

EXHIBIT 1

The Glades Homeowners Association, Inc. Architectural Control Committee Administrative Procedures

The Declaration of Protective Covenants, Conditions, and Restrictions of the Glades Subdivision (CCRs) is the governing document for the Glades subdivision. Article 4 of the CCRs states that the Board or Architectural Control Committee (ACC) shall adopt and make available to Lot Owners, a set of administrative procedures regulating the submittal, review, approval, appeal, inspection, and enforcement process of the Board or ACC related to Architectural Control and Construction. This document constitutes these procedures.

PROCEDURES AND STEPS FOR DESIGN REVIEW PROCESS

Step 1.

Owner/applicant reviews this document, the CCRs, and the Architectural and Construction Guidelines and takes note of the following parameters relative to their individual site.

- Setback requirements.
- Unique site features such as vegetation, rocks, drainage and topography to protect and utilize those natural features.
- Tentative options for locating structures, respective of the natural features, view corridors and landforms.

Any questions regarding Step 1 can be directed to the ACC. Additionally, a preliminary meeting on site may be scheduled with the ACC.

Step 2.

Owner/Applicant or their design team, *are encouraged but not required* to submit a conceptual design to the ACC for a preliminary review to identify potential issues that may arise during the final required review. Suggested items for the Conceptual Review would include:

Site Plan indicating:

1. Conceptual building location/s, approximate footprint and building size.

2. Property boundaries, setbacks, easements.
3. Proposed driveways, access points, other hard surfaces and existing adjacent roads.
4. Proposed infrastructure including utility connections and septic system location.
5. Location of natural features and a proposed clearing plan.
6. Proposed types and locations of planting areas.

Exterior elevations / views of proposed structure/s indicating:

7. Roof lines, window patterns, porches and other design elements portraying the character and overall massing / height of the proposed structure/s.
8. A description or note showing the proposed exterior finish materials.

Step 3.

Required Submittal Two (2) hard copy 11” x 17” minimum size format construction plans mailed or delivered to the ACC. Electronic file copy (in PDF format) of the finished construction plans with elevations is required. Additionally a site plan with storm water management specifications, a check for the Architecture Review fee payable to the Association and a separate check for the Compliance Deposit payable to the Association must also be submitted. (See the Fees and Deposits section below for more information.)

To enable the ACC to accomplish the assessment required by our CCRs the following must be included in the plan submittal. Some of the related CCRs Articles are noted in parenthesis for each item:

Site Plan to include:

- A. Drawn at 1 in. = 30ft. or larger scale
- B. Dimensions to indicate; distance from structure/s to property lines. All setbacks should be clearly shown and noted on site plan.
- C. Storm water management plan. The plan must include associated calculations, if required by Kootenai County. Include provisions for containing storm runoff from disturbed areas entering adjacent properties.
- D. Proposed clearing of natural vegetation including removal of trees over 8” in diameter.
- E. Show fences, walls, trellises, arbors, gazebos, and sheds, along with their locations and materials.
- F. Indicate areas to receive landscaping with a general indication of plant types, such as lawn, trees or shrubs.
- G. Technological additions (antennas, satellite dishes, solar panels, etc.) are screened from view. Note: We will comply fully with Idaho Statute 55-115(4) and will not impose any restrictions on solar panels or solar collectors preventing the

installation of the device, impairing the functioning of the device or restricting its use, or adversely affecting the cost or efficiency of the device.

- H. Consideration of view corridors affecting adjacent sites (when requested by ACC).
- I. Drives, access points and other hardscape.
- J. Location of address monument (size, type and style of the address monument have already by established by the A.C.C.).

Plan Approval:

All plans will be stamped approved once the ACC has reviewed and accepted the required submittal. A letter written by the ACC will be submitted (email, US mail, or other method) to the builder and/or owner indicating any variances, expectations, or additional requirements. No construction is allowed until ACC approval and the ACC has received a copy of the previously mentioned letter signed by the owner to indicate their acceptance of the terms of the letter. Enforcement actions (see below) may be taken if construction begins before ACC approval and owner acceptance of terms.

Note that the one (1) month time limit for ACC approval or disapproval does not begin until all required information has been submitted. If some information is missing from the initial submittal, the owner will be asked to submit the additional information and the one-month time limit will begin on receipt of all of the material. During the review, the owner may be asked to make changes to the plan to bring the plan into compliance (effectively rejecting the plan but with a simplified process for “resubmitting”), and in this case the one month time limit will begin when the acceptable plan changes are received.

SMALLER PROJECTS USE SIMPLIFIED ACC PROCESS

Projects of a much smaller scale such as changing house colors, constructing a fence, constructing an outbuilding less than two hundred square feet in size (tool shed, garden shed, etc.), or modest changes to landscaping usually do not need to follow the complete procedure outlined above.

For such projects, it is acceptable to submit hand drawn plans with sufficient detail for dimensions (for example, height of fence, all dimensions for a shed, etc.), materials, and colors for the ACC to assess project conformance. If non-trivial amounts of hardscaping or structure roofing is proposed, a revised stormwater plan must also be included. Generally, these smaller projects do not require an Architectural Review Fee or a Compliance Deposit. Check with the ACC or the HOA Property Manager for specifics with respect to your particular project.

MINOR CHANGES ARE EXEMPT FROM ACC PROCESS WHEN THE CHANGE IS NOT VISIBLE FROM THE COMMON ROAD

An owner may make minor adjustments to certain landscaping and improvements without ACC approval provided that two criteria are met: (1) the changes affect landscaping and/or parts of

structures that are not visible from the common road(s); and (2) the improvement was originally approved by the ACC and installed according to the approved plans. The purpose of this exemption is to allow landowners to make minor changes to landscaping and structures without the necessity of A.C.C. approval.

Examples of projects exempt from the ACC process are as follows:

1. An owner installing a barbecue pit behind his/her house;
2. An owner relocating a tool shed to a different area on his/her property, provided that the shed has already been approved by the A.C.C.;
3. An owner putting in a raised garden bed behind his/her house.

In any dispute over whether a project is exempt from A.C.C. approval, the A.C.C. shall have sole discretion to determine what is exempt and what requires formal approval. This is done to encourage landowners to apply for A.C.C. approval on projects, rather than risk the A.C.C. deciding that a project is not exempt.

FEES AND DEPOSITS

Architectural Review Fee: A \$1500 fee is for actual expenses to the ACC for the design review provided by the ACC, including an architect or any other professional. A project may incur more expenses if additional review and guidance is required by the ACC.

Compliance Deposit: Each project must submit a \$5,000 compliance deposit that is held in escrow with the ACC until the project is completed. The deposit is fully refundable once the ACC has determined the project has been completed in compliance with the approved plan and the acceptance letter from the ACC. Unpaid fines or other special assessments for project remediation may be deducted by the HOA from this deposit. The compliance deposit does not limit in any way the Board's ability to place property liens to collect fines or other special assessments that are due, or to take other enforcement actions.

APPEALS

An owner is welcome to discuss the approval decision with ACC members for clarification and submit modified plans for reconsideration. Furthermore, an owner may request reconsideration by the ACC of the decision or request a meeting with members of the ACC. The owner should explain in writing the points they are appealing and their reason for believing the decision by the ACC should be changed. The ACC will respond within 30 days either modifying their decision or stating that their previous approval decision is unchanged. If the owner is still not satisfied, the Owner may appeal to the Board in a similar manner. The board may consult with the ACC, and will respond within 30 days of the appeal to the Board. The decision of the Board will be final.

INSPECTIONS

The ACC may inspect construction to assure its conformance with approved plans. By submitting plans for approval, the Owner authorizes representatives of the ACC to enter the premises to inspect construction if needed. If explicit denial is given in writing by the owner for such property access, the owner agrees to allow scheduled inspection when deemed necessary by the ACC, at times agreed to by both the owner and ACC representative.

COMPLETION OF CONSTRUCTION

The owner should notify the ACC when construction is complete and to request return of their compliance deposit. Alternatively, the ACC may, but is not required to, declare construction complete when they observe occupancy or otherwise conclude completion. Regardless of how completion was declared, this is when the ACC will do a final inspection, work with the owner to resolve any non-compliance with the submitted plans, and return the appropriate amount of the compliance deposit.

ENFORCEMENT

The Owner is responsible for compliance of all projects to approved plans and all project documents including the CCRs, the ACC Administration Procedures, and the Architectural and Construction Guidelines. The Board may take one or more actions in an effort to enforce compliance including, but not limited to: (1) the Board may levy a Special Assessment against a Lot and its Owner for costs incurred to bring the project into compliance; (2) the Board may adopt and levy fines; (3) the Board may record liens on a property to collect special assessments including fines; and (4) the Board may record a notice of noncompliance on a property for ACC non-compliance.

EXHIBIT 2

The Glades Homeowners Association, Inc. Architectural and Construction Guidelines

INTRODUCTION

The Declaration of Protective Covenants, Conditions, and Restrictions of the Glades Subdivision (CCRs) is the governing document for the Glades subdivision. Article 4 of the CCRs gives the Board, or the ACC, the authority to adopt Architectural and Construction Guidelines, and to augment, amend, or otherwise modify such Guidelines from time to time, provided that they shall, at all times, be consistent with CCRs, and building restrictions imposed by law. The Association hereby adopts architectural and construction guidelines.

GUIDELINES

General Guidelines: The CCRs have requirements that must be followed. **Read the entire CCRs carefully.**

4. **Construction.** All construction activity shall be contained on the permitted lot. During and after construction, each Owner shall be responsible for maintaining a clean building site, minimizing negative impacts on adjoining property owners during construction.
5. **Construction Schedules.** Except by written permission of the A.C.C, all new construction shall be completed within twelve (12) months from the commencement thereof, and all side and front yards, including the portion of the right-of-way between the curb and the front property line, where grass is required, shall be landscaped and completed within six (6) months from the date of completion of the buildings or occupancy thereof, whichever is first, except in the event of delay caused by weather conditions. The primary dwelling shall be completed near or close to the time of completion of any secondary structures. It is prohibited to construct a secondary structure unless (a) a primary dwelling exists on the property; or (b) a primary dwelling is being constructed at the same time as the secondary structure.
6. **General Construction Requirements.**
 - a. **Size.** Homes are limited to single family residences. The main dwelling must have a minimum of 2,200 square feet of living space on the first level (Ground Floor). Living space shall be determined by reference only to usable living space, excluding garages, shop, patios, decks, covered outdoor spaces and other areas not intended to be a part

- of the living quarters. Multistory homes, including homes with basements, bonus rooms, and 2 story spaces are still required to meet the minimum first level square footage requirement.
- b. **Type of Buildings.** No buildings will be allowed to be moved onto the site. Only new construction is allowed.
 - c. **Exterior Requirements.** The exterior design and materials of any structure must be approved by the Architectural Control Committee.
 - d. **Garage.** Each Lot must provide an enclosed garage for no less than three (3) cars. All attached and detached garage plans, along with garage door styles and materials must be approved by the Architectural Control Committee.
7. **Set-Back Requirements.** All improvements shall comply with applicable federal, state, and local setback requirements. The main dwelling structure shall be set back a minimum of seventy-five (75) feet from the front property line (determined by the primary road frontage). All structures shall be set back a minimum of twenty-five (25) feet from the property side and rear lines. Secondary, detached structures must be located behind the front plane of the house, e.g. detached garages, shops, etc.
8. **Applicable To All Structures.**
- a. **Colors:**
 - i. House Color / Trim Color – Deep, rich colors from natural earth tones and accents preferred. The use of natural color and tones such as: browns, red-browns, greens, soft blues and grays. White tones and colors may be permitted depending on the style of the home and subject to ACC approval.
 - ii. Roof Color – Natural earth tones (including blacks, grays, and browns). Flashing and gutters / downspouts shall match the trim color.
 - b. **Exterior Materials:** Recommended exterior materials for all structures include: fiber cement siding, composite wood siding, cedar (or other stained wood) siding, synthetic stone, natural stone or brick. Recommended siding styles include: lap, board and batten and shakes. Metal siding is allowed if used in small areas. All materials must be approved by the Architectural Control Committee. At least fifteen percent 15% of the frontage exterior of a structure shall be constructed of brick, stone, or synthetic stone veneer. Stone shall return a minimum of 24” around outside corners or return to an interior corner.
 - c. **Doors:** Overhead Garage and man doors made of wood are preferred, but "wood looking" composite material are allowed. The particular product, style and finish must be explicitly approved by the ACC. If garage or home doors are painted, a matte finish paint should be used. This helps prevent the fake or plasticky look when paints with more gloss are used on composites.
 - d. **Windows:** Aluminum Clad wood, fiberglass, aluminum clad vinyl or vinyl windows are required. The exterior side of all windows should consist of earth tone colors. White vinyl windows are prohibited.

- e. **Roofing:** Roofing material shall be a minimum of 30-year architectural composition shingle roof. Metal roofs are allowed when used as an accent on smaller roof areas. Create roof pitches, overhangs and vertical and horizontal articulations, which complement the architectural style of the home and are designed to shed snow. The minimum roof pitch on all structures with gabled roofs is 6/12 pitch. Modern style houses can have a lower slope if prior approval from the ACC is granted. Minimum eave and gable end overhangs to be 16 inches.
 - f. **Antennas and Satellite Dishes.** Any additions to the exterior of a building for technological purposes must be screened from a front view of the lot, except with approval of the A.C.C., this includes but is not limited to antenna, satellite dishes, and solar panels.
 - g. **Mailboxes and Addressing.** Cluster mailboxes shall be used within the subdivision. Individual, on-site mailboxes and newspaper boxes are prohibited.
 - h. **Lighting.** All exterior lighting must be of a controlled focus nature and intensity, and shall not disturb adjacent Lot Owners.
9. **Home**
- a. **Front Entry.** Each home must have a covered front entry.
 - b. **Building Massing or Elevations.** The primary structure shall have a minimum four (4) plane elevation. Large uninterrupted areas of siding without architectural interest (i.e. windows, plane changes, awnings) are prohibited on any elevation viewable from the street.
 - c. **Gable:** Gables shall provide architectural interest (i.e. corbels, vents, siding variations)
 - d. **Chimney:** A chimney visible from the front of the home shall be enclosed in chase or painted to match the roof. Enclosed chases with stone veneer or siding are recommended.
10. **Shops and Outbuildings.** Any secondary structures, including shops, pole buildings, storage units, and outbuildings must be of the same architectural style and materials as the main building with the same or complementary colors to the main building. Detached, secondary structures shall be located behind the front plane of the house and efforts should be made to screen the detached, secondary structure from the street, where applicable. Metal siding and roofing is allowed on shops and outbuildings when they are located behind the house and sufficiently screened from view.
11. **Garage.** Each Lot must provide an enclosed garage for no less than three (3) cars. Garage massing and location shall be so that the garage is secondary (downplayed) to the main house massing. Side entry and angled garages are recommended. Garages with a large, dominating presence (RV Garages) are prohibited on the front elevation of the house.

- a. Any garage, detached garage, or structure must be of the same architectural style and materials as the main building, with the same or complementary colors to the main building.
 - b. Garage doors may not be larger than 10 feet high or 20 feet wide. Garage doors taller than 8 feet high should not exceed 12 feet in width.
 - c. Garages facing the street having building walls greater than twelve feet (12') in height or facade walls greater than twenty-four feet (24') in length shall include architectural detail to break up and limit the massive appearance of the wall. Doing so requires utilizing at least two (2) of the following architectural features on street facade:
 - (A) Dormers; (B) Gables; (C) Covered porch entries; (D) Pillars or posts; (E) Eaves; (F) Offsets in building face or roof (minimum of 16 inches); (G) Window trim; (H) Bay windows; (I) Balconies; (J) An alternative feature providing for visual relief.
12. **Landscaping.** The primary dwelling on any lot shall include a minimum of thirty (30) feet of landscaping directly in front of the house. All landscaped areas are required to be attractively landscaped and maintained. The purpose of this provision is to ensure a minimum landscaped area around the residences in the subdivision. Along the road frontage, an owner may use basalt rock for landscaping provided that it is approved by the ACC and complies with stormwater regulations.
13. **Fencing.** All fencing, privacy walls, and kennels that are visible from the common road require A.C.C. approval. Plans and material specifications must be submitted in the same manner as building plans. Fencing visible from the common road (s) must meet comply with the following:
- a. Permitted Materials are wood, vinyl or wrought iron;
 - b. Style: Split rail or non-site obscuring;
 - c. Color: Black;
 - d. Gates: Must be non-site obscuring and black; and
 - e. Masonry: Any masonry must match the house
14. **Driveways.** Driveways must be approved by the ACC and completed on the date of Certification of Occupancy. All property owners shall construct a hard surface driveway at least three inches (3") thick. Driveways will be a minimum of 14 feet width and either paved with asphalt, concrete, cobble, dyed or tinted concrete or pavers and other materials which provide texture and interest as approved by ACC. Contouring driveways are encouraged to create visual appeal.
15. **Signs and Address Monument.**
- a. No business, commercial or advertising signs of any kind shall be displayed to the public view on any Lot except for one temporary professionally lettered sign of not more than six (6) square feet advertising the Lot for sale or rent, or

signs used by a builder or the Declarant to advertise during the construction and sales period.

- b. Each Lot is required to provide and maintain one address monument, the style to be determined by the A.C.C. This address monument shall be located on the front property line and within ten (10) feet of the driveway and (12) feet from Amulet Way. Wiring connection and service will be installed and maintained by each individual Lot Owner.

EXHIBIT 3

The Glades Homeowners Association, Inc. Fine Policy and Procedure

INTRODUCTION

The Declaration of Protective Covenants, Conditions, and Restrictions of the Glades Subdivision (CCRs) is the governing document for the Glades subdivision. This document gives the Board the authority to adopt a fine schedule which may be enforced through the levy of a Special Assessment. Idaho law (Idaho Code, Section 55-115) requires that certain steps be taken before an association levies fines against an owner. The Association hereby establishes such procedures.

POLICY AND PROCEDURE

A. Amounts of Fines for Violations of Covenants and Restrictions

1. The Board of Directors shall approve a schedule of fines to be assessed according to the violation; such schedule shall be published to members.

B. Notice of Violation:

1. The Management company or Board will notify a homeowner of a violation (“Notice”):
 - a. The Notice shall state the date of the violation and reference the specific provision that was violated. A copy of the Fine Policy and Procedure shall be referenced.
 - b. The management company or Board will notify the owner by regular US mail or email using the owner’s last know contact information.

C. Notice of Fine:

1. Upon observing the continuation of a fineable violation, the management company or Board shall:
 - a. Document the violation, including photographs or owner complaints where appropriate.
 - b. Give written notice by certified mail of the reported violation to the owner at the owner’s last known address.
 - c. Indicate the violation for which a fine is being considered.
 - d. Indicate how the owner can fully resolve the violation including contact information the owner can use for responding.
 - e. Indicate the amount of the fine to be imposed, and if the fine will be a one-time fine or a continuing fine. The amount of fine to be imposed may not exceed the fine amount listed in the Fine Schedule.
 - f. Give notice of the Board’s meeting where the vote to impose a fine will take place. This Board meeting must be a minimum of thirty (30) days from the date of service of the Notice.

- g. Give notice that the Board will vote to impose the fine at the meeting, unless resolution of the violation has begun, or if the violation is fully resolved, or if the owner has taken steps or shown an intent to fully resolve the violation, prior to the meeting.
- h. Observe on a regular basis whether the violation is ongoing or has been corrected.

D. Board meeting where vote is to be taken:

1. The Board meeting may be held in person, telephone attendance by Board members is permitted. The homeowner in violation is permitted to attend.
2. At the Board meeting, the Board shall:
 - a. Review all fine notices that were given at least (30) days prior to the Board meeting and all pending unresolved violations.
 - b. Determine if each violation is fully resolved, partially resolved, or unresolved
 - c. For any unresolved violation, the Board may levy a fine, such fine to be approved by majority vote of the Board. The amount of the fine shall not exceed the amount specified in the Notice of Fine. The fine may be different than the amount levied for previous occurrences of a continuing violation. The due date for fine payment will be 30 days from the date the fine is levied.
 - d. For each partially or temporarily resolved violation, the Board may set a time to follow-up to determine if the owner has continued to address the pending violation in good faith (and hence the violation continues to be partially resolved) until fully resolved. If the Board determines at a follow-up meeting that the violation is not being addressed in good faith the violation will be considered unresolved and the Board may impose a fine for that violation.
 - e. Notice of the Board's decision and the amount of the fine shall be mailed within seven days of the decision by US Mail to the Owner.

E. Other Remedies

1. The Board shall maintain the right to, at any time, take any legal action granted it in the governing documents in lieu of fining.
2. If an infraction has been corrected temporarily, but has since occurred repeatedly or as an ongoing infraction, and where notification of non-compliance was given, and opportunity to respond also previously given, and where the meeting offered was at least 30 days from the time of the original legal notification, then that correction of resolution shall be considered to have failed, and a fine may be assessed immediately with notice.
3. For each property at which an ongoing violation is incurring ongoing fines, Board shall review the status of the case in light of the current total balance, and shall analyze if the fine process shall continue. When the accumulated fines exceed the estimated cost of other remedies available to the Association, the Board shall vote as to which remedy shall be used including fines or other legal remedies.
4. The Board, at its discretion, may reduce a previously levied fine.

5. For each property on which an action is taken or a fine levied, the management company or Board shall notify the owner of the finding of the Board and assess fines or costs.

6. Fines are levied as Special Assessments (CCRs Article 5.6) and as such, rules for late charges and the ability for the Association to record property liens at the Board's discretion apply to any fines that are levied. For instance, CCRs Article 5.10 includes the following regarding late charges and interest charges:

If any part of any Assessment is not paid and received by the Association or its designated agent within 10 days after the due date, an automatic late charge equal to 10% of the Assessment (but not less than \$10.00) shall be added to and collected with the Assessment. Additionally, if any part of any Assessment is not paid and received by the Association or its designated agent within 30 days after the due date, the total unpaid Assessment (including the late charge) shall thereafter bear interest at the rate of 18% per annum until paid. Each unpaid Assessment, whether Regular, Extraordinary, or Special, shall constitute a lien on each respective Lot prior and superior to all other liens recorded subsequent to the recordation of the Notice of Assessment Lien, except (1) all taxes, bonds, assessments and other levies which, by law, would be superior thereto; and (2) labor or materialmen's liens arising under Idaho law (timely and duly filed) if the legal effective date is prior to the recording of the Notice of Assessment Lien.

F. Use of Fines: The Association shall not use any portion of any fine to increase the remuneration of any Board member or agent of the Board. This restriction does not apply to attorney's fees.

EXHIBIT 4

The Glades Homeowners Association, Inc. Fine Schedule

Violation	Maximum Fine	Governing Doc Reference
ACC Non-Compliance: Construction that does not meet an ACC approved plan	\$100 per day	CCRs: Article 4: Architecture Control and Construction