

Willow Creek Estates Architectural Standards

ARCHITECTURAL COMMITTEE RESPONSIBILITIES AND POLICY

Responsibilities In accordance with Article 4 of the Declaration recorded in the records of Clackamas County, Oregon an Architectural Committee shall be appointed whose primary duty shall be to supervise and control the external design, appearance, location and maintenance of any and all improvements on the Property and any and all landscaping thereon in accordance with the provisions of the Declaration and this Architectural Standard.

Policy No building, fence, wall, patio, deck or other structure of improvements shall be commenced, erected or maintained upon the Property nor shall any exterior addition to or change or alteration therein be made or shall any landscaping of any portion of the property be commenced to maintained until the plans and specifications have been submitted to and approved in writing by the Architectural Committee.

Committee Discretion It is recognized that this manual does not contain specific requirements for every situation that may require Committee approval; therefore, the Committee will necessarily exercise discretion in many instances in approving or disapproving of a specific proposal. It is further recognized that a proposal may deserve consideration on its own merit even though it does not meet a specific standard set forth in this manual; therefore, the Committee is authorized in its sole discretion to approve a proposal notwithstanding that it may conflict with a standard set forth in this manual.

PLAN SUBMITTAL PROCEDURES

Procedure All proposals for erection or alteration of any structure or improvement on any Lot 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:

1. Two copies of finished working drawings and specification complying with the published checklists of the Committee.
2. Two copies of landscaping plans demonstrating compliance with the Minimum Landscaping Standards.
3. Two complete, signed application forms as provided by the Committee.

Standards In consideration for approval, the Architectural Committee shall apply the architectural standard as set forth herein.

Completion Approved projects must be completed within six months after issuance of a building permit. Failure to complete work within the prescribed time shall cause the approval to be rescinded. In the event that unusual extenuating circumstances occur that prevent the completion within the time allowed, the Owner may request a time extension and the Committee may grant an extension.

Appeal There is not automatic right of appeal of a decision of the Architectural Committee. An applicant who desires may petition the Board for review of the decision of the Architectural 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 AC. A majority of the Directors of the Board must agree that a review is appropriate before review may be granted. The Board

will notify the applicant within three days after the applicants letter is received by the President or Secretary of 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 they may speak.

Enforcement Process Violation of AC rules and regulations may be reported by anyone in writing to the AC at an address to designated by the Board. In general, the process for processing violations will be as follows:

1. A Committee representative will inspect the alleged violations.
2. If the committee determines that the alleged violation requires corrective action, two letters, the 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.
3. If no satisfactory response is received within thirty days of the second letter, the Committee will turn the matter over to the Board for further action as provided in the Declaration.

DESIGN GUIDELINES

General Living Units shall be of an attractive and high quality architectural design that is compatible in external appearance, design and quality with existing structures in Willow Creek Estates. Set back requirements for single family lots shall be those set forth in the R-1 zone in the City of Canby.

Garages Each single family detached Living Unit shall include a garage designed to enclose a minimum of two and a maximum of three vehicles. The structure shall interrelate to other on the Lot in respect to character, material and finishes.

Building Size Minimum size for a Living Unit, excluding garage, shall be as follows:

1. Single family detached Living Units single story – 1800 square feet
2. Single family detached Living Units two story – 2000 square feet
3. All other Living Units – 750 square feet

Mail Boxes and Newspaper Receptacles Mailboxes and newspaper receptacles shall be of the standard design initially approved by the Committee. All replacements shall be of the same design.

Exterior Lighting Exterior lighting must be designed to eliminate glare and annoyance to adjacent property owners and passersby.

Exterior Walls Exterior walls shall be cedar siding, LP lap siding, brick or stucco. Other materials may be approved by the AC.

Roofing Roofing shall be cedar or concrete tile. Other materials may be approved by the Architectural Committee.

Construction Activities Roadways and adjoining Lots shall be kept clean and free of debris (and roadways free of mud) arising from construction activities on a Lot. If as a result of construction activities on a Lot violation of the above occur, then in addition to any other remedies permitted by the Declaration and the law, the Association may correct the violation, charge the Owner of the Lot for the clean up (which shall be payable on demand) and if necessary place a lien on the Lot to secure payment.

Construction Completion Construction shall be completed, including exterior decoration within 8 months from the date of the start of construction.

LANDSCAPING POLICY

Landscaping Design The front yard of all Lots shall, within six months of the issuance of the occupancy permit, be landscaped in a manner that is harmonious and compatible with the overall landscaping policy as noted herein.

Landscaping Maintenance Each Owner shall maintain the landscaping and yard in an attractive appearance and free from insects and diseases; each Owner shall provide for the timely replacement of lost plant life and bark dust, and trimming and pruning of plant material to prevent an overgrown look.

Vacant Lots All vacant Lots and Lots with partially constructed improvements shall be kept clear of any construction debris, and weeds and grass shall be kept mowed and not allowed to grow to a height of more than six inches.

Landscaping plan submittal and review Landscaping plans shall be submitted in duplicate to the AC for approval. Plans shall include a site plan (to scale) showing property lines, structures, planting areas and location, and description of planting including species. Applicant shall not proceed until approval has been granted by the Committee.