

HIGHLAND HILLS MAINTENANCE COMMISSION  
Board of Trustees

BOARD POLICY 9-2

Dated: September 7, 2005  
Revised: November 18, 2007

**TITLE: ROADWAYS, DITCHES AND ADJACENT AREAS - STANDARDS AND SPECIFICATIONS**

**PRIMARY RESPONSIBILITY:** Architectural Control Committee  
Roads and Drainage Committee

**REFERENCES:**

- 1.) HHMC Articles of Incorporation, Article IV
- 2.) HHMC Protective Covenants and Restrictions - Paragraph 21
- 3.) HHMC Policy 3-3
- 4.) ACC Approval Procedures for Parcel Development
- 5.) HHMC Policy 3-5 Fences and Related Structures
- 6.) HHMC Policy 9-1 Ditch Drainage System/Roadsides

**PURPOSE:**

HHMC provides maintenance for our private common roadway system and our County-approved storm water runoff drainage system (ditches and retention basins). To maintain the systems, HHMC must also deal with the areas adjacent to them.

**RESPONSIBILITIES:**

The Architectural Control Committee reviews proposed new home construction, site clearing, dumping of fill dirt, additions of outbuildings and changes to existing structures.

Under our PC&Rs and Board Policy 9-1, the ACC is also charged with reviewing any proposed rocking, landscaping or other modification of a ditch and any proposed modification of a roadside. Under Board Policy 9-1, the Roads and Drainage Committee acts as liaison for the ACC on these ditch-related and roadside-related matters.

The Roads and Drainage Committee reviews proposed transitions from driveways to our roads and any proposed cutting of our roads (such as, for example, for a utility connection). If a proposal for any such transition or cutting is included in building plans submitted to the ACC for approval, the ACC will refer the proposal to the Roads and Drainage Committee.

Each Committee is primarily responsible for administering this Policy within its respective area of authority.

Owners and contractors performing work on or impacting HHMC roads, ditches or adjacent areas must obtain advance written approval from the responsible Committee. Requests for approval are to be made on a Project Review Application Form (Appendix A).

Work that involves cutting a HHMC roadway may only be done in the presence of a Roads and Drainage Committee member.

#### **STANDARDS AND SPECIFICATIONS:**

1. **Roadway Utility Openings** - See Appendix B.
2. **Cross-road Borings**- Review focuses on the potential damage to existing under-road utilities, road support base material and the asphalt surface.
3. **Driveway Culverts and Ditch Construction/Modification**-See Appendix C. Note that in Appendix C the driveway construction details, as distinguished from the transition apron and culvert details, are recommended rather than required.
4. **Installations/landscaping within three feet of the roadway pavement edge or within three feet of the slope of a ditch** – Review focuses on the impact of the proposed work on the functioning of, and HHMC’s ability to maintain, the roadway and drainage ditch systems, and on the impact of the proposed work on the safety of vehicles and pedestrians utilizing the roadway and roadsides.

Maintenance includes, for example, roadway sweeping, snow-clearance and painting; the preservation of clear-sight distances for vehicles; and the preservation of ditch water flow rates required by Clallam County.

A sketch of this proposed work is required at the time approval is sought.

5. **Mailboxes** – See Board Policy 3-3, Section 3.10

Where possible, consideration should be given to providing a hard surface turnout area for use by mail delivery vehicles, between the road pavement edge and the mailbox.

#### **PENALTY:**

In addition to all available legal remedies for enforcement, including without limitation an action to compel restoration, violation of this Policy will cause a property owner to be subject to penalty under Board Policy 1-4.

APPENDIX A

HIGHLAND HILLS MAINTENANCE COMMISSION  
PROJECT REVIEW APPLICATION FORM

Application is hereby made to Highland Hills Maintenance Commission (HHMC) for approval to perform the following work, as further described on the attached drawings (listed here by title, number, date and revision number):

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**It is expressly understood that if, in the course of performing the work, circumstances arise that require a change from the description and/or scope of the work, prior approval to make the change must be obtained from HHMC.**

The estimated time for completion of the work is: \_\_\_\_\_

Work initiation date: \_\_\_\_\_ Work completion date: \_\_\_\_\_

Owner Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contractor Information (If Owner will be performing all the work himself/herself, so indicate; in which event, references below to Contractor shall be deemed to refer to Owner):

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Owner and Contractor must each sign this Application. By signing this Application, Contractor agrees with HHMC that Contractor will comply with, or will cause compliance with, each of the Requirements set forth below. In the event Contractor fails to do so, Owner shall be responsible to HHMC for compliance.**

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

Owner Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

**REQUIREMENTS:**

The true locations and elevations of all utilities (rather than the approximate locations provided by utility companies) must be physically determined and included on the drawings submitted with this Application.

The work shall be done in compliance with all State, County and HHMC specifications, regulations and standards, without violating the property, contract or other rights of any Highland Hills resident or other third party, and with minimum inconvenience to the residents of Highland Hills.

All materials and workmanship shall conform to the Washington State Department of Transportation "Standard Specifications for Road, Bridge and Municipal Construction" unless otherwise specified by HHMC.

The following additional requirements shall apply to the work:

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

Prior to the commencement of any of the work, Contractor shall arrange for a pre-construction meeting at the work site, to be attended by the Owner (if resident within a reasonable distance from Highland Hills), Contractor, any other major contractors to be involved in the work, representatives of involved utilities and a member of HHMC's Roads and Drainage Committee. Contractor shall have a set of the approved drawings at the meeting, and shall keep a set at the work site.

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HHMC's Roads and Drainage Committee shall be notified, reasonably in advance, of the time when any part of the work will be done; and the work shall be done only in the presence of a member of that Committee.

Contractor shall have sole responsibility for worker safety, and for traffic control and vehicle and pedestrian safety in the vicinity of the work.

Appropriate precautions shall be taken to prevent any damage to roads or ditches in the vicinity of the work. In addition, all roads and ditches in the vicinity of the work shall be kept clear of all material deposits or debris resulting from the work.

HHMC may require that compaction and/or other tests be performed by an independent testing laboratory, at the Owner's expense.

The work shall be prosecuted to completion with diligence. The work shall not be deemed complete until it is accepted by HHMC. When the Contractor believes the work has been completed, the Contractor shall contact HHMC's Roads and Drainage Committee to arrange an inspection.

HHMC, its trustees, officers, committee members and members shall be defended against any claim, action, suit or proceeding arising out of or in connection with the work or the manner of its performance, whether on account of death or injury to any person or damage to or loss of any property or for any other cause; and shall be held harmless from any loss, damage, cost or expense (including without limitation costs of investigation and defense and reasonable attorneys' fees) incurred in connection with any such claim, action, suit or proceeding.

#### APPROVAL

Architectural Control Committee

Roads and Drainage Committee

By \_\_\_\_\_

By \_\_\_\_\_

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

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

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CONSTRUCTION PROCESS FOR CROSS--ROAD UTILITY TRENCH

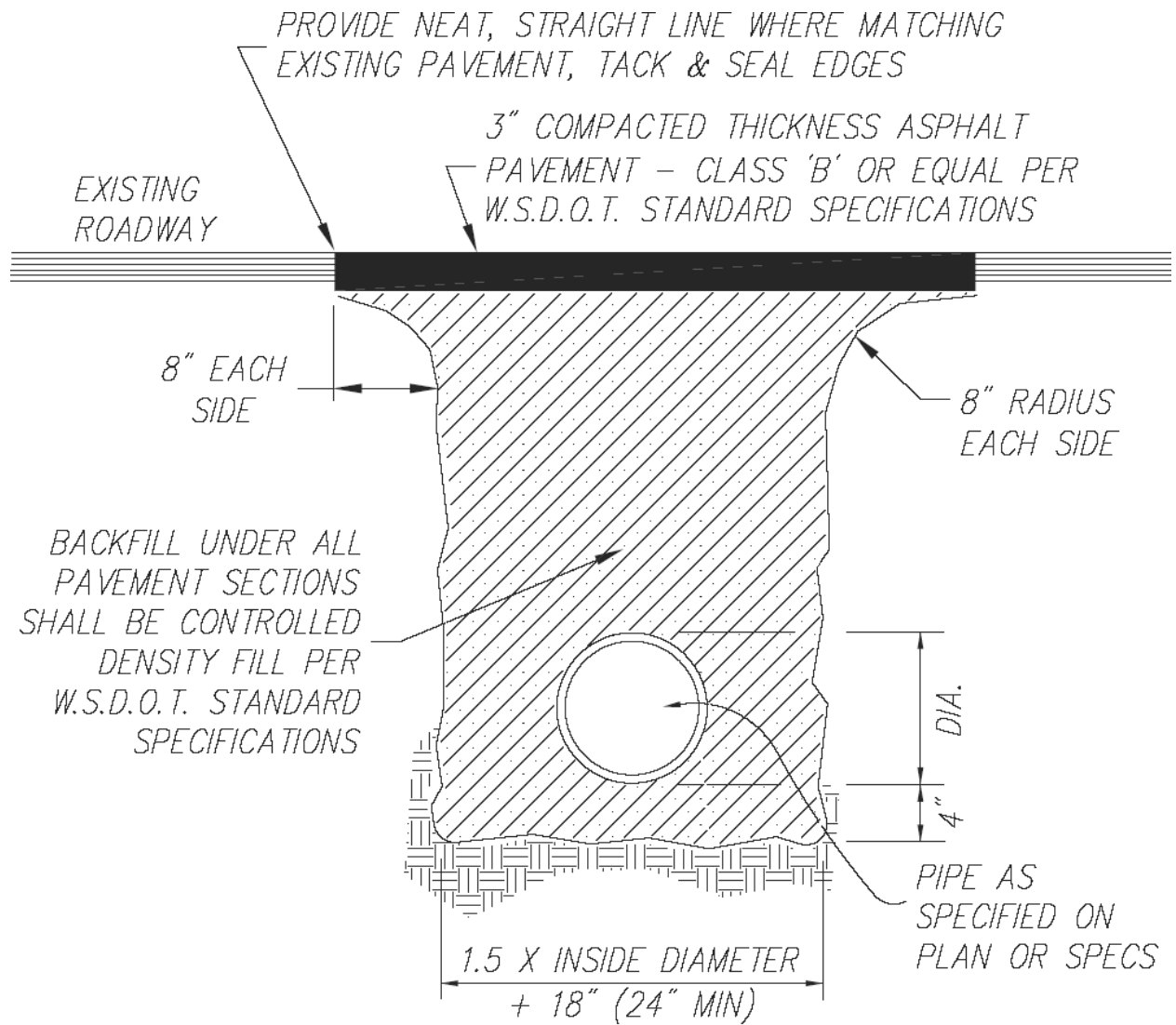
1. Perform utility locate service
2. Saw cut asphalt
3. Remove asphalt
4. Trench to depth
5. Install utility pipe
6. Seal each end of trench with controlled density\* fill to prevent cross-road fluid migration
7. Back fill with Controlled Density Fill
8. Fill full depth, width and length, with Controlled Density Fill\* to within 3 inches of top of existing asphalt surface
9. Asphalt fill top 3 inches and machine roll level, even and smooth to surrounding asphalt
10. Crack seal saw cut edges
11. Slope ditch/roadside to pre-existing contour

Asphalt surface must be completed within 7 days of beginning work.

\*Controlled Density Fill Specifications (per Standard Specifications for Road, Bridge, and Municipal Construction, Washington State Department of Transportation, as last revised)

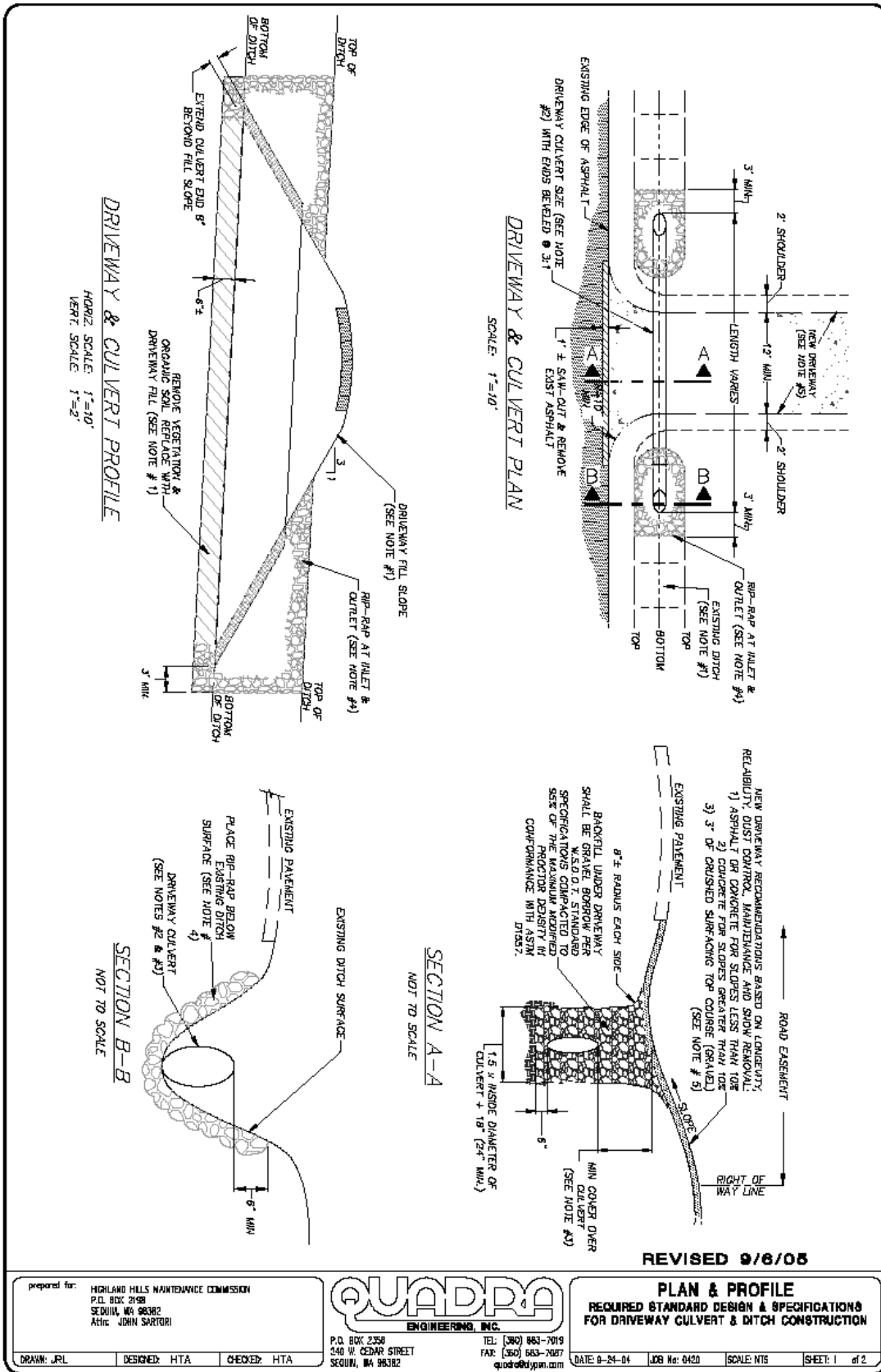
<u>Ingredients</u>	<u>Amount per Cubic Foot</u>
Portland cement	50 Lbs.
Fine aggregate, class 1 or 2	3,300 Lbs. (3,500 Lbs. if class C fly ash is used)
Air entrainment admixture	Per manufacturer's recommendation
Fly ash	
Class F	300 Lbs.
Class C	150 Lbs.
Water	300 Lbs. (maximum)

The material consistency shall be flow-able (approximate slump 3 to 10 inches)



TRENCH BEDDING & BACKFILL FOR PIPE UNDER PAVEMENT

NOT TO SCALE



NOTES:

1. VEGETATION AND ORGANIC SOIL SHALL BE REMOVED FROM THE EXISTING DITCH A MINIMUM OF 6 INCHES BELOW AND AROUND THE PROPOSED CULVERT. TRENCH REPAIR UNDER PAVED DRIVEWAYS SHALL BE PER DETAILS ON APPENDIX C, PAGE 1.
2. ALL CULVERTS SHALL BE 18-INCH DIAMETER EXCEPT,
  - A. WHERE THE APPROVED DRAINAGE PLAN REQUIRES A 24-INCH CULVERT UPSTREAM, OR
  - B. AT THE TOP OF HILLS HPMC MAY PERMIT A MINIMUM 12-INCH CULVERT.
3. CULVERTS SHALL BE CORRUGATED STEEL, CONCRETE, OR CORRUGATED POLYETHYLENE.
  - CORRUGATED STEEL SHALL BE 18 GAUGE, GALVANIZED OR ALUMINIZED, IN CONFORMANCE WITH W.S.D.O.T. STANDARD SPECIFICATIONS WITH SIX INCHES OF MINIMUM COVER.
  - CONCRETE SHALL BE UN-REINFORCED OR REINFORCED CLASS IV, IN CONFORMANCE WITH W.S.D.O.T. SPECIFICATIONS WITH SIX INCHES OF MINIMUM COVER.
  - CORRUGATED POLYETHYLENE SHALL BE IN CONFORMANCE WITH W.S.D.O.T. STANDARD SPECIFICATIONS WITH TWO FEET OF MINIMUM COVER.
- THE CULVERT GRADE SHALL MATCH THE GRADE OF THE EXISTING DITCH.
4. RIP-RAP SHALL BE ANGULAR, BROKEN OR FRACTURED ROCK, FREE OF ROCK FINES, SOIL OR OTHER EXTRANEUS MATERIAL, PLACED AS SHOWN. THE MAXIMUM ROCK SIZE SHALL BE 8 INCH DIAMETER WITH GRADATION IN CONFORMANCE WITH W.S.D.O.T. STANDARD SPECIFICATIONS FOR QUARRY SPALLS. THE DITCH SIDES AND BOTTOM SHALL BE EXCAVATED 8 INCHES SO THAT THE RIP-RAP DOES NOT DECREASE THE DITCH CROSS SECTIONAL AREA. THE RIP-RAP SHALL BE COMPACTED TO BE UNIFORMLY DENSE AND UNYIELDING.
5. ALL DRIVEWAY APPROXS SHALL HAVE A MINIMUM OF TWO FEET OF ASPHALT OR CONCRETE SURFACING JOINING THE EXISTING EDGE OF ROADWAY PAVEMENT. DRIVEWAY RECOMMENDATIONS BASED ON LONGEVITY, RELIABILITY, DUST CONTROL, MAINTENANCE AND SNOW REMOVAL.
  - 1) RECOMMEND ASPHALT OR CONCRETE FOR SLOPES LESS THAN 10%
  - 2) RECOMMEND CONCRETE FOR SLOPES GREATER THAN 10%
  - 3) RECOMMEND CRUSHED SURFACING TOP COURSE (CSTC OR GRAVEL)
- RECOMMEND ASPHALT BE 3" THICK, CLASS A OR 3" CSTC RECOMMEND CONCRETE BE 4" THICK OR 3" CSTC RECOMMEND GRAVEL BE 3" THICK
6. HIGHLAND HILLS MAINTENANCE COMMISSION SHALL HAVE REVIEW AND APPROVAL AUTHORITY OVER THE FOLLOWING CONSTRUCTION ACTIVITIES:
  - CULVERT AND RIP-RAP INSTALLATION, DITCH MODIFICATION,
  - DRAINAGE CONDUITS AND DRIVEWAY DITCHES INTO THE ROADSIDE DITCH.
  - LANDSCAPING IN OR ADJACENT TO THE ROADSIDE DITCH.
  - CROSS-ROAD UTILITY INSTALLATIONS