

GOOSE HOLLOW HOMEOWNERS ASSOCIATION

Architectural Manual

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INTRODUCTION

Set forth in this Architectural Design Manual are those policies, procedures and guidelines to assist the Committee and property owners through the Architectural Review Process. The powers of the Architectural review and control are the key elements in success of every "automatic membership" community such as Goose Hollow. Properly exercised, the review and control process can create and preserve a community that is attractive, livable and prestigious. The process can help protect your property values.

The manual establishes standards for review of new construction and remodeling of improvements and landscaping of Lots, and an orderly process for that review. It implements and supports the architectural restriction contemplated by the recorded Declaration, which binds every Owner.

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1. ARCHITECTURAL COMMITTEE RESPONSIBILITIES AND POLICIES

1.01 Responsibilities. In accordance with Article IV of the Declaration recorded in the records of Marion County, Oregon, an Architectural Committee shall be appointed whose primary duty shall be to supervise and control the external design, appearance, location and maintenance of any and all improvements on the Property and any and all landscaping thereon in accordance with the provisions of the Declaration and this Architectural Manual.

1.02 Policy. No building, fence, wall, portion deck or other structure or improvement shall be commenced, erected, or maintained upon the Property nor shall any exterior addition to, or change or alteration thereon, be made, nor shall any landscaping of any portion of the Property be commenced or maintained until the plans and specifications have been submitted to and approved in writing by the Architectural Committee.

The Committee will not consider or assume responsibility for the structural integrity, safety features, mechanical operation, or building code compliance of the proposed improvements of structures. General land use requirements and building codes are established by the City of Woodburn, Marion County, and other agencies.

1.03 Committee Discretion. It is recognized that this manual does not contain specific requirements for every situation that may require Committee approval; therefore, the Committee will necessarily exercise discretion in many instances in approving or disapproving of a specific proposal. It is further recognized that a proposal may deserve consideration on its own merit even though it does not meet a specific standard set forth in this manual; therefore, the Committee is authorized, in its sole discretion, to approve a proposal notwithstanding that it may conflict with a standard set forth in this manual.

2. PLAN SUBMITTAL PROCEDURES

2.01 Procedure. All proposals for erection or alteration of any structure improvement on any Lot must be submitted to the Committee in the form of a completed Application at least thirty (30) days prior to the start of the proposed action. A complete Application shall mean:

- (a) Two (2) copies of finished working drawings and specifications complying with the published checklists of the Committee.
- (b) Two (2) copies of landscaping plans demonstrating compliance with the Minimum Landscaping Standards; and
- (c) Two (2) completed, signed Application forms, construction agreements and checklists on forms provided by the Committee.

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- (d) The Architectural Committee shall approve or disapprove the proposal within thirty (30) after receipt of a complete Application and return one (1) copy of the drawings, specifications, application and checklist marked to indicate approval, or if disapproved, marked otherwise noted with the cause of such disapproval. The Architectural Committee shall be deemed to have approved the proposal if action has not been taken within thirty (30) days following receipt of a complete Application.
- (e) It shall be the Owner's responsibility to apply for and pay all fees for permits and inspections required by the governing authorities and codes.

2.02 Standards. In consideration for approval, the Architectural Committee shall apply (1) the PUD standards established by the City of Woodburn, if any, for density, building type, set-back requirements, utilities and placement, and other exterior characteristics; and (2) design compatibility with existing structures in Goose Hollow.

2.03 Completion. Approved new home construction projects must be completed within twelve (12) months after start of completion. Approved alteration or modification projects to structures or landscaping must be completed within ninety (90) days after receipt of approval. Failure to complete work within the prescribed time may cause the approval to be rescinded and re-submittal will be required. The Committee may grant an extension under extenuating circumstances brought to its attention.

2.04 Appeal. There is no automatic right of appeal, of a decision of the Architectural Committee.

- (f) An applicant who so desires may petition the Board for review of the decision of the Architectural Committee by submitting to the President, Vice President, or Secretary of the Association a written statement explaining the alleged problem and the applicant's proposed solution.
- (g) The President or Secretary of the Association will provide copies of the request to the members of the Board and the Chairman of the Architectural Committee.
- (h) A majority of the Directors of the Board must agree that a review is appropriate before the review may be granted.
- (i) The Board will notify the applicant whether the Board is willing to review the matter and on what terms within thirty (30) days after the applicant's letter is received by the President or Secretary.
- (j) The Board may set procedural limitations for the review, including without limitation restricting the scope of the review to specific issues and limiting the time that the applicant may speak.

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2.05 Enforcement Process. Any property owner in writing, may submit violation of Architectural Committee rules and regulations to:

Goose Hollow Architectural Committee
955 Tukwila Drive
Woodburn, OR 97071

Violations will generally be processed in the following manner but circumstances may require different action.

- (a) A Committee representative will inspect the alleged violation(s).
- (b) If the Committee determines that the alleged violation requires corrective action, two letters (second by registered mail) 14 or more days apart, will be sent to the violator by the Committee. The letters will clearly state the violation and the proposed corrective action to be taken.
- (c) If no satisfactory response is received within 30 days of the second letter, the Committee will turn the matter over to the Board for further action as provided in the Declaration.

3. DESIGN GUIDELINES

3.01 General Living Units shall be of an attractive and high quality architectural design that is compatible in external appearance, design and quality with existing structures in Goose Hollow, Orchard Green and Miller Farm.

3.02 Building Sites All structures shall be constructed within the set-back requirements as set by PUD ordinance.

3.03 Drainage Gutters will be required on all structures and must be properly drained to direct all run-off to the curb lines of the Lot or as otherwise directed.

3.04 Driveways Driveways shall be of concrete slab construction only. It is recommended that the drive surface be finished with a broom finish, exposed aggregate or stamped concrete. All specific artistic effects are subject to approval.

3.05 Impervious Surfaces not more than seventy percent (70%) of any Lot shall be covered with an impervious material; impervious materials include all structures, decks, patios, pools, driveways, and the like.

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3.06 Garages Each single family detached Living Unit shall include a garage designed to enclose a minimum of two (2) and a maximum of three (3) vehicles; the structure shall interrelate to others on the Lot in respect to character, material, and finishes; carports will not be permitted and unattached garages will be judged on their merit. All other Living Units will have adequate parking for the Owners and occupants thereof; such parking may include garages, carports, and uncovered parking spaces; no carports or uncovered spaces shall be used for storage of anything but permitted vehicles.

3.07 Fences. All fences shall be constructed principally of wood or masonry to maintain the aesthetic quality of the community. Fences shall be of a design approved by the Committee. Fencing will not be allowed on any portion of a golf course or a view lot within the rear setback line. Other fences shall not be higher than six (6) feet above ground level and shall not extend beyond the front line of the Living Unit. Courtyard walls will be allowed and reviewed on a case-by-case basis.

3.08 Decks. All porch and deck additions, if approved, shall have an appearance consistent with exterior of the Living Unit. No patio or deck addition shall extend nearer than two (2) feet of any boundary line of the Lot. The posts and supports of decks, which are more than eighteen (18) inches off the ground, must be screened from view with either material compatible with the deck or landscaping.

3.09 Deck and Patio Covers. All covers for decks and patios must be of complimentary design and be constructed of the same materials as the Living Unit. Designs incorporating solid roofing must be of cedar wood shingles, shakes, or concrete tile with a minimum roof pitch of four in twelve.

3.10 Exterior Walls. Front elevations of each Living Unit shall be of cedar, redwood, or other approved wood in a tongue and groove, lap siding, or board and batt pattern, or of a masonry or stucco veneer. Side and rear elevations shall be the same or compatible materials as front elevations. Manufactured sidings (including, but not limited to: plywood, aluminum Vinyl, concrete planking such as Hardy Board) are not acceptable, except as used in a feature.

3.11 Exterior Colors. Semi-transparent or solid stains in earth tone colors are acceptable. All other exterior colors must be approved. **All colors shall be submitted to the Architectural Review Committee using store or manufacturer samples, including manufacturer name, color name and identification number.**

3.12 Roof. A minimum roof pitch of six in twelve should be maintained. Cedar shingles, cedar shakes, or approved concrete tiles are required materials. Architectural asphalt roof shingles of 50 year minimum life with limited warranty, and a 15 year period before

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proration begins, minimum. Submit manufacturer name and brand. Three-tab shingles are not acceptable. Other material or roof configurations will be judged on their merit. The concrete roof tile sample shall be submitted with application.

3.13 Service Areas. Storage or accessory buildings (such as dog houses, tool sheds, firewood, garbage, barbecue type buildings or enclosures), non-portable pools, and non-portable or affixed outdoor furniture such as swings, back stops, picnic tables, barbecues, arbors, jungle gyms, hot tubs and tree houses, et cetera, shall be screened from public and furniture is subject to approval by the Committee.

3.14 Poles and Antennae. Exterior radio and television antennae or other receptors shall not be permitted. Flag poles may be approved depending on height and intended use.

3.15 Climate Control. Placement of heat pumps and condenser units shall receive special consideration to provide visual screening and noise attenuation to the neighboring Living Units and areas.

3.16 Windows. All units will be constructed with wood frame clad exterior windows. Vinyl or metal cladding will be allowed.

3.17 Mail Boxes and Newspaper Receptacles. Developer will supply mailboxes and newspaper receptacles. No others are allowed.

3.18 House Numbers. Plans must show 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. The Committee must approve type and placement of exterior lighting devices. The concern is to eliminate glare and annoyance to adjacent property owners and passerby.

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 construction. Use of metal wire mesh in any form is not permitted. Acceptable materials include metal frame with nylon mesh and landscaping. Screening shall be of a design that complements the architecture of the Living Unit.

4. LANDSCAPING POLICY

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

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4.02 Landscaping Maintenance. Each Owner shall maintain the landscaping and yard area in an attractive appearance and free from insects and diseases; each Owner shall provide for the timely replacement of lost plant life and bark dust, and trimming and pruning of plant material to prevent an overgrown look.

4.03 Street Trees. The Declarant will provide and plant street trees as required by the City of Woodburn. Such trees will be planted on or adjacent to such Common Property tracts and Lots along the street frontage as Declarant shall determine, no later than six months from the date the last Lot in a particular development phase has a Living Unit constructed thereon. The Association and each Owner will accept the placement and planting of street trees; if a street is planted on or adjacent to an Owner's Lot, the Owner shall thereafter be responsible to, maintain the tree and promptly replace it with the same size species if it should die. Similarly, the Association shall maintain and replace any street tree planted on Common Property tracts.

4.04 Sidewalks. Each Owner of a Lot shall construct a sidewalk along the street frontage of his Lot in the location and to the specifications determined by the City of Woodburn. The sidewalk shall be constructed prior to the issuance of an occupancy permit for a Living Unit constructed on a Lot. Thereafter, the Owner shall maintain and repair the sidewalk.

5. LANDSCAPING PLAN SUBMITTAL PROCEDURES

5.01 Procedure. Landscaping plans shall be submitted in duplicate to the Architectural Committee for approval. The plan shall include consideration of sidewalks and street trees, where applicable.

5.02 Alterations. Any plans for alteration to the existing landscaping shall be submitted in duplicate to the Committee for approval.

5.03 Plans. Plans shall include site plan (drawn to scale) showing property lines, structures, planting areas and location, and description of plantings including species.

5.04 Implementation. Applicant shall not proceed until the Committee has granted approval.

5.05 Procedure. Submissions to the Architectural Committee shall be handled as set forth in Section 2 of this Manual. The Committee shall respond to an applicant within thirty (30) days. If no response is received by applicant within such 30 day period after complete landscaping plans are received, applicant may proceed with the understanding that all rules and regulations as set forth in this Manual shall be adhered to.

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6. MINIMUM LANDSCAPING REQUIREMENTS

6.01 Lots with Living Units. All front and rear yards shall be planted with any of the following: trees and shrubs, ground cover, conifer trees, deciduous shrubs and trees, and lawn areas. All other yard areas shall, at a minimum, be covered with bark mulch or similar material.

6.02 Grading and Drainage. 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 ensure proper surface drainage to eliminate casual water pockets, so as not to infringe on neighboring property.

6.03 Adequate Coverage. Extensive areas of sparsely planted shrub beds covered with bark dust or similar materials will not be permitted.

6.04 Designers. Owners are required to give these requirements to their landscape designer, architect and/or contractor prior to implementation of the work to facilitate and insure compliance.

6.05 Resulting Damage. Any damage caused to the Common Property or Golf Course by the installation of landscaping or sprinkler systems on a Lot by a contractor engaged by an Owner will be the sole responsibility of the Owner.

6.06 Timeline. All Lots shall be landscaped in compliance with these requirements within 180 days after issuance of the occupancy permit for the Living Unit on the Lot; in the meantime paragraph 6.07 shall apply.

6.07 Vacant Lots. All vacant Lots and Lots with partially constructed improvements shall be kept clear of any construction debris, and weeds and grass shall be kept mowed and not allowed to grow to a height of more than six (6) inches.

6.08 Yard Ornamentation. All ornamentation in yards, such as figurines, plastic flowers, colored, lights, windmills, birdbaths or feeders, shall either be screened from public or neighboring view, or approved by the Committee. This paragraph shall not apply to seasonal holiday decorations that are promptly removed after the holiday.

6.09 Landscaping Standards. Please refer to the Goose Hollow Homeowners Association Resolution regarding Landscaping Standards.

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7. CLEANLINESS STANDARDS

7.01 Affecting Common Property and Golf Course. Owner, his contractor or any other person associated with construction of the 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 mud) arising from construction activities on a Lot.

7.02 Enforcement. If as a result of construction activities on a Lot, violations of paragraph 7.01 occur, then in addition to any other remedies permitted by the Declaration and the law, the Association may correct the violation, charge the Owner of the Lot for the cleanup (which shall be payable on demand), and place a lien on the Lot to secure payment.

8. REVISION OF ARCHITECTURAL DESIGN MANUAL

Pursuant to Article IV, Section 3 of the Declaration, the Board may, from time to time, amend, modify, or revise provisions of the Architectural Design Manual.

9. AUXILIARY STRUCTURES OR ADDITIONS TO PROPERTY OR HOME: (See Note 1)

No garage or existing vehicle parking area is to be converted for/to anything other than vehicle parking or be used for habitation.

No attached or detached auxiliary structure is to be provided with water or sewer service, nor can it be used for habitation.

No attached or detached auxiliary structure is to be used for anything other than storage of home and/or property maintenance equipment.

All attached or detached auxiliary structure's footprint will add-to and be calculated as part of the lot's coverage area.

All attached or detached auxiliary structures will conform to the design of the principal structure.

All attached or detached auxiliary structure's approved height will be at the discretion of the ARC.

-Note 1: Paragraph added by Board 12Nov2018