

# OREGON CASCADE RV CO-OP

## ARCHITECTURAL REVIEW COMMITTEE

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### WORKING DRAFT/PROCESS AND PROCEDURE FLOW

November 26, 2021

*The ARC'S Mission Statement is to: Assist and Advise all members in a friendly, non-confrontational manner as to the Architectural Rules and Regulations that Govern the Co-op.*

There are four scenarios whereby the ARC is to be involved:

- 1) **Member** initiated Plot Plan change requests
- 2) **ARC** initiated Annual Lot Inspection and Review
- 3) **Office** initiated Pre-Sale Inspection
- 4) **Reinspection** for any of the above.

#### **Member initiated Plot plan change requests:**

- a) Member acquires plot plan change request form either by downloading from the website (preferred) or requesting a form from the office.
- b) Member submits form for review and approval either by email attachment (preferred) or dropping off at the office.
- c) Office scans Plot Plan Change request and sends it to all ARC members via email. Original is placed in members ARC file.
- d) ARC members receive the request and begin conducting the review. If three ARC members are available in the Co-op, they are to convene at a convenient time, meet with the owner, review the request to determine approval, decline approval, request alterations, or request more info.

If less than three members are available, the same procedure will be followed except that the reviewing members will report their findings to the entire team for review prior to a decision being made.

- e) Once a decision is made, the ARC will inform the owner either in person, by email or phone. ARC will inform the office. The office will update the original document with reference to the decision. The office will forward a copy of the completed document to the member by USPS, email or placing in members mailbox, if in residence.

\*It would be desirable to include a completion date of 1 year on all Plot Plan changes. If the project is not completed in that timeframe, a new approval request must be submitted.

### **ARC initiated Annual Lot Inspection and Review:**

- a) ARC will notify the membership of the intended dates of the Annual Inspection.
- b) A minimum of three ARC members (ideally) will conduct the Annual Inspection after notifying the members. The member may be present or not. One member will be documenting the findings as the park inspection progresses. A designated ARC member or volunteer will complete the proper forms.
- c) Completed forms will be submitted to the appropriate member, the manner of which will be determined by the members status in the Co-op at the time. They may be scanned and emailed, dropped in member's mailbox or sent USPS. This function can be performed by ARC volunteers or office staff.

The forms will have a date (possibly 30 days) to complete all violations or rectify all non-compliant issues. This could be flexible, taking into consideration the severity of the issue/s and the member residency status.

- d) If the original form is not responded to, a second review form will be submitted to the member in any of the above methods. This is the final request to address the issues before other action is taken.\*\*

\*\*The ARC currently has the authority to employ outside service vendors to perform the tasks the member/s have neglected to do in the allotted timeframe.

### **Office initiated Pre-Sale Inspection:**

- a) The office will advise the ARC team members of a pending sale by email.
- b)The ARC will, (ideally,) convene three members to evaluate the lot for violations and non-compliant issues. (If three members are not available, fewer will be allowed if all issues, including pictures, if applicable, are communicated to ALL ARC members before a decision is made.)
- c) Both the Seller, Buyer and the office will be notified, by any of the above methods, of the findings. The original report will be placed in the members ARC file with copies to the Seller, Buyer, and all ARC members.
- d) The Sales Transfer cannot be completed until both parties agree as to the resolution of the listed infractions. That information can be incorporated in the Sales Transfer form.

The timeframe allowed for completion of these issues is fluid, depending on the time of the year and weather conditions. It will be determined by the ARC as the "best case scenario" when the inspection is to be completed.

**Reinspection for any of the above:**

Currently, the ARC members will need to keep an accounting of any inspections they have participated in. This is the only way we will be able to follow-up on prior inspections. (There is a pending online status form in the development stages. If this form is added to the website, all ARC members may access it.)

The paperwork process and flow will remain the same as all the above categories. Annotations will be added to the existing forms as to the resolution status of the identified issues.