over any non-graveled area.
- Asphalt or crushed asphalt are prohibited anywhere on the Site.
- Concrete slabs are permitted as a foundation for Park Models, Park Trailers, or Tiny Homes only.
- Concrete may not be poured on easements, setbacks, or over main pipes. Placement of any concrete must be approved by park management.
- Sheds must be placed on pavers, pier blocks, or gravel.

## 10.6. Fencing

- Fencing may not exceed 48 in in height above the natural grade of the land
- Fencing must be placed no closer than 5 ft from the road at the front of the Site.
- Fencing must be removable.
- Chicken wire fences will not be approved. Wood and/or lattice fencing is recommended.

## 10.7. Gutters

- Gutters are recommended on all park models, accessory rooms, and sheds.
- The gutters must be secured with downspouts
- Splash trays must be directed away from any neighbors' property.
- The gutters must be tight-lined into the park drainage infrastructure if/when available.

## 10.8. Outdoor Storage

- A storage bin is defined as a prefabricated vinyl or resin structure of 72 cf (540 gal) or smaller.
- A maximum of 2 storage bins are allowed per Site.
- One storage bin housing a generator is allowed in addition to the 2 bins used for storage.
- All storage bins require ALRC approval

# 11. Landscaping

## 11.1. Plants, Trees and Shrubs

The Leaseholder shall select trees, shrubs and general plantings using the following guidelines:

- Dwarf species of plants are permitted.

## Discovery Bay Resort ALRC Guidelines (Proposed)

- Plants, trees and shrubs may not extend beyond the property lines or obscure readings of the electrical meter.
- Excavation or plantings that exceed 12 in in depth must have approval. Trenches for gas or electrical lines do not need to meet this requirement.
- Trees must be kept trimmed so as not to obstruct the view of other residents.
- Trees must be maintained in healthy condition and branches trimmed so as not to obstruct vehicular traffic or restrict use of adjacent Sites.
- Before a tree may be removed, an ALRC request must be submitted to establish whether the tree is on a leaseholder's Site or on the common area. Common area trees can ONLY be removed with Board of Directors approval. Trees on a leaseholder's Site may be removed once ALRC establishes that the tree is on the leaseholder's Site.
- Irrigation requirements of plantings will be considered by ALRC prior to approval.
- Mature height of all plantings are NOT to exceed 8 ft. Exception: plantings which exceed 8 ft are acceptable, but only if they do not obstruct another Leaseholder's view. The Leaseholder will be responsible for maintaining the plantings by restricting growth, pruning, cutting or removal.
- Planting containers larger in any dimension than 3 ft x 3 ft x 3 ft require ALRC approval. A maximum of 4 large planting boxes are permitted.
- Maximum planting container size is 4 ft x 8 ft.
- Ground level or raised containers are permitted.
- Plants must be maintained in healthy condition. Dead or diseased plants must be treated or removed.
- Irrigation, Water and Drip Systems. Conservation of water is encouraged in Discovery Bay Resort as we are on our own well. Drip or micro-drip systems are allowed for individual plantings. Watering of lawns and use of sprinklers in the park is prohibited with the exception of the community garden.

### 11.2. Trellises, Hedges and Lattice Work

- Trellises must be vinyl, metal, or wood. Trellises must be removable.
- Neither lattice nor trellises may exceed the height of the park trailer/park model or recreational vehicle.
- Lattice must be removable.
- Height of hedges cannot exceed 36 in.

### 11.3. Landscape Lighting

- Lighting is allowed for safety and design purposes.
- Lights must be low-voltage and UL-approved for outdoor use.
- Lights must be directed away from neighbors' properties and below roof.

### 11.4. Landscape Ornaments

Decorative items placed on the Site must be maintained in good condition.

**11.5. Grass and weeds**

Grass and non-decorative weeds shall be maintained no taller than 6 in.

**11.6. Major Site Changes**

Major changes to a leaseholder's Site, such as killing the grass, removing a tree, or changing a parking area, need to have an approved ALRC Design Request, IN ADVANCE of the change. This is to provide overall design continuity and to ensure compliance with other DBR governing documents.

## Appendices

## Appendix A. ALRC Policies and Procedures

- A.1. Declaration Authority. The Discovery Bay Resort's Declaration of Covenants, Conditions and Restrictions (CC&Rs) allow for architectural and landscaping design guidelines.
- A.2. Procedures. The ALRC shall establish reasonable procedures, and architectural/landscaping standards and maintain these guidelines. The committee will serve at the discretion of the Board of Directors, as provided in the CC&Rs.
- A.3. Committee Meetings. The ALRC will meet weekly during the high season and as needed during the winter season. Time/location of the meetings will be posted on the Office Bulletin Board and on the DBR webSite calendar. Meetings are open to all Leaseholders and attendance is suggested for any Leaseholder submitting an ALRC Design Request for ALRC review.
- A.4. Deviations. Requests for individual Leaseholder deviations from these guidelines must be submitted in writing to the ALRC. Upon review, the ALRC will forward the request with recommendations to the Board of Directors for a possible waiver.
- A.5. Contractors and Workers – Leaseholders are responsible for managing their relationship with contractors and/or workers. If there is a question about a structure being built, the appropriate ALRC members will contact the Leaseholder to resolve the question. ALRC will communicate directly with the Leaseholder or, as directed by the Leaseholder in writing, with their designated agent, NOT with their contractors and workers. Should a structure be built that was not approved and does not meet ALRC guidelines, the Leaseholder may be asked to modify or tear down the structure to conform to ALRC guidelines.
- A.6. Permits – Leaseholders are responsible to build all structures to Jefferson County and Washington State Code and obtain required permits. Leaseholders are responsible for any fines or fees incurred for failure to get required permits.
- A.7. Complaints – Any complaint by anyone about a perceived ALRC violation should be documented in writing and presented to park management for resolution. ALRC is always available to Park Management for consultation on Guideline requirements.
- A.8. If a Leaseholder is found to have made any modifications including, but not limited to, placement of a park model without an approved ALRC Request, ALRC will meet with the individual(s) and together find a solution to the situation. If none can be found, the ALRC will prepare and send a Notice of Enforcement to the Board of Directors for final resolution which may include fines.
- A.9. Changes to Guidelines. The ALRC Guidelines may be changed by the ALRC. Proposed changes must be submitted in writing to the Board of Directors and approved by the Board before enactment.

## Appendix B. Quick reference guide to dimensional requirements

| Item           | Minimum Distance To Property Line                                         | Minimum Separation from any Structure  | Size Max/Min                                                                                                | Height                                       | Foundation         |
|----------------|---------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------|
| Accessory Room | 3 ft Front<br>3 ft Rear<br>5 ft sides<br>3 ft from center of utility post | 10 ft<br>Except 5 ft from shed         | Max 200 sf                                                                                                  | Walls- Max 10 ft<br>Max 15 ft-8 in installed | No Concrete Slab   |
| Antenna        |                                                                           |                                        | Max 4 ft above roof peak                                                                                    |                                              |                    |
| Decks          | 3 ft Front<br>2 ft Sides<br>3 ft Rear                                     |                                        |                                                                                                             | 30 in Max; Over 30 in requires JeffCo Permit | No poured concrete |
| Easements      | 3 ft on road side<br>3 ft Rear (utility easement)                         | 3 ft radius from CL of electrical post |                                                                                                             |                                              |                    |
| Setbacks       | 2 ft Sides                                                                |                                        |                                                                                                             |                                              |                    |
| Excavation     |                                                                           |                                        | More than 12 in Deep Needs ALRC Approval; trenches for gas or electric lines need not meet this requirement |                                              |                    |
| Fences         | 5 ft Front                                                                |                                        |                                                                                                             | Max 48 in                                    |                    |
| Hedges         |                                                                           |                                        |                                                                                                             | Max 36 in                                    |                    |
| Park Models    | 3 ft Front<br>3 ft Rear<br>5 ft sides<br>3 ft from center of utility post | 10 ft<br>Except 5 ft from shed         | Max 399 sf                                                                                                  | Max 15 ft - 8 in installed                   | No Wood            |
| Park Trailer   | 3 ft Front<br>3 ft Rear<br>5 ft sides<br>3 ft from center of utility post | 10 ft<br>Except 5 ft from shed         | Max 8 ft-6 in x 40 ft or 12 ft x 40 ft w/ slideout                                                          |                                              |                    |
| Item           | Minimum Distance To Property Line                                         | Minimum Separation                     | Size Max/Min                                                                                                | Height                                       | Foundation         |

## Discovery Bay Resort ALRC Guidelines (Proposed)

|                                     |                                                                                                           |                               |                                                                                                                  |                                              |                        |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------|
|                                     |                                                                                                           | <b>from any<br/>Structure</b> |                                                                                                                  |                                              |                        |
| Propane Tanks                       | 3 ft Front<br>2 ft Sides<br>3 ft Rear                                                                     |                               | Tank valve min:<br>5 ft to window at or below valve<br>height<br>10 ft to ignition source<br>10 ft to air intake |                                              |                        |
| RV                                  | 2 ft from<br>Slideouts                                                                                    |                               |                                                                                                                  |                                              |                        |
| Shed                                | 3 ft Front<br>3 ft Rear<br>2.5 ft sides<br>3 ft from center<br>of utility post<br>On back half of<br>Site | 5 ft                          | Max 200 sf                                                                                                       | Walls- Max 8 ft<br>Overall Max 10 ft-2<br>in | No<br>Concrete<br>Slab |
| Storage Bin<br>(Rubbermaid<br>type) | 3 ft Front<br>2 ft Sides<br>3 ft Rear                                                                     |                               | Max 72 cf<br>(540 gal)                                                                                           |                                              |                        |
| Trees                               |                                                                                                           |                               |                                                                                                                  | 8 ft Mature                                  |                        |

## Appendix C. ALRC Design Form

**Discovery Bay Resort ALRC Design Form** Permit # \_\_\_\_\_**INSTRUCTIONS:**

1. Read the CC&R's, ALRC Design Guidelines and Park Rules before planning changes or additions.
2. Submit each request on a separate form. Circle the item you are requesting and describe work in the section provided below.
3. Draw a detailed diagram of your Site(s) showing the proposed work on separate sheet provided.
4. Measurements for property lines must be provided or form will be returned to you.
5. Sign and date.
6. Any additional work or modifications will require a new ALRC form.
7. Put your completed request in the mailbox designated for *"Filled Out ALRC Forms and Returned Permits"*
8. Unless otherwise noted, project must be completed within 90 days.

---

 Leaseholder name(s) (Please print)

---

 Site # Phone # Email address

---

 Contact person (If other than leaseholder) Site # Phone # Email address

*Note: Circle one item only. Item with \* may require additional time to process with Facility Manager signature*

| Circle WORK ITEM        | Description of work and any information you want ALRC to consider |
|-------------------------|-------------------------------------------------------------------|
| *Concrete/Cement        |                                                                   |
| *Electrical             |                                                                   |
| *Propane                |                                                                   |
| *Plumbing               |                                                                   |
| *Planting/Landscape     |                                                                   |
| Accessory Room          |                                                                   |
| Awning                  |                                                                   |
| Deck/Porch              |                                                                   |
| Fencing                 |                                                                   |
| Gravel                  |                                                                   |
| Landscape rocks/pavers  |                                                                   |
| Outside Lighting        |                                                                   |
| Park Model/Park Trailer |                                                                   |
| (add'l form required)   |                                                                   |
| Paint/Stain             |                                                                   |
| Storage Bins            |                                                                   |
| Storage Shed            |                                                                   |
| Steps/Ramp              |                                                                   |
| Other                   |                                                                   |

I/We take responsibility to comply with all local, state & Federal building codes. (ALRC Design Guidelines 1.1B)

---

 Leaseholder Signature (s)

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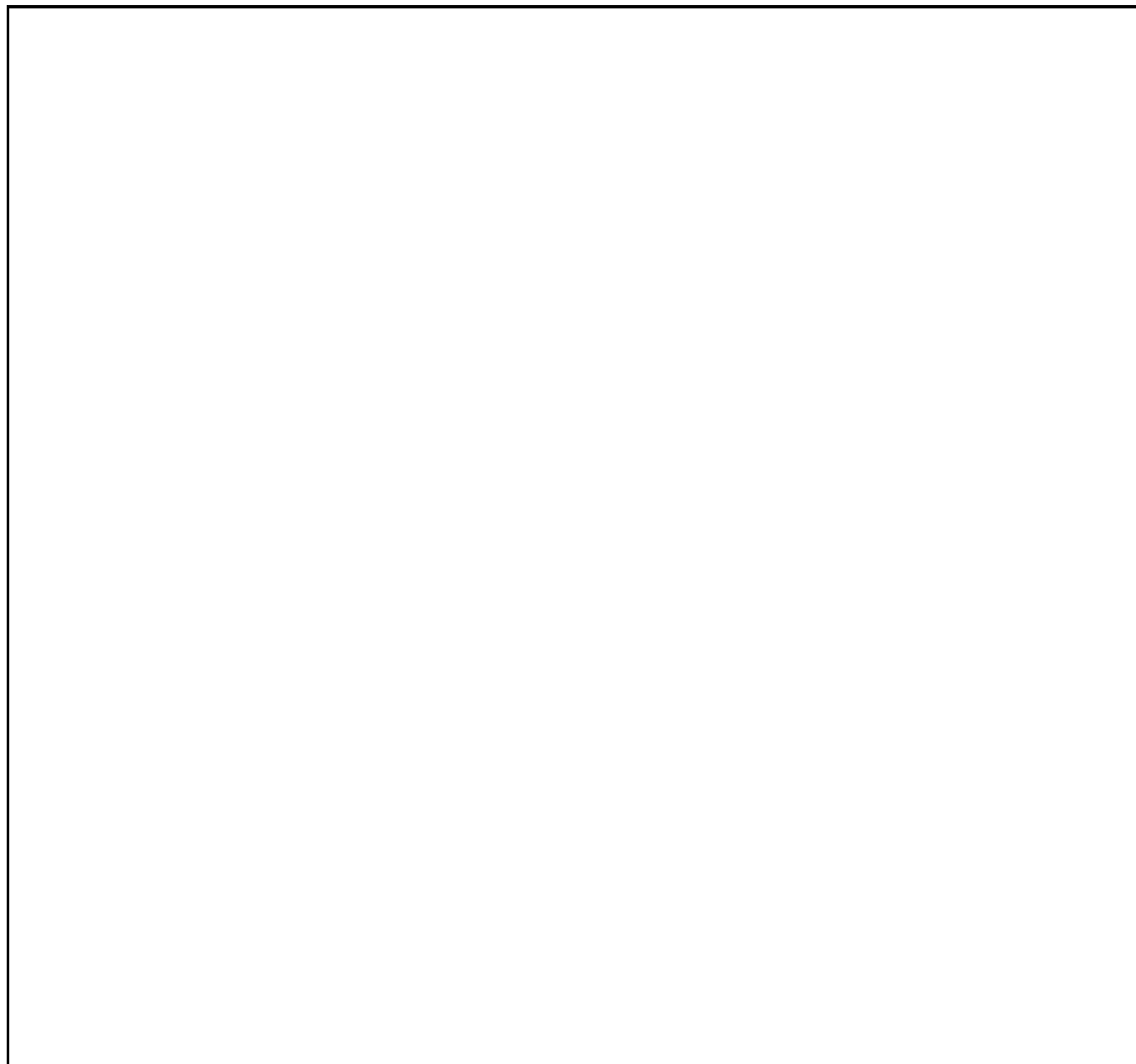
 date

DBR ALRC FORM REVISION 05/10/2022

# Discovery Bay Resort ALRC Guidelines (Proposed)

## **DRAWING OF SITE WITH MEASUREMENTS TO PROPERTY LINES**

*Refer to Site Drawing Sample (available with forms):*



A large empty rectangular box for drawing the site with measurements to property lines.

STREET

*Leaseholder Signature* \_\_\_\_\_

*Date:* \_\_\_\_\_

DBR ALRC FORM REVISION 05/10/2022

# Discovery Bay Resort ALRC Guidelines (Proposed)

## ***FOR ALRC USE ONLY:***

*Facilities Manager Signature/Date: (item \* -electrical, plumbing, propane, concrete, landscaping for wetland plants requiring review of blueprint and or close measurements review)*

☐ *FM Approval*      ☐ *FM Recommendation* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Facility Manager signature*      *Date*

\_\_\_\_\_  
*Completed Project Inspection:*

☐ *completed per design*      ☐ *not completed per design/recommendations*

\_\_\_\_\_  
*Facility Manager signature*      *Date*

\_\_\_\_\_  
☐ ALRC has approved.      ☐ ALRC approved with recommendation

☐ ALRC is unable to approve this request for the following reason(s).

☐ 90-day Review date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*ALRC Signature and date*      *ALRC Signature and date*

\_\_\_\_\_  
*Project completion inspection:*

☐ Work was completed as requested   ☐ Work was completed with design changes.

☐ Work was not completed per design, further ALRC committee review required. May result in recommended board action.

\_\_\_\_\_  
*ALRC Signature and date*      *ALRC Signature and date*

## Park Model, Park Trailer and RV Information

Site # \_\_\_\_\_ Leaseholder \_\_\_\_\_ Date \_\_\_\_\_

### DESCRIPTION

Make, Model and Year \_\_\_\_\_

Exterior Height \_\_\_\_\_

Exterior Length \_\_\_\_\_

Exterior Width \_\_\_\_\_

Color(s) \_\_\_\_\_

Is it certified by the State of WA as an RV? (399 sq. feet or less)

Yes No (circle one)

Are there any bay windows, slides or other extensions?

Yes No (circle one)

Area underneath will be Gravel or Cement Slab (circle one)

Propane Tank will be: Vertical or Horizontal (circle one)

Provide picture and/or floor plan if available

### OTHER INFORMATION YOU NEED TO KNOW

Number of feet off ground (maximum of 2 feet once in park)

If you have 2 or more electrical extension cords, the connections must be taped

Placement of electrical post and sewer cleanout may affect placement of park model

Garbage disposals are not allowed in the park due to septic system. (ALRC Guidelines)

#### General Requirements

- Must have RVIA certification
- Size Limits < 400 Sq ft
  - Length max 40 ft
  - Width max 12 ft
  - Installed Height max 15 ft 8 in
- Color limitations
- Note that many DBR Sites have features that may not meet the current ALRC Guidelines. This is because the requirements have changed over the years and these features were "grandmothered" in.
- Must maintain homeowners' insurance

#### Site Size Restrictions

- Note that DBR Sites are not a consistent size. Placement of a full-size park model may not be possible on every DBR Site.
- Structure placement requirements
  - 3 feet from road and back boundaries
  - 5 feet from adjoining Site boundaries
  - 3 feet from center of utility pedestal
  - 10 feet from any other existing or proposed structure on the Site

## Discovery Bay Resort ALRC Guidelines (Proposed)

- Decks or porches must be 2 feet from back and adjoining Site boundaries and 3 feet from road boundaries and the center of the utility pedestal
- Some Sites have other restrictions such as easements for park water shut-off valves or sewer cleanouts
- You must reserve parking space within your Site for any vehicle you plan to park

### • Skirting is required

#### **Propane Tank**

- Placement shall follow ALL ALRC guidelines (all measurements have to be included)
- Placement of a propane tank requires a Jefferson County permit
- The center of the tank fill valve must be at least 10 feet from the center of the utility pedestal or any other source of ignition.
- The tank fill valve must be 5 feet from any window
- Solid skirting is required within 5 feet of tank fill valve

#### **Other considerations**

- Site preparation and park model installation
- Having an optional concrete pad installed will cost a couple thousand dollars
- Most Park model suppliers will only deliver to the front gate. Final placement on your Site and connection of utilities will cost an additional couple thousand dollars
- Electric heat tape and insulation is required for water supply lines unless they are disconnected from Oct 31st through March 31st
- Delivery time for a new park model runs 3-12 months
- Choose a reputable builder. Companies have gone bankrupt before delivery and prepayments/deposits have been forfeited

## Appendix D. Examples of ALRC request diagrams

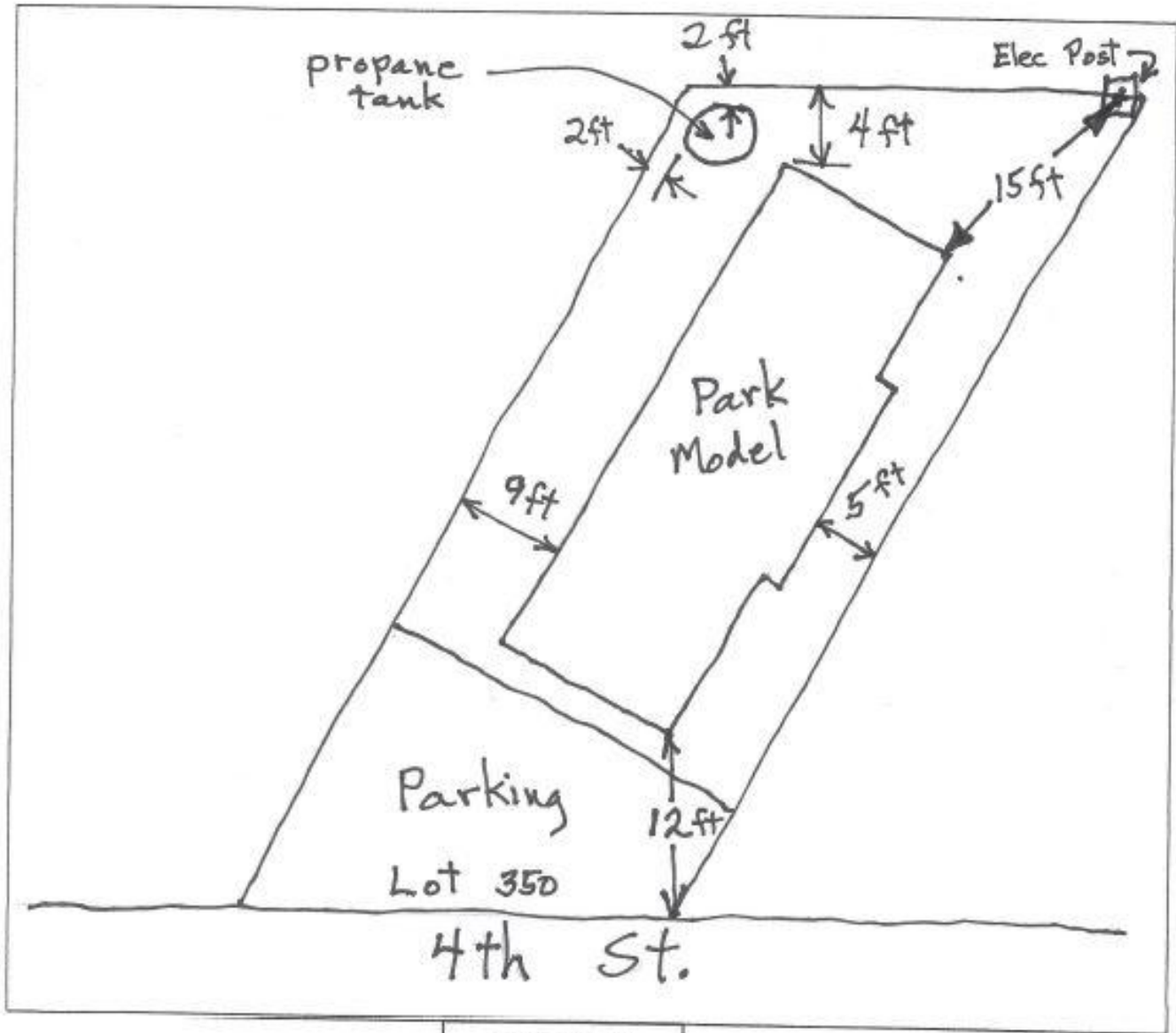


Diagram example of new park model and new propane tank on angled Site

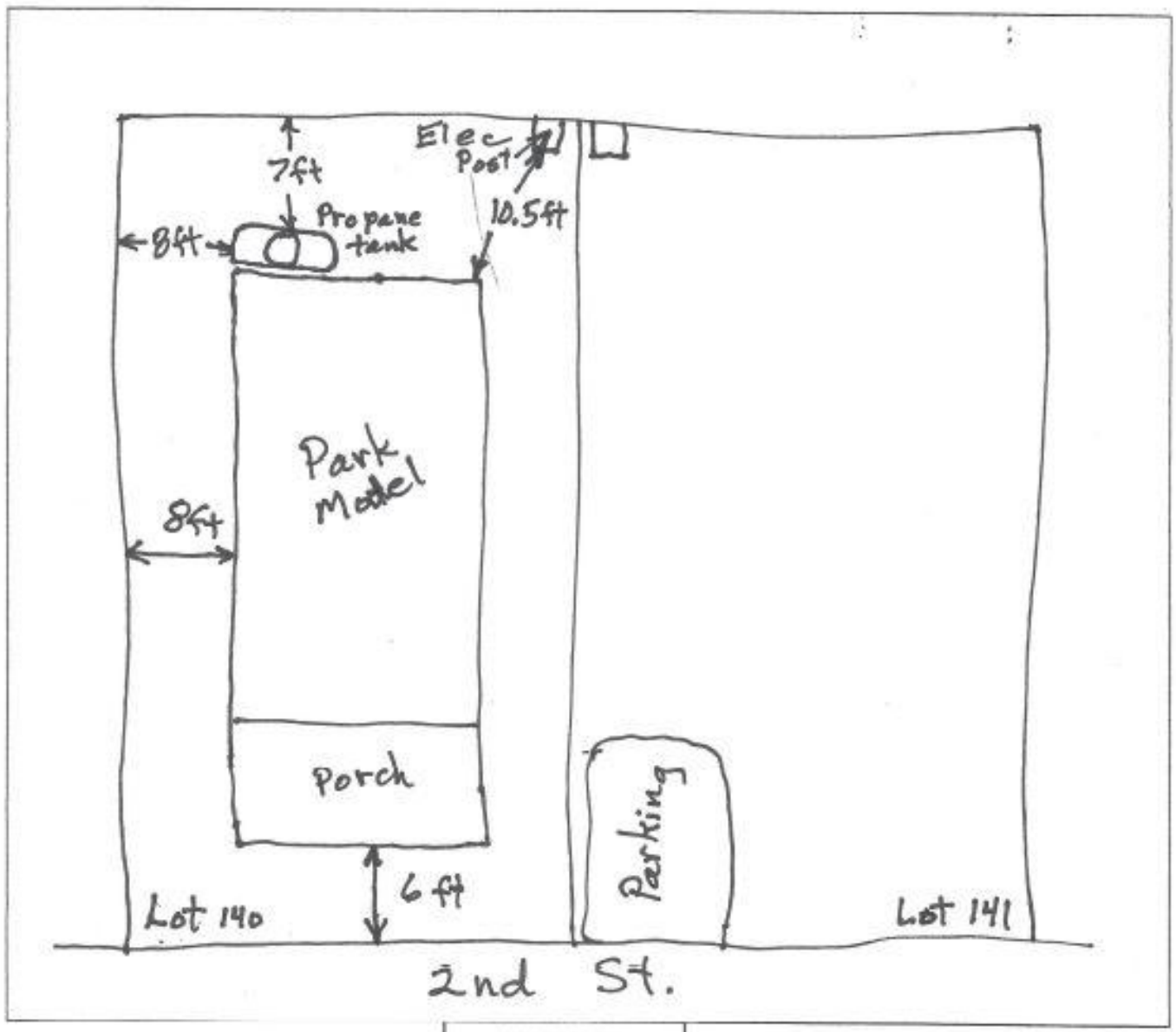


Diagram example of new park model and propane tank on combined square Site

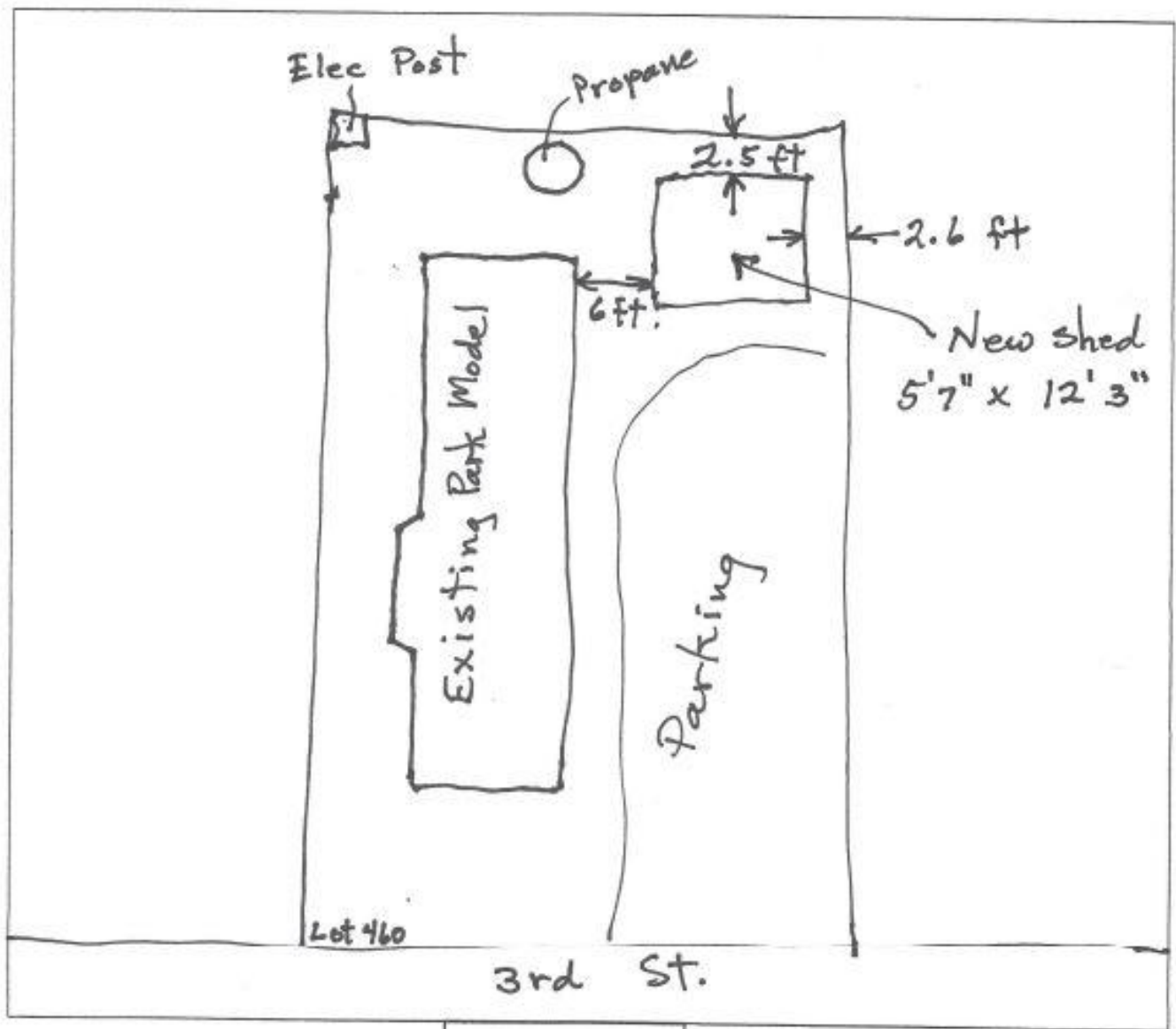


Diagram example of new shed with existing park model and propane tank

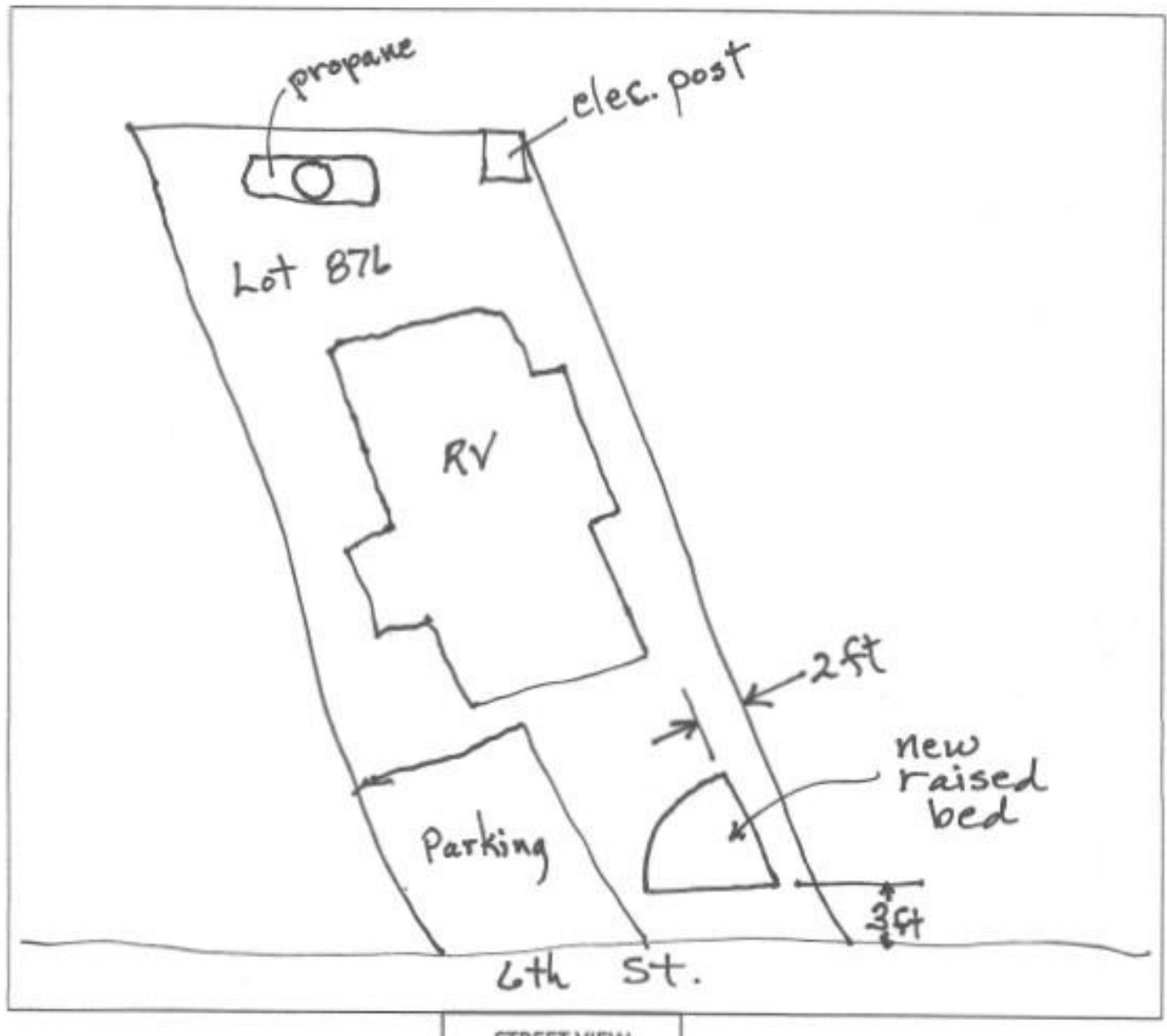


Diagram example of adding a new raised planting bed with existing propane tank and RV