

SUMMERFIELD CIVIC ASSOCIATION

ARCHITECTURAL MANUAL

1. SOURCE OF AUTHORITY

Summerfield Covenants, Conditions, and Restrictions

2. PURPOSE OF MANUAL

To educate and inform Summerfield Civic Association members

To provide a concise source of information

3. PURPOSE OF THE ARCHITECTURAL COMMITTEE

To provide direction to homeowners to assure consistent application of rules in order to maintain an attractive appearance of the community

To investigate violations or rules

To enforce the violation provision

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Revised: 11/91, 10/94, 11/94, 2/96, 4/97, 1/98, 3/98, 6/98, 6/00, 10/00, 4/01, 02/03, 12/03, 08/08, 11/08, 9/09.

1. ARCHITECTURAL COMMITTEE RESPONSIBILITIES AND POLICY

1.01 Responsibilities: In accordance with the Restated Declaration of Conditions and Restrictions (the “Restated Declaration”) recorded in the records of Washington County, Oregon, and the Amended Bylaws of Summerfield Civic Association (“Amended Bylaws”), an Architectural Committee appointed by the Board of Directors of the Summerfield Civic Association (the “Board”) shall supervise and control the external design, appearance, location, and maintenance of any and all improvements on any lot or residential unit in Summerfield in accordance with the provisions of the Restated Declaration and this Architectural Manual (the “Manual”).

Any major change or maintenance performed on the exterior facility of the SCA Clubhouse shall require the dual review of both the Clubhouse Committee and the Architectural Committee. Examples of major changes or maintenance include structural changes, roofing, painting, decking, etc. Exceptions to the dual review include holiday decorations (strictly Clubhouse), common area landscaping, and urgent or emergency maintenance / repairs.

1.02 Policy: No building, fence, wall, patio, deck, or other structure shall be commenced, erected, or maintained upon any lot or residential unit, including exterior machinery for heating and cooling the residence, nor shall any exterior addition to, or change or alteration thereon be made, until the plans and specifications have been submitted to the Architectural Committee (the “Committee”) and the Committee has responded with approval in writing.

The Committee will not consider or assume responsibility for the structural integrity, safety features, mechanical operation, or building code compliance of the proposed improvements or structures. General land use requirements and building codes are established by the City of Tigard, Washington County, and other agencies, which shall prevail.

1.03 Committee Discretion: It is recognized that this Manual does not contain specific requirements for every situation that may require the Committee's approval; therefore, the Committee will necessarily exercise discretion in many instances in approving or disapproving a specific proposal. It is further recognized that a proposal may deserve consideration in its own merit, even though it does not meet a specific standard set forth in this Manual. *Both the Committee and the Board must approve such proposals.*

2. PLAN SUBMITTED PROCEDURES

2.01 Procedure: All proposals for erection, improvement, or alteration of any structure on any lot or residential unit must be submitted to the Committee in the form of a completed **Architectural Change Request**. A completed application shall consist of:

- (a) Two copies of **Architectural Change Request**;
- (b) Drawings, sketches or plans, where applicable; and,
- (c) Samples, such as vinyl siding, where applicable.

Changes to architecture and maintenance of structures are confined to building exteriors, fences, walls, patios, decks, driveways, thereto directly attached or unattached.

The Committee shall approve or disapprove the proposal within fourteen (14) days after receipt of a completed application and return one copy marked to indicate approval, approval with modification, or if disapproved, marked or otherwise noted with the reason of such modification or disapproval. If the Committee does not respond within fourteen (14) days, the application shall be deemed approved.

The owners shall be responsible to obtain all permits and inspections required by the governmental authorities.

2.02 Standards: In its review process, the Committee shall strive to preserve the high quality in external appearance, design, and compatibility with existing structures and neighboring properties within Summerfield.

2.03 Completion: Approved projects must be completed within one hundred twenty (120) days after issuance of the committee's approval. Failure to complete the work within the prescribed time shall cause the approval to be rescinded and

resubmittal shall be required. The Committee may grant an extension for extenuating circumstances. An extension application shall be made in writing to the Committee.

2.04 Appeal: There is no automatic right of appeal of a decision of the Committee. An applicant may petition the Board for a review of the decision of the Committee by submitting to the Summerfield Civic Association Administrator (the “Administrator”) a written statement explaining the reason for the appeal. The Administrator will provide copies of the request to all of the members of the Board and the members of the Committee. The Administrator will notify the applicant within thirty (30) days after receipt of the applicant’s letter of appeal as to whether the Board will review the appeal and, if so, on what terms. The Board may set reasonable procedural limitations for the hearing on the appeal, if any, including without limitation, restricting the scope of the review to specific issues and limiting the time the applicant may speak.

Violation of the Committee’s rules and regulations or of this Manual may be reported by anyone in writing to the Committee.

If a violation occurs, follow the Summerfield Civic Association’s Procedure for Processing Standards Violations.

3. DESIGN GUIDELINE

3.01 General: Residential units shall be of an attractive and high quality design that is compatible in external appearance, design, and quality with existing structures in Summerfield.

3.02 Building Sites: All structures shall be constructed within the setback requirements set by local jurisdiction’s PUD ordinance.

3.03 Drainage: Gutters will be required on all structures and must be properly drained to direct all runoff to the curb lines of the lot, or to an existing storm sewer system. No surface or building drainage to any adjoining private or common property, except for access to the storm drain as provided in Section 1.8 of the Restated Declaration.

3.04 Driveways: Driveways shall be of concrete slab construction only. It is recommended that the drive surface be finished with a broom finish or exposed

aggregate. All special artistic effects embedded in the driveway are subject to approval.

3.05 Impervious Surfaces: Not more than eighty percent (80%) effective with construction after April 14th, 1997, of any lot shall be covered by an impervious surface; impervious materials include, but are not limited to all structures, patios, walkways, decks of plywood or similar materials, pools and driveway.

3.06 Garages: Each single-family detached residential unit shall include a garage designed to enclose a minimum of two (2) and a maximum of three (3) vehicles. The structures shall closely relate with other structures on the lot in respect to character, material, and finishes. Carports are not permitted at single-family units or townhouses. Unattached garages may be permitted by the Committee. All other residential units will have adequate parking for the owners and occupants thereof. Such parking may include carports, garages, and uncovered parking spaces. Carports and uncovered spaces shall not be used for storage of anything but allowed vehicles.

3.07 Fences and Walls: To preserve the aesthetic quality of the community, no residential lot may have fences, walls or hedges that exceed 72 inches in height or that extend beyond the front corners of the dwelling on the lot. (See Section 1.3 of the Restated Declaration.)

Fences and walls constructed as property line barriers or security walls, whether attached or unattached to the home, shall be constructed principally of wood, masonry or wrought iron. Any other material must be approved by the Architectural Committee.

Vinyl or plastic fencing may be approved by the committee if the selected color closely matches the house color and is replaced or properly painted if the house color is changed in the future.

Wire fencing, including chain link type, is not permitted. Low retaining walls may be allowed to prevent soil slippage along property lines. Any fence installed must be aesthetically pleasing on both sides, e.g., a good neighbor fence. Variances or exceptions with respect to any restrictions to this paragraph may be allowed if first approved in writing as provided in the Bylaws and the Declaration.

3.08 Decks: Decks must be of an attractive and high quality design that is compatible with the existing structures in the community.

3.09 Deck and Patio Covers: Deck and patio covers must be of quality, design, color, and construction that compliment the dwelling to which they are attached and the surrounding buildings. Permanent patio covers are to be constructed of high quality materials that are compatible with the dwelling's exterior appearance and design. Metal covers should be constructed of commercially painted or finished components. Covers with top panels that are impervious to water must have gutters with downspouts that are connected to the dwelling's storm drain system. Hardware and fasteners are to be of good commercial grade. Rope, wire, or cable is not to be used to connect or support the structure.

Temporary covers are prohibited. Commercially made roll-up awnings, plastic, or bamboo shades are acceptable. All other types are prohibited.

Awning covers should be of high quality canvas or equivalent materials. The color of the top panels should be coordinated with the rest of the structure, except that white panels may be approved if it will not cause a reflection or glare that would be troublesome for neighbors. No intense or bright colors are permitted.

Wood covers effecting partial shade should be designed so that they can be stained or painted to match the color of the dwelling. The design of the cover should provide for future maintenance, cleaning, painting, or refinishing.

3.10 Exterior Walls: The appearance of exterior walls of an addition or remodel of a structure must be compatible with the existing structure.

3.11 Exterior Colors: Approval must be obtained for all repainting of houses whether with the same or a different color. Approved paint samples are available at the Clubhouse. An owner wishing to repaint the exterior or trim shall submit an application to the Committee with color samples from the approved list.

White and off-white (including very light shades of any color) are not acceptable for basic house color. White and off-white are acceptable trim colors, provided they are compatible with the basic house color. In addition to the two basic house and trim colors, a third color may be applied to the house entry door and/or to accent window shutters as long as the third color is selected from the approved color booklets and approved by the Architectural Committee. The garage door color must be the same as the basic house color. Garage doors that are currently natural wood color may remain natural wood.

Approval must be obtained for the application of factory-finished metal siding or vinyl, including windows, to any residential unit. A color sample of both basic

house and trim colors must be attached to the Architectural Change Request form. Vinyl siding color samples are available at the Clubhouse.

If an owner paints or applies new siding with an unapproved color or material, such owner may be subject to an appropriate sanction as provided for in the Association's governing documents, including but not limited to Section 2.3.8 in the Restated Declaration.

3.12 Roofs: Approval must be obtained for all re-roofing. The approved list of materials currently includes two hundred-thirty (230) pound or better three (3) tab asphalt shingle tile, Bartile, rough split cedar shares, or wood shingles. New types of materials may be approved by the Committee and be made part of this Manual. Color of roofing shall be muted earth tones. Color samples are available at the Clubhouse. No white, light gray, light green or light blue is permitted. Cedar roofs may be allowed to weather naturally.

3.13 Skylights: Manufactured skylights may be approved if they are installed in accordance with the manufacturer's recommendation and meet all requirements of the City of Tigard building code.

3.14 Service Areas: Storage or accessory buildings (such as dog houses, tool sheds, firewood shelters, garbage enclosures), non-portable pools, and non-portable or affixed outdoor furniture such as swings, backstops, picnic tables, barbecues, hot tubs, and tree houses, etc., shall be reasonably screened from public and neighboring view. The locations of all such accessories are subject to the Committee's review and approval.

3.15 Poles and Antennas: An exterior television antenna or satellite dish with a diameter exceeding one meter shall not be permitted where alternate reception can be obtained by other means. The Committee may approve a television antenna or satellite dish larger than one meter in diameter where it can be demonstrated that adequate reception cannot be achieved by means other than cable.

Satellite dishes one meter in diameter or less are permitted under the following criteria:

- (a) A "Notice of Intent to Install a Satellite Dish" shall be submitted to the Committee. A notice form is available at the Clubhouse.

(b) Dishes should be mounted where they are least visible while allowing for proper reception.

(c) Dishes silhouetted against the skyline or positioned higher than a roof peak are discouraged but still keeping in mind that proper reception is the first criteria. Dishes mounted on walls or other supports near the earth should be screened by trees or shrubbery.

3.16 Climate Control: Placement of heat pump, condenser units, and portable air conditioning units shall receive special consideration to ensure appropriate visual screening and noise attention to the neighboring residential units and areas. Use of solar heating systems is acceptable provided that the panels or collectors are integrated into the structure with regard to overall appearance and design. All exterior climate control equipment must be reviewed and approved by the Committee prior to installation. The City of Tigard requires a mechanical permit that complies with state and federal regulations for installation of heat pumps and air conditioners.

3.17 Mailboxes: Mailboxes shall be of standard design. When replacing a mailbox, the replacement shall be the approved design per the Architectural Committee and Board of Directors. Specifications are available at the Clubhouse. No other receptacles (newspaper, etc.) are permitted.

3.18 House Numbers: Plans must show the location and style of 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.

3.19 Exterior Lighting: Type and placement of exterior lighting devices must be approved by the Committee. The concern is to eliminate glare and annoyance to adjacent property owners and passerby. All lampposts within Summerfield must be uniform and painted dull black. The Summerfield Civic Association can furnish the name of the supplier.

3.20 Golf Ball Screens: All improvements for the purpose of providing protective screening from errant golf balls must be reviewed and approved by the Committee prior to installation or construction. Acceptable materials and design guidelines are available at the Clubhouse. Screening will be of a design that compliments the architecture of the residential unit and shall not obstruct the view of any other property.

3.21 House Signs: All “for sale” and “for rent” signs must be of professional quality and removed as soon as the sale or rental is completed. Other restrictions are covered in the Restated Declaration.

3.22 Cleanliness Standards Affecting Common Property and the Golf

Course: The owner, his/her contractor, or any other person associated with the construction or alteration of a residential unit may not disturb the surface of the common property or golf course during construction, or use any portion of the common property or golf course for storage or other activities relating to the construction or alteration. Roadways shall also be kept free of dirt and mud arising from construction activities on a lot or area.

3.23 Enforcement: If a violation occurs as a result of construction activities on a lot or residential unit, then in addition to any other remedies permitted in accordance with the Association’s governing documents and the applicable laws and ordinances, the Association after appropriate notice and an opportunity for a hearing may correct the violation, charge the owner of the lot for cleanup, replacement of the offending item, restoration to the original condition, or other work required to remedy the violation (which shall be payable on demand), and place a lien on the lot to secure payment.

4. REVISIONS

The Board may from time to time amend, modify, or revise the provisions this Manual, including the procedures for submission to and approval of the Committee outlined herein. Such amendment, modification, or revisions shall not be binding upon the owners until the Board has given notice of the same to the owners. Such amendment, modification, or revisions shall not affect structures or the improvements approved prior to enactment of such amendment, modification or revision.

5. SUBORDINATION

Where any conflicts or discrepancies arise between this Manual and any part of the Restated Declaration, the Restated Declaration shall prevail.