

Oregon Cascade RV Co-op

Architectural Review Committee Process and Procedures Flow

The ARC performs all inspections as a team with a minimum of 3 team member's input.

The ARC's number one goal is to ensure the health and safety of all co-op members. We also strive to maintain the natural beauty of our co-op and assist all members to stay within their allocated leased space. We will treat all members with respect and fairness. All ARC inspections and activities are implemented equally to all co-op members in a friendly manner, as we strive to maintain and enforce the Architectural Rules and Regulations.

ARC Inspections

1. Pre-Sale Inspection
2. Plot Plan change
3. Annual Lot Inspection
4. Reinspection
5. Courtesy Inspection

Pre-Sale Inspection

The office will advise the ARC team members of a leasehold/membership for sale by email.

The ARC convenes three members to evaluate the lot. If three members are not available, fewer will be allowed but all issues, including pictures, will be communicated to all ARC members for a consensus decision to be made. The ARC will place a For Sale sign on the lot if one has not already been placed and the seller desires a For Sale sign on their lot.

The ARC emails the completed Pre-Sale Inspection Letter to the office. The office distributes the Letter to both the seller and buyer and places a copy in the lot ARC file. The ARC team or the office files the pre-sale inspection report in the lot ARC file. If reinspection of the pre-sale is required, the ARC will retain a copy of the pre-sale inspection. The Inspection Letter is the first notice of non-compliance.

The Sale cannot be completed until the seller and buyer agree as to the resolution of any listed non compliance items. That agreement is incorporated into the Lot Transfer Sales Form. If the seller is to rectify non-compliant items, the ARC will perform the reinspection as soon as practical once notified that the items have been rectified*.

If the buyer is to rectify the non-compliant items, the buyer will work with the ARC Chair via the Lot Transfer Coordinator to determine the timeline for reinspection, but at no time will that timeline be longer than 6 months.

If at the time of a scheduled reinspection, the non-compliant issues are not corrected and further ARC involvement is required, the procedure will follow the Reinspection Process. This reinspection is the second notice of non-compliance.

A presale inspection is good for six months. The office will request an updated presale inspection for lots for sale longer than six months.

Plot Plan Change

Member acquires Plot Plan Change packet (1 form, 1 graph paper) either by downloading from the website or

requesting a form packet from the office or getting a hardcopy form from the laundry room documents holder.

Member submits the completed form packet to the ARC by email attachment or by dropping it off in the office. If it is dropped in the office, the office scans the Plot Plan Change request and sends it to the ARC members via email. The original is placed in the lot ARC file.

The ARC will convene three members to evaluate the lot for the proposed change. If three members are not available, fewer will be allowed but all issues, including pictures, will be communicated to ALL ARC members for a consensus decision to be made. If more information is needed, the ARC will meet with the owner to review the change request and ask for the additional information. An approved form is valid for 6 months from date of approval.

Once the ARC decision is determined, the ARC sends a copy of the completed packet to the member, via email, in person or by placing a copy in the member's co-op mailbox. The ARC will retain a copy for the plot plan change final reinspection. The ARC team or the office will attach the completed packet documents to the original request in the lot ARC file.

The member must notify the ARC on the completion of their project to schedule a reinspection. After reinspection the ARC copy with annotations will be attached to the original plot plan change form in the lot file. If further ARC involvement is required due to varying from the original plot plan request, the ARC retains the copy, and the procedure will follow the Reinspection Process. This is the first notice of non-compliance.

Annual Lot Inspection

ARC will notify the membership via email of the intended dates of the Annual Inspection and ask that the member be in attendance for the annual inspection of their lot.

A minimum of three ARC members will conduct each lot's Annual Inspection. A separate annual inspection form will be used for each lot.

As the annual inspections are completed, the ARC will submit them to the office. The ARC sends a copy of the annual inspection to the member, via email, by placing a copy in the member co-op mailbox or when necessary, via the USPS. The original is placed in the lot ARC file. For any lots that require reinspection, the ARC retains a copy of the annual inspection form to be used for the reinspection, and provides a copy to the office for filing in the lot ARC file. This is the first notice of non-compliance.

The forms will have a reinspection date that will depend on the severity of non compliant issues to be determined by the ARC. If non compliant issues are corrected in that time frame, the ARC copy of the annual inspection form will be annotated. The ARC team sends a copy of the signed and completed reinspection form to the member, via email, by placing a copy in the member's co-op mailbox, or when necessary, via the USPS. The ARC team or the office will attach the signed and completed reinspection form to the original inspection form in the lot ARC file.

If at the time of a scheduled reinspection, the non-compliant issues are not corrected and further ARC involvement is required, the ARC retains the annotated copy of the inspection, and the procedure will follow the Reinspection Process. This is the second notice of non-compliance.

Reinspection Process

If at the time of a scheduled reinspection, the non-compliant issues are not corrected, the ARC creates a Non-compliance Letter. The ARC or the office sends the non-compliance letter to the member, via email, or by placing a copy in the member's co-op mailbox, or when necessary, via the USPS. The original non-compliance letter and the reinspection form is filed in the lot ARC file. The member will notify the ARC by email of the correction of the non-compliance items within the timeframe indicated on the original notice of noncompliant issues. The ARC will verify the correction and make annotations on the original letter. If the ARC is not notified of corrections within the timeframe indicated on the original notice, or the corrections are not performed within that timeframe then enforcement procedures will begin.

The process of the first notice of non-compliance is annotated in the above section. The ARC team member that leads the original inspection retains a copy and is responsible for ensuring that an ARC team is available on the date of the reinspection.

Overall

The paperwork process and flow will remain the same for all the above categories. Annotations will be added as to the resolution status and the form is filed in the lot ARC file.

Emails conveying ARC inspections, whether presale, annual, courtesy, or reinspection, should be copied to the office and the office will ensure that a copy is placed in the lot ARC file.

*The lead time for conducting all ARC inspections depends on the time of the year, availability of ARC members, and weather conditions. It can be significantly longer in the off-season. If the lead time is likely to be more than two weeks, the ARC Chair will notify the party requesting the inspection as to the estimated lead time when the inspection is requested.

If a member believes it is not feasible to rectify the non-compliant items within the timeframe specified on the inspection, the member should work with the ARC to identify a plan and timeline for completing the work.

Courtesy Inspection

Any member that wants a courtesy inspection, verification, or has an ARC specific question, please do not hesitate to contact the ARC via email at arc.oregoncascade@gmail.com.

The ARC'S Mission Statement: The Architectural Review Committee, in its ongoing effort to maintain the safety/beauty of our park is chartered to Assist and Advise all members in a friendly, non-confrontational manner as to the Architectural Rules and Regulations that Govern our Co-op.