

# Oregon Cascade RV Co-op

## Architectural Review Committee Rules and Regulations

Adopted by Board of Directors August 9, 2016

Adopted by Membership July 13, 2017

Revised by Board of Directors and Membership July 8, 2021

Revised by Board of Directors and Membership July 28, 2022

Revised by Board of Directors and Membership July 11, 2024

Revised by Board of Directors and Membership July 20, 2025

### I. Duties and Responsibilities of the ARC

1. Pursuant to Article 8.1 of the "Oregon Cascade RV Co-op Bylaws, Association Members appointed by the Board of Directors shall constitute the "Architectural Review Committee", hereafter referred to as the "Committee". They shall serve as therein directed. The Chair, appointed by the Board, shall recommend to the board four additional members, making a total of (5) five members.
2. The "Committee" shall maintain appropriate Architectural Rules and Regulations applying to RV and Mobile Home Lots as well as the Common Areas. They shall be designed to serve the majority of the Association Members with the least amount of restrictions.
3. Article 8 of the Bylaws also establishes the Committee Members as the enforcing body and establishes the procedure by which compliance will be ensured.
4. Committee Chair shall serve until replaced by the Board.
5. The Architectural Committee, in its ongoing effort to maintain the safety/beauty of our park has the right for limited right of entry to all leasehold lots. When applicable a 24 hour notice will be given.

### II. Architectural Rules and Regulations

1. Lease holders are the primary "Rules Inspectors," but not the final authority, to see that all rules and regulations are complied with on his/her individual leasehold lot at all times. They will assume the responsibility and liability for all work done on their lot.
2. Unlicensed workers will be considered to be an employee of the hiring leaseholder. The lease holder will assume responsibility and liability.
3. All electrical pedestals are Association property and are to be worked on by licensed, insured electricians, hired only by the Association. Members, unless they are licensed Oregon electricians, shall do no more to the pedestal than plug or unplug a cord or flip a switch.
4. All applicable federal, state and county laws, rules and regulations apply to the Association and its Members. Enforcement of these is the duty of the applicable agency.
5. An approved Plot Plan and the necessary permits will be obtained by the leaseholder prior to the start of any work, other than normal maintenance and repair (replacement of boards in deck, re-painting with existing color, adding gravel in currently graveled areas). Required Plot Plan contents and preparation procedures are covered in Section III.
6. **Mobile Homes**
  - a. Mobile homes are restricted to spaces M-1 thru M-11.
  - b. A minimum of 14 feet wide.
  - c. Those previously approved by the Committee with a current Lane County Mobile Home Permit.
  - d. Mobile Home lots are subject to the same approval process regarding Plot Plan approval, permits, etc. as the rest of the Park.

- e. Mobile Homes less than 401 square feet are not to be parked in the Mobile Home Section.
- f. Rain gutters will be cleaned of debris at least annually.
- g. Roofs should be kept free of fallen branches and needles.
- h. Tree branches will be kept trimmed ten (10) feet or more above the mobile home roof and sheds
- i. Cargo trailers, boats and other non-habitable vehicles will be allowed in the designated parking area of the Mobile home. Parking these vehicles in a neighboring lot designated parking areas can only be done with prior written consent of that neighbor. It is suggested that Cargo trailers, boats and other non-habitable vehicles be parked where it is least visible from the street.
- j. Roll up clothes lines are permitted on side and rear portions of the leasehold lot. They should be stored when not in use.
- k. No building or concrete structure may permanently occupy the five (5) foot front or the eighteen (18) inch rear or eighteen (18) inches on each side of lot M-1 thru M-11. Ground level, buried lot outline boards are permitted.

## **7. Recreational Vehicles**

- a. RV's are restricted to lots RV-1 through RV-52 or placed in the storage area on a space available basis.
- b. Potential new members hoping to purchase a membership attached to an RV lot leasehold, must own a Board-approved RV, or have an agreement in hand to purchase one, before interviewing for membership. All RVs when first brought into the park, whether by new or returning members, must (a) have an RVIA or State of Oregon Recreational Vehicle insignia of compliance affixed to them; (b) be 12 years old or newer; (c) be a park model or a fully self-contained Class A, Class B, Class C, 5th wheel, travel trailer or destination trailer; and (d) not be in disrepair. (rev. 7-20-2025)
- c. One (1) residence vehicle per lot. A residence vehicle is an RV or a Park Model that has an RVIA insignia.
- d. Motorcycles, all-terrain vehicles (ATVs), and similar type vehicles are to be used for transportation to and from the Park only. Small vehicles, designed for "in park" transportation, are acceptable.
- e. RV's, other than Park Models, are to be self-contained.
- f. RVs that first entered the park meeting the standards established in 7b may age beyond the 12-year standard, provided that they remain fully self-contained, do not fall into disrepair, and pass ARC inspection each year. (rev. 7-20-2025)
- g. RV's must be parked parallel to the property side lines and facing the street.
- h. A minimum of fifteen (15) feet will be maintained between vehicles used as residences.
- i. Off-street parking for at least one (1) transportation vehicle is to be provided for on each lot.
- j. No RV, building or concrete structure may permanently occupy the five (5) foot front or the three (3) foot rear of lot 1 thru 37; or the five (5) foot front or the (5) foot rear of lots 38 thru 52. Ground level, buried lot outline boards are permitted. RV slide-outs will not extend beyond the lot line or infringe on the adjacent Member's leasehold lot without written permission.
- k. RV skirting is permitted, but must be of similar design and color as the RV.
- l. Lot trees must be pruned to provide a five (5) foot minimum clearance above RV's and must be pruned so as not to overhang the roadway creating a hazard.
- m. Clotheslines are not permitted.
- n. Sewer connections are to have leak tight fittings with neatly supported hose, free from solids traps.
- o. Sewers must be covered with a leak-proof cap when not in use.

- p. Cargo trailers, boats and other non-habitable vehicles are to be stored in the back storage lot. If covering, the tarp should be a color that blends with the surroundings. If anyone wishes to park a vehicle, trailer, etc. in the Back 40 they are required to contact the Maintenance Manager or the ARC Chair before parking. A space will be assigned.
- q. When covering an RV on an RV lot, annual pre-approval from the ARC is required. RVs may only be covered between October 1 and April 30 using covers that are in good condition, clean, not brightly colored, and manufactured as RV covers. Tarps may not be used to cover RVs except in an emergency and then for no more than 30 days. No approval is required for emergency short-term tarping. (added 7-20-2025)

## **8. Park Models**

- a. Park Models are restricted to leasehold lots RV-1 through RV-52
- b. Prior to the placement of any Park Model, approval must be obtained from the Architectural Review Committee. Drawings must be submitted indicating the location of the Park Model as well as any changes or additions to the existing condition of the Lot. Drawings should address all pertinent items listed below.
- c. New Park Model placement cannot be on or within any utility easements or septic cleanouts. Location in proximity of leach fields must meet county and state requirements. Relocation of Park Model for access and/or maintenance, if required, will be at Lessee's expense.
- d. Height limit to be fourteen (14) feet maximum from natural finish grade to top of roof ridge.
- e. Units must be installed by licensed professionals.
- f. Tires, axles, wheels and hitch must be stored under the unit.
- g. No permanent overhangs or awnings. Retractable awnings will be allowed.
- h. No other shed, cabana or structure will be allowed to be attached to the Park Model.
- i. Exterior of Park Model must be wood or wood product. Roofing to be Composition or factory finished metal. (No corrugated metal) Units must be designed for local snow load conditions. ARC approval is required for the exterior appearance of all Park Models including color and texture.
- j. Any attached decking and/or porches are to be removable.
- k. Skirting must be compatible with siding and installed within ninety (90) days after the placement of the Park Model.
- l. Space for at least one passenger vehicle must be provided off-street.
- m. No trees are to be removed to accommodate a Park Model placement; however, minimum tree trimming will be permitted.
- n. No underground or raised Propane tanks will be allowed. Tanks must be at natural finish grade. Park Model sites are required to erect a lattice trellis around the Propane Tank. The trellis will shield the tank from view by your neighbors. The height of the shield should not interfere with the servicing of the tank by the propane company. The trellis should be framed and constructed of cedar lattice, stained a natural cedar and be removable, if required, for service.
- o. Prior to placement of a Park Model, it is the responsibility of the lessee to verify and adhere to all applicable ordinances including, but not limited to, state and county codes, including State Fire Marshall requirements. Lessee shall secure and pay for any required permits, inspections and fees.
- p. Approval of applicant's request to place a Park Model will be made subject to the ARC's receipt of the necessary approvals and/or permits. Evidence of approvals must be submitted to ARC prior to placement.
- q. No permanent occupancy will be allowed in Park Models or RVs. A total of eight (8) months per 12 month period occupancy is the maximum allowed in any RV or Park Model leasehold lot regardless

of the number of Memberships/Leases owned. The Board may give permission to exceed this time period for extenuating circumstances.

- r. Park Models are vehicles with RVIA or State of Oregon Recreational Vehicle Insignia of Compliance affixed to them.
- s. One (1) residence Vehicle per lot will be allowed. A residence vehicle is an RV or a Park Model that has an RVIA insignia.
- t. Park Models older than twelve (12) years or which are in disrepair require advance approval by a minimum of three (3) ARC Committee members or three (3) Board of Directors prior to placement.
- u. A minimum of fifteen (15) feet side-to-side will be maintained between RVs or Park Models.
- v. No Park Model, building or structure may permanently occupy the five (5) foot front, eighteen (18) inch side, or the three (3) foot rear of Lots 1 through 37; or the five (5) foot front, eighteen (18) inch side, or the five (5) foot rear of Lots 38 through 52.
- w. Tree branches must be trimmed a minimum of ten (10) feet above the roof of the Park Model.
- x. Rain gutters on Park Models must be cleaned of debris at least annually and the roof should be kept free of fallen branches and needles.
- y. Clotheslines are not permitted.
- z. Cargo trailers, boats and other non-habitable vehicles are to be stored in back storage lot. If covering, the tarp should be a color that blends with the surroundings. The parking spaces are first come, first serve. You must get approval from either the Park Maintenance Manager or the ARC Committee Chairman prior to parking any vehicle in the storage lot, and be assigned a space.

## **9. Park Landscaping**

- a. Consideration will be given to utility locations prior to planting anything that may cause a disruption of service, such as sewer line invasion by roots.
- b. Large plants, such as trees and bushes, will be approved, in writing, by at least three (3) members of the ARC prior to planting. This includes Common Areas as well as individual lots.
- c. For Sale signs will be professionally prepared, be no larger than 9"x 12" and should be attached to the front most structure of the lot. Not to exceed 24-inches in height. (Signs available in the Office.)
- d. Trees over five (5) inches in diameter are not to be removed without written permission by at least three (3) Committee Members AND three (3) Board Members. Trees removed shall be replaced with a new tree within six (6) months. Trees removed for thinning or as a nuisance do not require replacement.
- e. Trees and shrubs are limited to those varieties approved by at least three (3) members of the Landscape Committee.
- f. Exterior landscape and illumination lighting shall be low voltage, located less than eighteen (18) inches high and above all else, be neighborly. Security lighting may be low wattage 120 VAC, activated by motion detectors. They shall not be activated prior to entering the Lot. Like fences, exterior lighting has the capacity to be offensive. Confer with your neighbors prior to installation
- g. A minimum of 15% of the site shall be maintained as Green Space. i.e. shrubbery, flowers, grass.
- h. All debris from trimming of trees and shrubs will be placed in the yard debris bin kept in the back storage area at the Park. Plastic, metal, nails or cardboard are NOT to be disposed of in the Yard debris bin.
- i. No outdoor wood burning will be allowed at any site within the Park. This includes contained burners or screened burners. Grills and heaters using charcoal or propane are permitted.

## **10. Sheds**

- a. Sheds are to be located on the rear 1/3 of the Lot. They are to be at least eighteen (18) inches from the side property line, and three (3) feet from the rear property line on Lots 1 thru 37, and five (5) feet from the property line on Lots 38 thru 52.
- b. Sheds are to be no higher than twelve (12) feet from the lowest point at the ground to the highest point at the Ridge, and be a maximum of 120 square feet with a two (2) foot maximum roof overhang. (rev. 7-20-2025)
- c. Sheds may not have running water that requires a drain. Ice maker supply lines are OK.
- d. Sheds shall have roofs covered with composition shingles or factory painted metal only. Metal shall be as good as or better than the Vic West Steel brand with a 20 year warranty. Plastic and fiberglass are prohibited for roofing, as are corrugated patterns or unpainted metal.
- e. Sheds are to have exterior walls covered with wood-grained fiber cement boards, or wood or wood byproducts. T-111, lap siding, or better, is the minimum acceptable. (rev. 7-20-25)
- f. The Shed, roof and trim are to be painted or stained with colors that blend well with the surroundings, and are to be specified on the Plot Plan.
- g. No more than one shed will be permitted per lot in the RV Section.
- h. Rain gutters on sheds will be cleaned of debris at least annually.
- i. Roofs on sheds should be kept free of fallen branches and needles.
- j. Tree branches will be trimmed a minimum of ten (10) feet above the shed roof.
- k. All sheds throughout the park must be maintained in acceptable appearance

## **11. Fences**

- a. Are to be no more than eighteen (18) inches high and be able to be seen through.
- b. Must provide easy access for lawn maintenance, firefighting and meter reading.
- c. Shall not be constructed of continuous concrete (or similar) block, brick or rock. "Cottage Stone" type blocks are permitted around flower beds.
- d. Above all else, they are to be neighborly. Confer with your neighbors.

## **12. Awnings, Decks, and Patios.**

- a. Structures to cover occupied or stored RV's or vehicles are prohibited on RV Lots RV-1 – RV-52.
- b. Free standing decks less than thirty (30) inches above ground, without a roof are permitted. Decks over thirty (30) inches above ground or with a roof require a Lane County Permit, as well as ARC approval.

## **13. Utility System Screening**

- a. Framed lattice shields are permitted to hide the utility systems between the sites. ARC approval is required.
- b. The specifications are as follows:
  - i. Lattice – Cedar wood
  - ii. Framing material – 2x4 wood
  - iii. Post for stabilizing – treated 2x4 wood

- iv. Maximum size of trellis – 4 ft. tall, 8 ft. long and the bottom should be 4” above ground level. The stain will be Natural Cedar. The trellis location must not interfere with reading the electric meter or servicing the utility system.

#### **14. Sale of Membership**

- a. If a Member desires to sell their membership and appurtenant lot lease the Member must notify the Office Manager of their intent. The Office Manager will notify The ARC Chairman of the pending sale and the ARC will inspect the lot, at their earliest convenience, for compliance to ARC Rules. No sale is final until the inspection has been completed. Any non-compliant issues must be corrected by the seller or the buyer must agree to rectify them within 6 months of the date of the lot transfer.  
(rev. 7-11-24)
- b. Prior to the Sale of a Membership and appurtenant lot lease the seller must notify the purchaser of any known deficiencies relating to the lot or the structures thereon.

#### **15. Gazebos (rev. 7-8-21)**

Lane County Reference 8/14/18 exempt from a County building permit: Non-habitable one-story detached accessory structures used as tool sheds, playhouses, and similar uses, provided the floor area does not exceed 200 square feet and a height of 10 feet measured from the finished floor level to the top of the top plate.

Gazebos meeting the definition above re: Lane County Reference exempt from building permit are allowed in the Park with the following conditions. These rules apply to mobile home lots 1-11 and RV lots 1-52.

- a. Gazebos are to be located on the rear 2/3 of the lot. Gazebos must be at least 20 feet from the roadway. They are to be at least eighteen (18) inches from the side property line, and three (3) feet from the rear property line on RV Lots 1-37, and five (5) feet from the rear property line on RV Lots 38-52 and mobile home lots 1-11.
- b. Gazebos are to be no higher than 12 feet from the floor of the gazebo to the apex of the roof.  
(rev. 7-20-2025)
- c. Gazebos located on a park model deck that is higher than six (6) inches above the natural grade, must have the written approval of the closest neighboring lot(s). The deck must meet the requirements in 12. Awnings, Decks and Patios.
- d. Gazebos must be of materials and colors that blend well with the surroundings and are to be specified in the plot plan.
- e. If lighting is planned, this must be included in the plan submitted to the ARC. Lighting must be shielded in order to prevent shining toward adjacent lots.
- f. Gazebos may not have running water that requires a drain.
- g. Gazebo curtains may be mesh or mosquito netting, not solid curtains, lattice, plastic sheeting, or walls of any kind. The mesh or mosquito netting must be kept in good repair and appearance.
- h. Roofs of gazebos must be of metal material and kept free of debris.
- i. Tree branches will be trimmed to a minimum of 10 feet above the top of the gazebo top plate.
- j. Gazebos are not to be used to cover occupied or stored RVs or vehicles.
- k. Gazebos are not to be used for storage, tool sheds, or workshops.
- l. All plot plan requirements must be met (i.e., III. Plot Plans).
- m. Plans to install a Gazebo must be approved by the ARC prior to placement on the lot.

### III Plot Plans

1. Two (2) copies of your Plot Plan and permit (blank forms are available from the Office) shall be approved by at least three (3) Committee Members prior to the start of construction. One (1) copy of your approved or denied Plot Plan will be returned to you within seven (7) days during the summer months. It may take longer during the winter months. A copy of the approved plans will be placed in the Member's file for future reference.
2. Each Plot Plan will include:
  - a. A diagram showing the size and location of the structure.
  - b. The type of material to be used and the colors to be painted.
  - c. A minimum of fifty percent (50%) of the lot shall be devoted to drainage, and will not be covered with anything that will impede percolation of surface water. RV pads are included if water will percolate. Decks with spaced deck boards that will percolate are encouraged.
  - d. Location of the residence vehicle. Off-Street parking for at least one transportation vehicle will be provided on each lot.
  - e. Landscape and security lighting, if planned.
  - f. Trees or other plants with the potential to invade sewage lines or otherwise interfere with other utilities must be shown and approved, prior to planting.

We/I have read this document and will abide by these rules.

Lot #(s) \_\_\_\_\_

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Signature

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Date

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Signature

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Date