



***SUMMERFIELD CIVIC ASSOCIATION***

**LANDSCAPE / ARCHITECTURAL MANUAL**

[This manual replaces all previous individual Landscape and Architectural manuals]

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# 1. LANDSCAPE and ARCHITECTURAL COMMITTEE RESPONSIBILITIES AND POLICIES

**1.01 Purpose:** The Landscape and/or Architectural (the “Committee or Committees”) are dedicated to keeping the Summerfield area one of the most beautiful and desirable places to live. The Committees will also provide direction to homeowners for keeping their own property well landscaped and aesthetically maintained.

**1.02 Responsibilities:** In accordance with the Articles of Incorporation, Amended Bylaws, and Restated Declaration of Conditions and Restrictions of Summerfield recorded in the records of Washington County, Oregon (the “Declaration”), the Committees appointed by the Summerfield Civic Association (SCA) Board of Directors (Board) have jurisdiction over significant landscape and architectural directives, including the power to approve landscape and architectural plans and changes to existing plans, recommend improvements in common areas, exterior of Clubhouse and enforcement authority over violations in Summerfield in accordance with the terms and conditions set forth in this Landscape / Architectural Manual (the “Manual”).

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

**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 on its own merit, even though it may not meet a specific standard set forth in this Manual. In this case, approval may be required by both Landscape and Architectural Committee.

**1.04 Committees Decision:** The applicable Committee will approve or disapprove the proposed plan within fourteen (14) days after the SCA Office has received and date stamped a properly completed application. The Committee will return one copy to the applicant marked to indicate approval, or if disapproved, marked or otherwise briefly noted with the reason for such disapproval. If the Committee does not respond within fourteen (14) days the application shall be deemed approved.

**1.05 Cleanliness:** Unless expressly permitted in writing by the Board, the owner, the owner's contractor or any other person associated with the construction or alteration of a living 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 construction. Roadways and adjoining lots shall be kept clean and free of debris, and roadways free of dirt and mud arising from construction or landscaping activities on a lot or area.

**1.06 Enforcement Procedures:** Debris from construction or landscaping activities shall be promptly removed. Any other violations, as outlined in this Manual, shall be corrected immediately.

If an owner is found in violation of the requirements of this Manual, an owner shall have thirty (30) days to correct the violation.

Remedies permitted by the Declaration and the law will be pursued by the Summerfield Civic Association (Association) to correct any violations. The cost of the clean up or any other necessary corrective measures incurred by the Association shall be payable by the owner upon demand. If an owner fails to pay any such demand, a lien may be placed on such owner's property to secure payment.

**If a violation is not corrected within the specified time, the appropriate Landscape or Architectural Committee chairperson will file a 'REPORT of STANDARDS VIOLATIONS' to the Summerfield Board of Directors for further review and possible action.**

**1.07 Reconsideration; Appeal:** If the resident or owner wishes to seek reconsideration of a Committees decision, such owner may, within ten (10) days of the date of such decision, request in writing that two Committee representatives revisit the site and review the decision. In such event, the Committee shall either affirm or modify the decision within ten (10) days of receipt of the written request for reconsideration.

There is no automatic right of appeal of a decision of the Committees to the Board of Directors of Summerfield Civic Association. An applicant may petition the Board of Directors of the Summerfield Civic Association within the 30 days of the final decision of the Committee for a review of the decision of the

Committees by submitting to the Summerfield Civic Association Administrator a written statement explaining the problem and the applicant's proposed solution. The Administrator will provide copies of the request to all of the members of the Board and the members of the Committees. The Administrator will notify the applicant within thirty (30) days after receipt of the applicant's letter of appeal as to whether the Summerfield Civic Association Board is willing to review the matter and on what terms. The Summerfield Civic Association Board may set procedural limitations for the review, including without limitation, restricting the scope of the review to specific issues and limiting the time the applicant may speak. In addition, the Summerfield Civic Association Board may specifically request to review a decision of the Committees without a request by the applicant or the Committees. The Board may affirm or overturn any decision of the Committees.

**1.08 Revisions:** The Board of Directors of the Summerfield Civic Association may from time to time amend, modify or revise provisions of this Manual, including the procedures for submission to an approval of the Committee outlined herein; provided, however, that no such amendment, modification, or revision shall be binding upon the owners until notice of the same has been provided to the owners by the Board. No such amendment, modification, or revision shall affect structures or landscaping changes approved prior to enactment of such amendment, modification, or revision.

**1.09 Subordination:** Where conflicts or discrepancies arise between this Manual and any part of the Declaration, the latter shall prevail.

## 2. LANDSCAPE

**2.01 Landscape Policy:** No landscaping other than general yard clean-up including replacement of individual dead-dying or overgrown plants, shrubbery pruning and bark dust may be done without submitting a Change Request. Any other modification to any landscaping within Summerfield shall not commence until written plans and specifications have been submitted and approved in writing by the Committee. The Committee's review shall include, but is not limited to, re-landscaping, planting or removal of trees, shrubs, ground cover, grass, flower beds, ponds, pools, fountains, flowing water, walkways, rock and stone, retaining walls.

**2.02 Landscape Change Request Procedure:** Applications, known as “**Change Requests**”, are available in the Clubhouse hallway or on-line ([www.summerfield55.org](http://www.summerfield55.org)) and must be fully completed and submitted to the SCA Office **in duplicate**. The SCA Office will date stamp and submit to the Committee immediately.

*The Committee does not assume responsibility for the review of the structural integrity, safety features, mechanical operations, or building code compliance of the proposed building codes as are established by the City of Tigard, Washington County, and other governmental agencies, which ever prevails.*

- (a) Two completed copies of the **Change Request** form;
- (b) Drawings, sketches or plans.

The plans shall include consideration of the impact on sidewalks, streets, adjacent neighbors, and golf course, if applicable.

New installations or alterations of any drain tile system shall be submitted to the Committee for prior approval. All new sprinkler systems must have a back flow device plumbed according to the City of Tigard regulations.

Plans, if required by the previous paragraph, shall include a site plan with a scale of 1 inch equaling ten (10) feet to scale showing property lines, structures, planting areas and location, and description of plantings, including species.

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

**2.03 Design:** All lots shall be landscaped in a manner that is harmonious and compatible with the overall landscaping policy as noted herein.

**2.04 Landscape Maintenance:** Each owner shall maintain the owner's landscaping, yard area, and parking strips, if applicable, in an attractive appearance free from trash, insects, disease, weeds and any other undesirable material. Each owner shall provide for the timely replacement of dead or dying plants and bark dust, as well as periodic trimming and pruning of plant material and shall be maintained to conform to the general pattern of others in the community. All lots must be maintained free of debris and all leaves must be removed in a timely manner and not allowed to accumulate. The debris on a homeowner's property is the homeowner's responsibility to properly dispose of and is not to be placed in the street or common areas.

Pre-emergent chemicals or appropriate landscape cloth should be applied before putting down bark dust. Directions must be followed closely, especially as to strength of the pre-emergent product and the need to apply water. Bark dust or fine mulch is appropriate as a ground cover. Bark nuggets or large pieces of bark are not permitted.

**2.05 Street Trees:** For safety reasons, no tree, shrub, or other planting may obscure the view at any intersection. Pruning or trimming of trees in boulevard parking strips should normally be unnecessary unless a problem develops. These trees should not be topped, as they should be allowed to grow to their natural height. As a condition of approval to remove a parking strip tree, the property owner must execute a written commitment to the effect that such owner will, upon request, replant the parking strip with the quantity, in accordance with the City of Tigard, size and species of tree designated by the Committee.

**2.06 Hedges and Walls:** No residential lot may have, hedges, or walls used as landscape features may exceed 72" in height, nor may they extend beyond the front foundation corners of the dwelling. On lots abutting the golf course, no wall used as a landscape feature or hedge exceeding 24" in height may be placed, maintained, or exist between the house and the golf course, parallel to the golf course line. No planting which obstructs the view of other residents shall be permitted, except plantings used reasonably for the screening of private areas. No planting or structure obstructing vision at street intersections or driveways is permitted to exist.

Variations or exceptions with respect to any restriction in this section may be allowed only after approval in writing, as specified in Section 1.11 of the Restated DECLARATION of CONDITIONS AND RESTRICTIONS revised August 20, 1991.

**2.07 Trees and Shrubbery:** Dead trees and shrubs shall be promptly removed. If a required treatment does not cure diseased trees or shrubs, the tree or shrubs shall be removed immediately to deter further spread of the disease or infestation. Care must be taken in the removal of trees or shrubs so as not to interfere with irrigation systems or other underground services (telephone, cable, electrical, etc.) In undertaking actions, the owners and their contractors shall consider the effect on neighbors' livability. To preclude the possibility of any adverse situations and to maintain the aesthetic value of Summerfield, the Committee shall review the removal of any large trees or shrubs.

**2.08 Minimum Landscaping Requirements:** Lots with living units – all front and rear yard areas shall be planted with any of the following: ground cover, conifer trees, deciduous trees, shrub or lawn. All other yard areas shall, at a minimum, be covered with bark mulch or similar material.

Mounding of planting beds and lawn areas will be permitted if graded so as to blend with adjacent property and/or landscaping. Special care shall be taken to insure proper surface drainage to eliminate water pockets, so as not to adversely impact the owners of neighboring property.

Extensive areas of sparsely planted shrub beds covered with bark dust or similar materials are not permitted. Extensive cover of rocks, pebbles, and sand is not permitted.

Owners shall provide a copy of this Manual to their landscape designer, architect and/or contractor prior to implementation of the work to facilitate and insure compliance.

Any damage caused to the common property or the golf course by installation of landscaping or sprinkler system on a lot by an owner or a contractor engaged by an owner shall be the sole responsibility of the owner.

All lots shall be landscaped in compliance with these requirements within ninety (90) days (weather permitting) after approval of a landscape plan.

This section will not apply to seasonal holiday decorations, which are to be promptly removed after the holiday.

## 3.0 ARCHITECTURE

**3.01 Architectural Policy:** No building, fence, wall, patio, deck, or other structure shall be commenced, erected, or maintained upon any lot or residential unit, including but not limited to, any structure exterior, paint, fence, patio, driveway, sidewalk, walkway, roof, window, door, shutter, skylight, antenna, flag pole, solar panel, golf ball screen, deck, awning, mailboxes, air conditioning / heat-pumps, nor shall any exterior addition to, or change or alteration thereon be made, until the plans and specifications have been submitted to (the "Committee") and the Committee has responded with approval in writing.

Applications, known as "**Change Requests**", are available in the Clubhouse hallway or on-line ([www.summerfield55.org](http://www.summerfield55.org)) and must be fully completed and submitted to the SCA Office **in duplicate**. The SCA Office will date stamp and submit to the Committee immediately.

*The Committee does not assume responsibility for the review of the structural integrity, safety features, mechanical operations, or building code compliance of the proposed building codes as are established by the City of Tigard, Washington County, and other governmental agencies, which ever prevails.*

**3.02 Architectural Plan 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 **Change Request**. A completed application shall consist of:

- (a) Two completed copies of the **Change Request** form;
- (b) Drawings, sketches or plans, where applicable;
- (c) Samples or descriptions of materials such as roofing and vinyl siding, where applicable.

Changes to architecture and maintenance of structures are confined to all building exteriors including paint, external doors, windows, fences, walls, patios, decks, driveways, thereto directly attached or unattached greater than 36 inches in height, but not to exceed 72 inches in height.

The Committee shall approve or disapprove the proposal promptly or 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.

**3.03 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.

**3.04 Building Sites:** All structures shall be constructed within the setback and Easement requirements set by Utilities, City of Tigard, County and State ordinances.

**3.05 Drainage and Gutters:** 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.

**3.06 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. Any other installed material including special artistic effects embedded in the driveway require written Committee approval.

**3.07 Impervious Surfaces:** Not more than eighty percent (80%) 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.

**3.08 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.

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

On lots abutting the golf course, no wall used as a landscape feature or hedge exceeding 24" in height may be placed, maintained, or exist between the house and the golf course, parallel to the golf course line.

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

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.

**3.10 Deck and Patio Covers:** Deck and patio covers must be of quality, design, color, and construction that complement 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.

**3.11 Exterior Colors:** Approval must be obtained for all repainting of houses whether with the same or a different color. A paint book of pre-approved combinations of colors is available at the Clubhouse. An owner can expedite the process by indicating the page number from the paint book on the Change Request form. Any Change Request for colors or combinations not in the approved paint book must have paint chips attached and will require committee approval. In addition to the pre-approved colors, white and off-white are acceptable as trim colors. The garage door must be the same color as the basic house color, or remain as natural wood. Factory-finished metal or vinyl windows, doors and siding are subject to the same color limitations.

**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, Bar tile, rough split cedar shakes, 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. No white, light gray, light green or light blue is permitted. Cedar roofs may be allowed to weather naturally.

**3.13 Solar Panels and Skylights:** Manufactured solar panels and 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 and all other agencies with oversight and permit authority. A copy of the SCA Solar Panel Guidelines must be attached to a Change Request for those installations. Copies are available at the SCA Office and from Committee members.

**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:** Satellite dish antennas one meter in diameter or less are permitted under the conditions stated in the approved "Guidelines for the Installation of Satellite Dish or Exterior Television Antennas" available from the SCA Office and/or from a Committee member. Flag poles require the approval of both the Architectural and Landscape Committees as each installation is unique.

**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. Guidelines are available from the SCA Office or a Committee member. 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 similar and painted dull black. The post height should be five feet tall with an eight to ten inch high, five or six sided globe with a pointed cap.

**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 from the SCA Office and/or a Committee member. 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 of Conditions and Restrictions for Summerfield Civic Association.