

Architectural Review Committee

The following resolution was passed and policy adopted on August 13, 2018 and supersedes all previous Architectural Review Committee policies.

Architectural (Structural and Landscaping) Review Procedures and Guidelines

WHEREAS, Section 5.2.5, Section 10.1 and Section 11.4 of the Declaration for Cedarglen Condominium Owners Association, 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 unit. Owners may not permit any architectural changes or landscaping changes to the common and limited common property 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 Board of Directors or its designated Architectural Review Committee (ARC). Unit interior refurbishment or remodeling that does not affect common or limited common elements may not require ARC approval; however, it is recommended that owners communicate with the Association regarding all substantive work within a condominium unit to determine whether or not an application is needed.

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

- Ensure that any changes proposed are carefully considered for their effect on the uniform appearance and structural integrity, utilities, and other components and systems that may affect other condominium units, the common, and limited common property and its improvements
- Ensure that the Association will not be financially or otherwise responsible for the future upkeep and costs of such changes
- Ensure that the Unit Owner pays for all costs related to his individual activity so that the Association at large is not financially subsidizing work and related activities to a condominium unit and its approved ARC application
- Ensure that while owners remain responsible for maintaining the common areas associated with their homes, also ensure that the association approves major changes that could impact the value and livability of the association.

NOW, THEREFORE, BE IT RESOLVED THAT:

- Prior to commencement of any alteration or addition to an existing unit, the plans and all required forms shall be submitted in writing to the Architectural Review Committee for approval (in many cases the Architectural Review Committee may be the actual Board of Directors). In addition, owners are responsible for ensuring common areas are kept in good order and disturbance to other residents is minimized.
- The ARC plan application submittal package includes a mandatory application form. The Owner's proposal shall contain a description of the alteration or addition, including the height, width, length, color, materials used, finishes, etc.
- Verbal requests will not be considered and no owner should proceed with changes based on an assumed verbal approval; approvals must be in writing.

- Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the Declaration, Bylaws, Resolutions, or other governing documents of the Association, 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.)
- The ARC has the authority to Approve or Disapprove the plans, or to require that the plans be resubmitted as redrawn by an appropriate professional contractor or with the additional information accurately provided.
- The applicant shall be informed in writing of the ARC's decision to Approve, Disapprove, or request more information.
- The ARC has further authority to specify a product to maintain uniformity of appearance of the real property and its improvements.
- The ARC may make periodic visual inspections of the community. Any Owner appearing to be in violation of ARC requirements may be contacted considered out of compliance and subject to fees until the matter has been resolved.
- Any Owner who alters or adds to a common or limited common element without following these prescribed procedures and receiving prior written approval shall be liable for the costs involved in restoring the common or limited common elements to their original condition by the Association, including legal and administrative costs.
- Once the change has been approved in writing, construction can commence. Owners and their contractors, subcontractors, and other workers must adhere to the following:
 - Construction is permitted only between the hours of 8:00 a.m. and 5:00 p.m. from Monday to Friday and from 9:00 a.m. to 4:00 p.m. on Saturday; no construction work can be performed on Sunday
 - Noise is to be kept to a minimum so that other residents are not disturbed
 - Owners are responsible for ensuring their workers keep the common areas free of construction materials at all times; materials cannot be stored in the common areas
 - Common areas must be kept free of litter, dirt and debris from construction work at all times; If the Association must do cleanup, a minimum charge of \$50 will be assessed to the Owner
 - All construction debris must be removed off site by the Unit Owner