

JACKSON SCHOOL HOA

ARCHITECTURAL REVIEW GUIDELINES POLICY

1. Architectural Review Committee's Role and Responsibility

- 1.1. **ARC assists the JSHOA Board of Directors** in administering their CC&R defined responsibility of keeping new construction, additions, and alterations in keeping with the neighborhood and up to prevailing JSHOA standards.
- 1.2. **ARC is composed of up to five (5) volunteers** from the neighborhood, including one JSHOA board member, who serve in an administrative, non policy making role – the JSHOA Board of Directors has ultimate responsibility and authority to define ARC policy and guidelines.
- 1.3. **Appeal of an ARC decision** must be made in person within 60 days by getting placed on the JSHOA Board of Directors monthly meeting agenda. (contact JSHOA manager to be placed on the JSHOA monthly meeting agenda)

2. General Architectural Review Guidelines

Non-structural yard items are generally not subject to ARC review / approval. Examples of these include bird baths, wind chimes, birdhouses, yard art, landscape lighting, building mounted flag staffs, trellises, arbors, edging, and other plant supporting items. If an item is, or is set in, concrete -- or supporting something set in concrete -- it is considered a structure subject to ARC review.

- 2.1. **City of Hillsboro and / or Washington County permits**, if required, are the responsibility of the homeowner and must be obtained to validate ARC approval.
- 2.2. **All City of Hillsboro guidelines** must be observed to validate ARC approval.
- 2.3. **Proposals must be submitted on the JSHOA ARC form** and include project purpose / goal, site plan, drawings, building material description (include vendor brochure, if applicable), anticipated start & completion dates, and other information pertinent to the nature of the proposed project. If the project is not completed in the stated time it requires an extension from the ARC. A project whose extension is not requested or not approved is in violation of the CC*R's and subject to CC&R enforcement.

2.3.1 The clock starts on time allowed to disapprove a project only when the Architectural Review Committee has all of the information necessary to start the approval process.

- 2.4. Proposals must conform to existing CC&Rs** and strive to minimize any negative impact (visual, drainage, sunlight) upon neighboring properties.
- 2.5. Proposals must be discussed** with (not approved by) effected neighbors prior to the start of any approved work.
- 2.6. Proposals for temporary structures** (defined as existing for more than ten days and less than 60 days) must be submitted for ARC review.
- 2.7. Projects must begin** and be completed within the timeframe proposed and approved by the ARC. If the project is not completed, then ARC approval is automatically withdrawn and a new proposal or request for extension must be submitted.
- 2.8. Project changes made during construction** that occur after ARC approval must be submitted for review and inclusion in the file with original proposal.
- 2.9. Quality of construction and materials** used must be comparable & compatible with existing property structures, prevailing construction standards, and the neighborhood overall.
- 2.10. For structures that do not conform to the CC&R's**, such as a metal shed, and it has not been approved by the Committee, then the Association has the legal right to place a lien on that property in order to have the structure changed or brought into compliance.
- 2.11. Residents will be notified** in writing that they are violating the CC&R's and that they need to stop construction until approval of the building is obtained.

3. Example Criteria and Projects Subject to Architectural Review

The following are examples of projects and their characteristics that are subject to ARC review. If in doubt, contact an ARC member or simply submit the proposal for review.

- 3.1. New additions / extensions (patio covers / shade arbors) / outbuildings (sheds)**

Proposed additions, extensions, or outbuildings must be of similar style, material, color and construction as existing property structures and visually fit the property and neighborhood.

3.1.1. Metal sheds are not allowed.

3.1.2. Residents should obtain the necessary permits and approval before they start building.

3.1.3. Other criteria used in evaluating proposals include the materials used, roof angles, siding design, door / window location relative to neighbors, siding / roofing color match with the existing structure, setbacks from property lines, and assuring existing lot "open space" is not reduced by more than 30%.

3.1.4. Portable sheds are considered a temporary structure not to exceed 40 sq. ft and able to be moved by two people. The ARC would review material used and placement on the property with the overriding factor being curb appeal.

3.2. Fencing and walls

Review specific City requirements on fencing before submitting proposals to the JSHOA ARC. Beyond city requirements, the following guidelines apply:

3.2.1. Front yard fencing (forward of the leading edge of the house), either along property lines between lots or across the front yard, should not exceed three (3) feet in height measured on the outward facing side.

3.2.2. Fences or walls along sidewalks must be set back a minimum of one (1) foot, with a two (2) foot set back preferred.

3.2.3. Concrete or rock retaining walls must meet the above set back guideline but may be angled away from the walkway to meet the set back measured 18 inches above the walkway.

3.2.4. Fence, wall, and gate design must be in harmony with existing fence, walls, or gates and with the neighborhood, as determined by the ARC. This includes a variety of styles / designs, with "good neighbor" fencing being especially favored.

3.2.5. In the interest of providing a uniform look at the entries to the neighborhood, new / replacement fences along Harewood, and those along Estate across from Jackson Elementary School, have been standardized to six (6) foot capped cedar style only; repair of existing fence is still authorized.

3.3. Decks / Gazebos

- 3.3.1. Decks and Gazebos are considered “structures” subject to ARC review and approval.
- 3.3.2. Proposed material and design must be in keeping with the neighborhood, as determined by the ARC.
- 3.3.3. Size, height, location, and design must not have a negative drainage or visual impact on neighboring property.

3.4. Patio / Deck Covers and Shade Canopies

- 3.4.1. Permanent window awnings, patio / deck covers, or shade arbors are considered “New additions / extensions” subject to the relevant ARC guidelines, review, and approval as described above in section 3.1.
- 3.4.2. Temporary free standing canopies in good condition are permitted for the summer season only (May – October) and do not require ARC review; no free standing temporary structures are permitted November – April without prior approval of the ARC.
- 3.4.3. Temporary window mounted air conditioners, are permitted for the summer season only (May – October) and do not require ARC review; no window mounted air conditioners are permitted November – April. Additionally, mounting boards / inserts / fillers around the air conditioners must be visually matched to the house – typically painted the same color as the house or trim (aluminum foil, bare plywood are NOT acceptable).
- 3.4.4. Retractable awnings mounted to the house are considered special “additions” subject to ARC review and approval.

3.5. Flag Poles (ground mounted)

- 3.5.1. Poles must have a minimum 3 foot setback from public sidewalk and property lines with a total height the lower of the peak of the roof or 20 feet.
- 3.5.2. Pole or flag hardware must not create noise which disturbs the neighborhood.
- 3.5.3. Items flown from the pole must be maintained in good condition.

3.6. Driveways, walkways, and patios

- 3.6.1. In order to maintain / enhance the overall neighborhood visual appeal and property value, proposals should minimize the extent of “hardscape” (concrete, paving stone, etc.) visible from the street.

The ARC will especially seek to enhance the green space visible between adjacent properties in the area of the properties between the house and the street.

- 3.6.2. Driveway, walkway, and patio design must be in harmony with existing property items and with the neighborhood, as determined by the ARC.
- 3.6.3. Concrete additions to properties must be approved by the ARC committee.

3.7. Satellite dish

- 3.7.1. Only satellite dishes designed for receiving subscription satellite services are permitted – no external “over the air” TV, shortwave, CB, HAM or other antenna located / visible outside the home are approved.
- 3.7.2. Satellite dish should be mounted below the peak of the roof line and should be placed in a location least visible from (1) the street and (2) neighboring property wherever possible.

3.8. Solar panels

Proposals for solar panel additions will be reviewed on a case by case basis. Primary consideration will be the visual impact from the street and neighboring property. Best case designs will have a low profile and will lie flush with the roof surface.

3.9. Siding replacement

- 3.9.1. If the only change proposed is siding replacement and the replacement material is on the pre-approved list, the JSHOA manager can approve the proposal without ARC review.
- 3.9.2. If proposed siding material is not on the pre-approved list, then product information (brochure, website link) and a sample should be made available along with the proposal so an informed decision can be made by the ARC.

3.10. Play structures (permanent)

Swing sets, tree houses, and other permanent (intended to be in place for more than 30 days) recreational structures must be submitted for approval. Location relative to neighbors, size, height, set back,

material, and visual impact will be considered in reviewing the proposal.

3.11. Landscaping

- 3.11.1.No plants may impinge upon public or common areas such that plans for trees and scrubs that may spread must show appropriate set back – landscape design should consider the need to maintain clearance of eight (8) feet above and two (2) feet back from sidewalks and common areas.
- 3.11.2.Any garden edging, walls, brick, blocks, railroad ties, etc. along greenway paths and sidewalks must meet minimum set back requirements (see 3.2 **Fencing and Walls** above).
- 3.11.3.Low growing plants less than eighteen (18) inches tall – such as grasses, bark, river rock, etc. – are most appropriate along fences, walls, paths, and sidewalks.
- 3.11.4.Front yard design and plants should be in harmony with the Northwest Oregon environment and the overall neighborhood.
- 3.11.5.Maximizing front yard landscape (plant and natural materials) and minimizing “hardscape” (concrete) is encouraged.

4. The CC&Rs explicitly exclude roof replacement material and exterior paint color from ARC review.¹

Failure to comply with JSHOA CC&Rs, ARC process, or JSHOA Board of Director rulings may lead to enforcement actions as defined in the CC&Rs and JS

¹ August 2003, Reviewed Nov. 2008