

# **Ashbrook Condominiums Owners Association**

## **Resolution Number 3 – Architectural (Structural & Landscaping) Review Procedures and Guidelines**

WHEREAS various Articles, including Article 7, Section 7.2, Additions, Alterations or Improvements, of the Bylaws for Ashbrook Condominiums 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 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. Unit interior refurbishment and/or remodeling that does not affect common and limited common elements may not require ARC approval, however, it is recommended owners communicate with the Association regarding all substantive work within a condominium unit to determine whether or not an application is needed. Sometime the application form may simply be used to “register” the event.

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 and structural integrity, heating, cooling, utility and other components and systems that may affect other condominium units, the common and limited common property and its improvements, and
- (2) Ensure that the Association will not be financially or otherwise responsible for the future upkeep and/or costs of such changes.
- (3) Ensure that the unit owner pays for all costs related to their individual activity so that the Association at large is not financially subsidizing work and related activities to a condominium unit and/or their approved ARC application.

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

1. Prior to commencement of any alteration or addition (including satellite dishes) to an existing unit, the plans and all required forms shall be submitted in writing to the Architectural Review Committee (ARC) for approval, along with payment of a plan review fee and/or deposit. The plan review/administrative fee(s) can vary depending on services provided by the Association. In addition, owners must discuss the project with the Association to ensure common areas are kept in good order and disturbance to other residents is minimized.
2. 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., and all

- requested information shall be provided in the format required. See Attachment #1.
3. The basic plan review fee structure provides for changes or additions to unit design.
  4. Verbal requests will not be considered.
  5. Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the CC&Rs and Resolutions, 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).
  6. 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 and/or with the additional information accurately provided.
  7. The applicant shall be informed in writing of the ARC's decision to Approve, Disapprove, or request more information.
  8. The ARC has further authority to specify a product to maintain uniformity of appearance of the real property and/or its improvements.
  9. The ARC may make periodic visual inspections of the community. Any owner appearing to be in violation of ARC requirements will be sent a letter by the Association. The owner must reply within thirty (30) days of the date of the letter or other time frame specified by the letter.
  10. 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 elements to their original condition by the Association, including legal and administrative costs. Any expense thus incurred shall become a lien against the unit.
  11. The Association may charge the owner for costs associated with administering and/or processing requests, including but not limited to reviews involving an Architect, Engineer, and/or Managing Agent. All expenses related to the request will also be charged to the owner through the application fee or supplemental charges as necessary.
  12. Once the change has been approved in writing, construction can commence. Owners and their contractors, subcontractors, and other workers must adhere to the following:
    - a. Construction is permitted only between the hours of 8 a.m. and 5 p.m. from Monday to Friday and from 9 a.m. to 4 p.m. on Saturday. No construction work can be performed on Sundays.

- b. Noise is to be kept to a minimum so that other residents are not disturbed.
- c. Owners are responsible for ensuring their workers keep the common areas free of construction material or debris at all times. Materials cannot be stored in the common areas.
- d. 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 that owner's account.
- e. All construction debris must be removed off site by the unit owner and cannot be disposed of in the Association's disposal and recycling facilities.

*Approved by the Board of Directors June 27, 2006*