

# VILLAGE AT FOREST HEIGHTS HOMEOWNERS ASSOCIATION, INC.

## Resolution Number 5 - Architectural Review Procedures and Guidelines

WHEREAS, Article V, Architectural Review Committee, of the Declaration of Conditions, Covenants and Restrictions for Village at Forest Heights Homeowners Association, Inc., a nonprofit corporation formed under the laws of the State of Oregon, provides for the Association to have authority to review and approve or disapprove of all improvements to be erected, placed or altered on any lot. Lot owners may not permit any architectural changes until such time that the construction plans and specifications showing the nature, shape, heights, materials, colors and proposed locations of the Improvement have been submitted to and approved in writing by the Architectural Review Committee;

AND WHEREAS, it is the intent of the Board of Directors, through the Architectural Review Committee, to:

- (1) ensure that any changes proposed are carefully considered for their effect on the uniform appearance of the property, and
- (2) ensure that the Association not be financially or in any other way responsible for the future upkeep of such changes.

NOW, THEREFORE BE IT RESOLVED THAT the following procedures shall be followed:

1. Plans for any alteration to or addition of a structure must be submitted in writing to the Architectural Review Committee (ARC), using the form incorporated into this Resolution as Attachment #1. The proposal shall contain a description of the alteration or addition, including the height, width, length, etc.
2. Verbal requests will not be considered.
3. Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the Declaration, and even when a similar or substantially identical alteration or addition has been previously approved. (A record of previously approved additions or alterations will be maintained by the Association.)
4. The applicant shall be informed in writing of the decision by way of a signed copy of the applicant's proposal.
5. The ARC has the authority to approve or disapprove the plans or require that they be resubmitted as redrawn by the appropriate professional contractor.

6. The ARC further has the authority to specify a product to maintain uniformity of appearance of the property.
7. If the ARC approves the alteration or addition, recording of a covenant may, at the Committee's discretion, be required which stipulates the owner of the unit is responsible for the upkeep and repairs of the alteration or addition itself, and any impacted common elements, in perpetuity, and for any expense incurred by the Association resulting from said alteration or addition.
8. A standard covenant form for recording architecturally approved changes is to be used when making significant changes that effect building exterior maintenance. The covenant should be recorded only after the ARC has approved the alteration or addition request.
9. Once proof of the recording of the covenant is received by the Committee, it will be submitted to the Board of Directors which shall issue written permission in writing to make the improvement.
10. The ARC will make inspection rounds of the development at least yearly and report to the Board of Directors. Any owner found to have altered or added to a common element will be sent a certified letter by the Board of Directors. The Owner must reply to the Board within thirty (30) days of the date of the letter.
11. Any owner who alters or adds to a common element without following these prescribed procedures and receiving prior written approval shall be liable for the costs involved in restoring the common elements to their original condition by the Association. Any expense thus incurred shall become a lien against the unit.
12. The Association may charge the Owner a minimum of \$50 for costs associated with administering or processing requests or reviews involving an Architect, Engineer, and/or Managing Agent. All other major expenses related to the request will also be charged to the owner.

Approved by Board of Directors August 2003