

ARRANMORE HOMEOWNERS ASSOCIATION

ARCHITECTURAL

STANDARDS AND CONTROLS

MANUAL

**ADOPTED BY THE
BOARD OF DIRECTORS - JANUARY 1983**

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INTRODUCTION

As of September 1, 1982 Arranmore property owners assumed authority and responsibility for operation and control of the Arranmore Architectural Review Committee from the developer.

Set forth in this Arranmore Architectural Standards and Control Manual (previously titled Arranmore Architectural Review Committee Manual) are those policies, procedures, standards and guidelines to assist homeowners through the architectural change process. The powers of architectural standards and control are key elements in the success of every “automatic membership” community such as Arranmore. Operating within the controlled framework of a Planned Unit Development (PUD) and properly exercised, the standards and controls process can create and preserve Arranmore that is attractive, livable and prestigious community. The process should protect your property values.

This manual adopted in January 1983 and now REVISED April 2011 establishes standards and controls for new construction and remodeling and an orderly process for review. It implements and supports the architectural restrictions enumerated by the recorded Covenants, Conditions and Restrictions governing Arranmore, which bind each property Owner.

Your Architectural Review Committee needs to ensure that the design standards and controls process is effectively administered and to see to it that individual property owners and the community are treated fairly in the process.

Arranmore Homeowners Association
Issued January 1983

ARRANMORE HOMEOWNERS ASSOCIATION

Architectural Review Manual

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1. **ARCHITECTURAL REVIEW COMMITTEE RESPONSIBILITIES AND POLICY**

1.01 **Responsibilities.** In accordance with Article VI of the Arranmore Covenants, Conditions, and Restrictions (CC&Rs) recorded in the records of Washington County, Oregon, an Architectural Review Committee (Committee) shall be appointed whose primary duty shall be to supervise and control the architectural design, ornamentation, location and aesthetics of structures on the properties within appropriate and compatible standards established and desired by the Arranmore Homeowner's Association (Association).

1.02 **Policy.** No person shall erect, remove or alter any building, structure, wall, fence, privacy screen (construction) or improvement on any lot or building site without written approval of the Committee.

The Committee does not consider or assume responsibility for the structural integrity, safety features, or building code compliance of the proposed construction.

General land use requirements and building codes are established by Washington County and other agencies.

2. **PLAN SUBMITTAL PROCEDURES**

2.01 **Procedure.** All proposals for erection, removal or alteration of any building, structure, wall, fence, screen or improvement on any Building Site must be submitted to the Committee in the form of a Complete Application at least 30 days prior to the start of the proposed action. A Complete Application shall mean:

- (a) Two copies of finished working drawings and specifications complying with the published check-lists of the Committee;
- (b) Two completed, signed application forms, construction agreements and check-lists on forms provided by the Committee; and
- (c) Payment of Plan Submittal Fee, if applicable.

The Committee shall approve or disapprove the proposal within 15 days after receipt of a Complete Application and return one copy of the drawings, specifications, application and checklist marked to indicate approval, or if disapproved, marked or otherwise noted with the cause of such disapproval. The Committee shall be deemed to have

approved the proposal if action has not been taken within 30 days following receipt of a Complete Application. A Plan Submittal Fee of \$50 is payable at the time of plan submittal for each new construction Living Unit.

It shall be the Owner's responsibility to apply for and pay all fees for permits and inspections required by the governing authorities and codes.

- 2.02 **Standards.** In consideration for approval, the Committee shall apply (1) the applicable PUD standards established by Washington County, if any, for density, building type, set-back requirements, utilities and placement, and other exterior characteristics, and (2) design criteria which require and preserve high quality, contemporary structures compatible in external appearance, design and quality with existing structures in Arranmore.
- 2.03 **Completion.** Approved projects must be completed within one year after issuance of a building permit. Failure to complete work within the prescribed time may cause the approval to be rescinded and re-submittal will be required. The Committee may grant an extension under extenuating circumstances brought to its attention.
- 2.04 **Appeal.** There is no automatic right of appeal of a decision of the Committee. An applicant who so desires may petition the Board of Directors for review of the decision of the Committee by submitting to the President or Secretary of the Association a written statement explaining the alleged problem and the Applicant's proposed solution. The President or Secretary will provide copies of the request to the members of the Board and the Chairman of the Committee. A majority of the elected Directors of the Board must agree that a review is appropriate before review may be granted. The Board will notify the applicant within 30 days after the applicant's letter is received by the President or Secretary whether the Board is willing to review the matter and on what terms. The Board may set procedural limitations for the review, including without limitation restricting the scope of the review to specific issues and limiting the time that the applicant may spread.
- 2.05 **Enforcement Process.** Violation of Committee rules and regulations may be reported by anyone in writing to the Committee at 7185 SW Chapel Lane, Portland, Oregon 97223.

Violations will generally be processed in the following manner but circumstances may require different action:

- (a) A Committee representative will inspect the alleged violations.

- (b) If the Committee determines that the alleged violation requires corrective action, two letters (second by registered mail) 14 or more days apart, will be sent to the violator by the Committee. The letters will clearly state the nature of the violation and the proposed corrective action to be taken.
- (c) If no satisfactory response is received within 30 days of the second letter, the Committee will turn the matter over to legal counsel.

3. DESIGN REQUIREMENTS

- 3.01 **General.** Living Units shall be of contemporary architectural design and compatible in external appearance, design and quality with existing structures in Arranmore.
- 3.02 **Building Sites.** All structures shall be constructed within the setback requirements as set by PUD ordinance.
- 3.03 **Drainage.** Gutters will be required on all structures and must be properly drained to direct all run-offs to the curb lines of the Building Site as presently established.
- 3.04 **Driveways.** Driveways may be constructed of a concrete slab, pavers or stamped concrete finish. If a concrete slab is used, it is recommended that the drive surface be finished with a broom finish or exposed aggregate. All construction plans and artistic effects (color, pattern, texture) must be submitted to the ARC for approval.
- 3.05 **Parking.** Parking of boats, trailers ,motorcycles, trucks, camper-trucks and like equipment shall not be allowed on any part of The Properties nor on public ways adjacent thereto, excepting only within the confines of a closed garage. Pickups and SUVs are considered in the same category as passenger cars. Further clarification of parking issues is available in the Parking Resolution adopted by the Board of Directors dated August of 2013.
- 3.06 **Garages.** All garages shall be designed to enclose at least two vehicles. The doors shall interrelate to others on the site in respect to character, material, and finishes. Carports will not be permitted and unattached garages will be judged on their merit.
- 3.07 **Fences and Privacy Screens.** Before proceeding with construction and/or replacement of a fence or privacy screen the homeowner is required to determine the property line. All fences shall be constructed principally of wood or composite material that has the appearance of wood such as Trex or Timber Tech to maintain the environmental character of the Arranmore area.

Fences & privacy screens shall not be higher than six feet above ground level, and shall not extend forward of the house line. Fences shall be painted the same color as the house, a wood colored stain or with exceptions approved by the Committee taking into consideration the location and visibility.

- 3.08 Decks.** Before proceeding with construction and/or replacement of a deck, the homeowner is required to determine the property line. (The ARC has existing plat maps that are available for references.) All porch and deck additions, if approved, shall have an appearance consistent with the exterior of the house. No patio or deck addition shall extend beyond that house's property set back line. No posts or supports may be installed on common area without prior Board approval. In lieu of wood, Trex, Timber Tech and like composites that meet building code requirements are acceptable. Railings of wrought iron are acceptable when painted the same color as the house or a wood colored or a clear stain. The Committee must approve exceptions. Decks 30 inches above ground must have a building permit per County building code.
- 3.09 Exterior Walls.** Acceptable materials are tongue and groove cedar and redwood, lap siding, rough sawn cedar paneling and Hardie-plank board. Other siding materials may be approved on their merit after review of samples of the siding. Masonry accent panels may be approved on merit of design and finish. Stucco finish allowed only as decorative entry finish or complimentary minor decoration. Full exterior stucco finishes are not allowed.
- 3.10 Exterior Colors.**
1. Paint choices that are the same (in brand/color) as the existing paint scheme on the house, will be approved immediately by the Committee.
 2. If the paint choices are the same (in brand and color or in close approximation) as an existing paint scheme on other houses in Arranmore, it will be approved immediately by the Committee.
 3. If the paint choices are distinctly different from any existing paint scheme anywhere in Arranmore, the Owner must provide samples of the paint choices on wood. The samples may be painted directly on the house, or on primed pieces of wood. The samples should be at least 1-2 square feet for each color.
- 3.11 Roofs.** A minimum 4 inch 12 pitch should be maintained and all roofing material shall have a 30-year or more guarantee.
Approved materials:

1. Cedar Shakes
 2. Asphalt Composition: Approved colors are Charcoal Blend, Slate Blend, Blue Slate, Harvest Brown, Bark Brown, Slate Grey or Weathered Blend. Red, blue and green colors are not acceptable.
 3. Tile: Monier Lifetile or equivalent cement tile with style and color subject to Committee approval. Structural inspection required for tile installation.
 4. Metal: Interlock Roofing Ltd or equivalent metal roofing with similar appearance as shakes or slate. Style and color subject to Committee approval. Red, blue and green colors are not acceptable.
- 3.12 **Service Areas.** Storage or accessory buildings (such as dog houses, tool sheds, firewood, garbage, barbecue type buildings or enclosures), non-portable pools, and non-portable or affixed outdoor furniture such as swings, back stops, picnic tables, barbecues, arbors, jungle gyms, hot tubs and tree houses, etc., shall be reasonably screened from public and neighboring view. The location of all such structures, pools and furniture is subject to approval by the Committee.
- 3.13 **Antennae (dish).** Exterior radio television antennae or other receptors shall not be permitted with the only exception being a mini satellite dish. The dish is to be positioned to provide a minimum visual impact, especially from the front. The dish may require being painted to match the surface to which it is attached. The Committee must approve dish location.
- 3.14 **HVAC Equipment.** Placement of heat pump and condenser units may require visual screening and noise attenuation to the neighboring homes and areas. Use of solar heating systems is acceptable providing that the panels or collectors are integrated into the structure with regard to design and have visual screening from neighboring homes and areas. The Committee must approve placement of all new outdoor HVAC equipment. Replacement of existing equipment with like equipment will be approved.
- 3.15 **Building Size.** Design consideration shall be given to maintaining compatibility to the natural setting without dominating the surrounding homes and area. Homes shall be no higher than two stories above finish grade level with a maximum 30foot ridgeline. Minimum size for a Living Unit shall be 1500 square feet, excluding garage.
- 3.16 **Mail Boxes and Newspaper Receptacles.** Mailboxes and

newspaper receptacles shall be either of the standard design initially furnished by the developer in Arranmore 1 and 2 or of black steel locking mailboxes available at Mailbox Solutions, 10965 SW Commerce Circle, Suite F Wilsonville, Oregon in their "Columbia" model with gold numbers.

- 3.17 **House Numbers.** House numbers must be clearly readable from the street, not so large as to be out of proportion to the structure, and compatible with the overall design of the structure.
- 3.18 **Exterior Lighting.** The Committee must approve type and placement of exterior lighting devices. The concern is to eliminate glare and annoyance to adjacent property Owners and passersby.
- 3.19 **Trash and Recycling Containers.** You are required to keep your recycling containers (trash, green waste, recycling, glass) in your garage. If that is not possible, they are to be set to the side of your home or garage in the least conspicuous plac

4. CLEANLINESS STANDARDS

- 4.01 **Use of Common Areas.** Owner, his contractor or any other person associated with construction of the Living Unit may not disturb the surface of the common areas during construction, or use any portion of the common areas for storage or other activities relating to construction, except as disturbing the surface may be required to connect to utility main lines in those common areas, if any.

Promptly after connection to such main lines, the surface of the common areas shall be restored by the Lot Owner to its condition prior to such activity, including restoration of grass, plantings, etc.

Owner, his contractor or any other person associated with construction or remodel of the Living Unit must secure and maintain a dumpster or other construction waste container to keep the construction site clean and maintain an organized appearance. Such container must be removed within one week of the completion of the project

- 4.02 **Roads.** Roadways, adjoining lots and common areas shall be kept clean and free of debris (and roadways free of mud) arising from construction activities on the Lot.

4.03 Enforcement. If as a result of construction activities on a Lot violations of 6.01 and 6.02 occur, then in addition to any other remedies permitted by the CC&Rs and law, the Association may correct the violation, charge the Owner of the Lot for the cleanup (which shall be payable on demand), and place a lien on the Lot to secure payment.

5. PROCEDURE FOR OBTAINING ARCHITECTURAL COMMITTEE APPROVAL (Items to Remember)

- 5.01** Completion and submittal of this application no later than two weeks before the next scheduled meeting of the Committee. Meetings are the first and third week of each month. Notice of action taken by the Committee will be mailed to applicants as soon as possible after each meeting.
- 5.02** Submittal of two sets of construction documents as outlined on the following pages.
- 5.03** A Plan submittal fee of \$50.00 is payable with this application for all new construction submittals.
- 5.04** An application shall not be considered complete until all the foregoing matters have been timely submitted and the fee paid. The Committee has no obligation to review an incomplete application.
- 5.05** Construction approval is valid for one year for new homes and six months for remodeling. If substantial construction hasn't begun in that time, a new application must be made.
- 5.06** All proposed exterior construction on your home site must be completed within one year from the date of issuance of permit.
- 5.07** The Committee assumes no liability for encroachment into platted setbacks or onto easements or neighboring property. Be sure to check the plat of your home site and property lines to avoid encroachments and trespass.
- 5.08** Removal of vegetation or planting of vegetation also requires Committee approval.

**ARRANMORE HOMEOWNERS ASSOCIATION
Architectural Review Committee
7185 SW Chapel Lane Portland, OR 97223**

SUBMITTAL FORM AND APPLICATION

Lot Number _____ Submittal Date _____

Property Owner(s): _____

Address: _____

City, State, Zip: _____

Home Phone () _____ Business Phone () _____

Architect/Designer: _____ Telephone () _____

Contractor: _____ Telephone () _____

Type of Submittal: () New Construction () Alteration

Square Footage of Lot: _____

Square Footage of Home: _____

The Architectural Review Committee, as provided for in the Covenants, Conditions, and Restrictions recorded in Washington County, exists at Arranmore to maintain high standards for design development and use of homes and property. When an Owner wishes to construct a home or remodel an existing home, application is made to the Committee using this form. Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the rules and regulations of the Committee.

ARRANMORE HOMEOWNERS ASSOCIATION
Architectural Review Committee
SUBMITTAL CHECKLIST

Lot Number _____ Estimated Completion Date (all exterior work) _____

Date _____

Name of Owner _____

Signature of Owner _____

or Representative of Owner _____

The following is a list of items, which must be included in Architectural Review submittals and will be considered by the Committee prior to approval of any proposed construction. Please check off each item included. All items must be included; if not, the application will be considered incomplete and the Committee shall have no obligation to review it.

A. SITE PLAN (including the following information)

1. Minimum scale: 1" = 20'0"
2. Building locations using perimeters of building's greatest extension, such as overhangs (houses, garages, decks & adjacent homes)
3. Property lines - also note distance from property lines of structures on adjacent lots
4. Tree locations - sizes, species, those to be removed
5. Topography (existing and proposed changes) - drainage improvements
6. Utility lines and connections (electric, water, telephone)
7. Driveways, walks, and parking (indicate materials)
8. Privacy screening and/or service yard - berms, fencing
9. Outdoor lighting layout
10. North arrow and primary view
11. Setbacks and easements - side yards, front and rear
12. Construction staging and access areas

13. Temporary structure locations
14. Service Areas and permanent outdoor furniture and accessories (See Section 3.12 of Standards)

B. FLOOR PLAN (S)

1. Minimum scale: 1/4" = 1'0"
2. Exterior door and window openings
3. Exterior walls and partitions
4. Exterior stairways
5. Exterior lights
6. Decks and porches
7. Electric meter location (recessed base and approved enclosure required)
8. North arrow
9. Trash receptacles (locations, how screened and access)
10. Type and location of heating and cooling system (if planned) location of air conditioning unit, if any.

C. ELEVATIONS

1. Scale: Front elevation, 1/4" = 1'. Other elevations can be 1/8" = 1'.
2. Exterior door and window openings
3. All exterior building features (roof, siding, fireplaces, railings, trims, foundations, house numbers, etc.)
4. Note all materials and finishes
5. **IMPORTANT:** Show the proposed structure's floor line and the finish grade of the site.

D. OUTLINE OF SPECIFICATIONS & PROCEDURES to be used in construction

1. Temporary structures (what & where):
2. Temporary toilet facilities:

3. Location of staging and material storage areas:

E. Site Work:

- 1. Walks and drives (materials):**
- 2. Planting (materials) - Enclose Landscaping Plans demonstrating compliance with Minimum Landscaping Requirements:**

F. Building Specifications:

- 1. Exterior siding - (material; also state width of the siding material and pattern in which applied):**
- 2. Trim:**
- 3. Roofing - (type, color)**
- 4. Exterior openings:**
 - a) Doors (material and finish)**
 - b) Windows (material and finish)**
 - c) Skylights (material and finish)**
 - d) Garage door (material and finish)**
- 5. Exterior stain - (type, color):**
 - a) Siding**
 - b) Trim**
 - c) Garage door**
 - d) Doors**
 - e) Windows**
- 6. Ridgeline & roof pitch**

G. Exterior light fixtures (detailed description)

H. Heating/Cooling System (include type, location, and if specifying the use of solar or other exterior equipment, please indicate)

ARRANMORE HOMEOWNERS ASSOCIATION

**Architectural Review Committee
7185 SW Chapel Lane Portland, OR 97223**

CONSTRUCTION AGREEMENT (for new construction)

As an Arranmore property Owner and prospective homebuilder, I/we have read the current Arranmore Standards and Controls Manual and the application form and fully understand the requirements of this construction submittal.

Enclosed is the plan submittal fee of \$50.00.

I/we understand that any change in the exterior from an approved submittal must be submitted to the Committee for approval.

I/we understand that I may not disturb the surface of the common areas during construction, or use any portion of the common areas for storage or other activities relating to construction without the express written permission of Association.

I/we assume responsibility for any and all damages caused by the contractor to adjacent lots, common areas, or my/our property.

I/we also understand that if mud or debris accumulates on the street, adjoining lots or common areas as a result of construction, I/we must remove it. If the mud and debris is not removed, the Association may remove it, charge me/us for it, and place a lien on my/our property if not promptly paid.

I/we understand that to enforce its standards, the Association may seek injunctions from a court of law and pursue other remedies.

(All Owners' signatures required)

SIGNATURES

Date _____

Lot Number _____

REPRESENTATIVE OF PROPERTY OWNER

I certify that I am a duly authorized representative of the above named property Owner and have the power to act in his/her/their behalf. In addition, I have made the Owner(s) aware of all the above stated requirements.

SIGNATURE

ARRANMORE HOMEOWNERS ASSOCIATION

Architectural Review Committee 7185 SW Chapel Lane Portland, OR 97223

**CONSTRUCTION AGREEMENT
(For alteration/remodeling)**

As an Arranmore homeowner(s) requesting an approval of alteration, remodeling or landscaping I/we have read the current Arranmore Design Review Manual and submittal form and fully understand the requirements of this construction submittal. I/we understand that any change in the exterior design and/or construction from original submittal must be submitted to the Committee for approval.

I/we understand that I may not disturb the surface of the common areas during construction, or use any portion of the common areas for storage or other activities relating to construction without the express written permission of Association.

I/we assume responsibility for any and all damages caused by the contractor to adjacent lots, common areas, or my/our property.

I/we also understand that if mud or debris accumulates on the street. Adjoining lots or common areas as a result of construction, I/we must remove it. If the mud and debris is not removed, the Association may remove it, charge me/us for it, and place a lien on my/our property if not promptly paid.

I/we understand that to enforce its standards, the Association may seek injunctions from a court of law and pursue other remedies.

**SIGNATURES
(All Owners' signatures required)**

Date _____

Lot Number _____

REPRESENTATIVE OF PROPERTY OWNER

I certify that I am a duly authorized representative of the above named property Owner(s) and have the power to act in his/her/their behalf. In addition, I have made the Owner(s) aware of all the above stated requirements

SIGNATURE _____

**COVENANTS, CONDITIONS AND RESTRICTIONS FOR
BLOC, 1
ARRANMORE
WASHINGTON COUNTY
STATE OF OREGON**

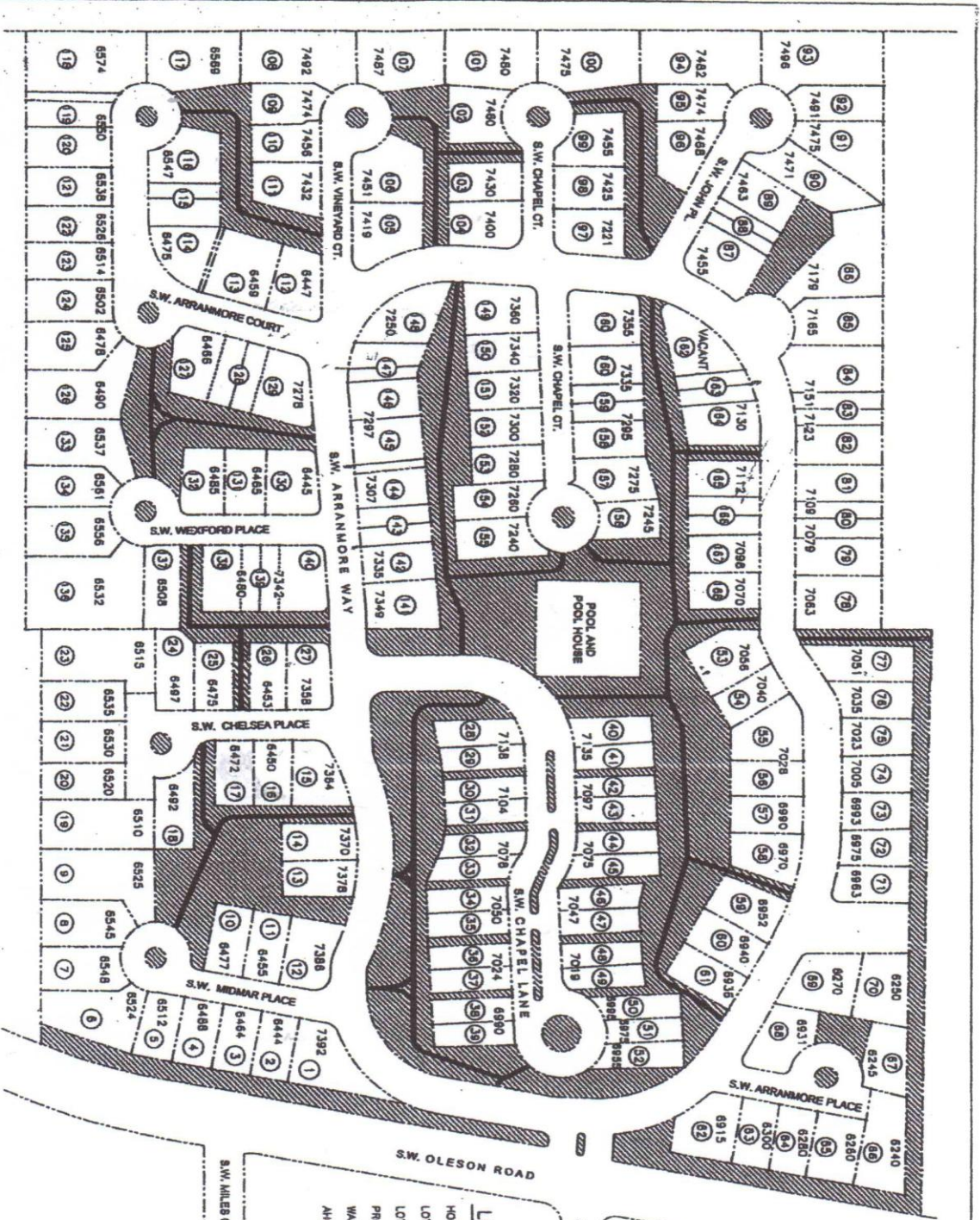
TO: THE PUBLIC

THIS DECLARATION is made on August 2, 1977 by W. C. BAUMAN CO., INC. hereinafter referred to as "Declarant":

WHEREAS Declarant is the Owner of certain real property in Washington County, Oregon, designated as Block 1 on the plat of Arranmore which is of record in the plat records of Washington County and which is hereinafter referred to as "The Properties," and

WHEREAS Declarant desires to subject The Properties to certain covenants, conditions, restrictions, reservations, easements and charges for the benefit of The Properties, and its present and subsequent Owners as hereinafter specified, and Declarant will convey The Properties subject thereto,

NOW, THEREFORE, Declarant hereby declares that The Properties are and shall be held, sold and conveyed upon and subject to the covenants, conditions, restrictions, reservations, easements and charges hereinafter set forth, all of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of The Properties. These covenants, conditions, restrictions, reservations, easements and charges (hereinafter referred to as "these Covenants, Conditions and Restrictions") shall constitute covenants to run with The Properties and shall be binding upon all persons having or acquiring any right, title or interest in The Properties or any part thereof, and shall - inure to the benefit of each Owner thereof.



**ARRANMORE
PLATT W/HOUSE &
LOT NUMBERS**

LEGEND

- HOUSE NUMBER XXXX
- LOT NUMBER (X)
- LOT LINE
- PROPERTY LINE
- WALKWAY
- HIGH COMMON AREA