ARRANMORE HOMEOWNERS' ASSOCIATION

ARCHITECTURAL STANDARDS AND CONTROLS MANUAL

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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 20, 2022 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

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Architectural Review Manual

Table of Contents Page

INTRODUCTION 2

1. ARCHITECTURAL REVIEW COMMITTEE RESPONSIBILITIES AND POLICY 5

1.01 Responsibilities 5

1.02 Policy 5

2. **PLAN SUBMITTAL PROCEDURES** 5

2.01 Procedure 5

2.02 Standards 6

2.03 Completion 6

2.04 Appeal 6

2.05 Enforcement Process 6

3. **DESIGN REQUIREMENTS** 7

3.01 General 7

3.02 Building Sites 7

3.03 Drainage 7

3.04 Driveways 7

3.05 Parking 7

3.06 Garages 7

3.07 Fences, Container and Privacy Screens 7

3.08 Courtyards 8

3.09 Decks 8

3.10 Exterior Walls 8

3.11 Exterior Colors 8

3.12 Roofs 9

3.13 Service Areas 9

3.14 Antennae 9

3.15 HVAC Equipment 9

3.16 Rooftop Solar Installation 9

3.17 Building Size 10

3.18 Mailboxes and Newspaper Receptacles 10

3.19 House Numbers 11

3.20 Exterior Lighting 11

3.21 Trash & Recycling Containers 11

3.22 Signage 11

3.23 Environmental Consciousness 11

4. **CLEANLINESS STANDARDS** 12
4.01 Use of Common Areas 12
4.02 Roads 12
4.03 Enforcement 12

5. **PROCEDURE FOR OBTAINING ARCHITECTURAL COMMITTEE APPROVAL** 12
5.01 Completion and Submittal of Application 12
5.02 Submittal 12
5.03 Plan Submittal Fee 12
5.04 Plan Consideration 12
5.05 Construction Period 13
5.06 Construction Time Limit 13

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, hang signage or alter any building, structure, wall, fence, privacy screen 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, signage, 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) Finished working drawings and specifications complying with the published checklists of the Committee to be supplied via email to : arccommchair@gmail.com

(b) Application forms, construction agreements and checklists on forms provided by the Committee; and

(c) Submission of supplemental “Fence Application” for all fence, screen, wall, applications.

The Committee shall acknowledge receipt, approve, or disapprove the proposal within 21 days after receipt of Complete Application(s), required drawings, and specifications. The Committee will also make every effort to otherwise expedite a response.

The Committee shall be deemed to have approved the proposal if homeowner has received acknowledgement of application and action has not been taken within 30 days following receipt of a Complete Application.

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, location, and quality with existing structures in Arranmore.

2.03 **Completion**. Approved projects must be completed within one year after issuance of an Architectural Committee approval. 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 spend.

2.05 **Enforcement Process**. Violation of Committee rules and regulations may be reported by anyone in writing to the Architectural Committee Chair and the Arranmore HOA via email to arccommchair@gmail.com and arranmorehoa@gmail.com. The procedure set forth in the Arranmore HOA Enforcement Resolution for handling complaints and enforcement of violations of the Declarations, Bylaws and Rules and Regulations with be followed.

3. **ARCHITECTURAL 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.

(a) Aligned to Oregon law, parking, attended or unattended, is prohibited unless a clear and unobstructed width of the roadway opposite the vehicle is left for the passage of other vehicles; in particular the area surrounding roundabouts where the road narrows.

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, Container and Privacy Screens**. Before proceeding with construction and/or replacement of a fence, container or privacy screen the homeowner is required to determine the property line, identify, and communicate any areas where common area irrigation may be interrupted, and review plan with the Landscape Committee. Homeowner may be responsible for moving irrigations lines, and/or add landscaping outside of fence, container or privacy screen. All fences shall be constructed principally of wood, composite material that has the appearance of wood such as Trex or Timber Tech to maintain the environmental character of the Arranmore area, or iron. Fences, container and 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 complimentary wood colored stain or with exceptions approved by the Committee taking into consideration the location and visibility. All fences, container and privacy screens must be maintained so as not to lean, fall, or have unintended holes.

3.08 **Courtyards**. Front entrance courtyard fencing, and gates shall be constructed principally of wood, composite material that has the appearance of wood such as Trex or Timber Tech, or iron to maintain the environmental character of the home. New fence, including retaining wall, should not exceed a height of 6 feet, when measured from the ground level. Requests for higher fencing and gates will be reviewed on a case-by-case basis by the committee. Color of fencing and/or gates shall be consistent with the color scheme of the house. A front entrance courtyard fence shall be setback from the sidewalk no less than 36 inches. The area between the sidewalk and fence should be landscaped, with designs submitted via the Landscape application process and approved by the Landscape Committee.

3.09 **Decks**. Before proceeding with construction and/or replacement of a deck, the homeowner is required to determine the property line. 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, and iron that meets building code requirements, and which are submitted and approved by the Committee are acceptable. Color of wrought iron railings are acceptable when painted the same color as the house, black or white. The Committee must approve exceptions. Decks 30 inches above ground must have a building permit as required per County building code.

3.10 **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, location, and finish. Stucco finish may be allowed only as decorative entry finish or complimentary minor decoration. Full exterior stucco finishes are not allowed.

3.11 **Exterior Colors**.

(a) Paint choices that are the same (in brand/color) as the existing paint scheme on the house, will be approved immediately by the Committee.

(b) 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.

3.12 **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**: Colors to be submitted for review and approval.

3. **Tile**: Monier Lifetile or equivalent cement tile with style and color subject to Committee approval. Homeowner is responsible for any structural inspection required for tile installation.

4. **Metal**: Interlock Roofing Ltd or equivalent metal roofing. Style and color subject to Committee approval.

3.13 **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.

3.14 **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.

3.15 **HVAC Equipment**. Placement of heat pump and condenser units may require visual screening and noise attenuation to the 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.

3.16 **Rooftop Solar Installation:** Use of solar installation is acceptable providing that the panels or collectors of Rooftop Solar Installations maintain the architectural character of Arranmore. All solar energy systems require Architectural Committee review and approval. The homeowner shall submit detailed plans for the proposal, drawings, and specifications. It is the responsibility of the homeowner to comply with State and Country standards and secure required permits.

3.17 **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.

3.18 Mailboxes, Newspaper Receptacles, and Mailbox Posts

Materials, designs, or modifications not specifically addressed by these standards require prior Architectural Committee approval.

Mailboxes
Mailboxes shall be black and may be either a traditional non-locking style consistent with the original developer design or a black steel locking style. Mailbox address numbers shall be gold, silver, or white.

Newspaper Receptacles
Newspaper receptacles, where used, shall be consistent in material, color, scale, and appearance with the mailbox and post design.

Mailbox Posts
Original developer-style cedar posts may be maintained or replaced with materials and components consistent with the original design. Cedar posts shall have a natural wood finish consistent with the original developer design.

Black metal posts shall be rust-resistant, painted black, and square or rectangular in shape. Metal posts shall be a minimum of 4" × 4" and consistent in scale and appearance with existing approved black metal mailbox posts in Arranmore. Round posts, decorative brackets, and decorative arms are not permitted.

Post caps, where used, may be replaced without Architectural Committee approval when consistent with existing approved styles in Arranmore.

Installation Requirements
Mailboxes shall be installed in accordance with current USPS requirements, including a height of 41–45 inches from the road surface to the bottom of the mailbox and placement 6–8 inches back from the curb or road edge.

Mailbox posts shall be installed in the sidewalk where a sidewalk is present. Where no sidewalk is present, posts shall be installed in a concrete footing below grade, with the footing concealed by soil, mulch, or landscaping.

Relocation of a mailbox or mailbox post from its original location requires prior written approval from the Architectural Committee. Posts shall be positioned to avoid interference with existing

drainage structures. Any holes or damage to sidewalks resulting from mailbox or post removal, replacement, or relocation shall be repaired with concrete to match the surrounding sidewalk.

A single post may serve no more than two mailboxes. Installations serving more than two mailboxes use two posts meeting these standards.

Existing approved mailboxes and posts that do not conform to these standards may remain until replacement is needed. Upon replacement, the existing mailbox and/or post shall be removed, and the new installation shall comply with the applicable requirements of this section

3.19 **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.

3.20 **Exterior Lighting**. The Committee must approve type and placement of additional, newly placed exterior lighting devices. The concern is to eliminate glare and annoyance to adjacent property Owners and passersby.

3.21 **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 place.

3.22 **Signage**. No signs of any character shall be erected, posted, or displayed in a location that is visible from the Common Area, or any other Lot, without the prior written approval of the Architectural Review Committee. Exceptionally:

(a) Signs of seasonal decoration or celebration may be displayed for up to two weeks.

(b) Real estate signs must meet County regulations with respect to size and content. Real estate signs may only be placed in the front yard of the available property. Signs may not be placed on common area.

(c) Estate and Garage sale signs being used for notification may only be displayed for 48-hour period.

(d) Commercial signs may be displayed in homeowners' front yard, during active construction.

3.23 **Environmental Consciousness.** AHOA recognizes the importance of protecting our environment and planet. Any environmental initiatives not listed, will be considered when application is submitted to the Committee.

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, 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 upon 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 4.01 and 4.02 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. In accordance with the Arranmore Enforcement Resolution.

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

5.01 Submittal of the application and supporting documents, samples, and swatches.

5.02 An application shall not be considered complete until all the foregoing matters have been timely submitted. The Committee has no obligation to review an incomplete application.

5.03 Committee approval is valid for one year. If substantial construction hasn't begun in that time, a new application must be made.

5.04 All proposed exterior construction on your home site must be completed within one year from the date of issuance of permit.

5.05 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. It is the responsibility of the homeowner to survey, identify irrigation lines, and secure required permits.

5.06 Removal of vegetation or plant, related to any architectural changes should be submitted to the Landscape committee for approval.