

East Village Design Guidelines

June 18, 2011

Overview:

The Architectural Review Board of the East Village Homeowners Association is charged with the responsibility of approving all lot improvements whether new or subsequent per the Association's CC&R's paragraph 4.7.3.

"4.7.3 Approval Required: No building, fence, wall or other structure of any type shall be erected upon the Property, nor shall any exterior addition to, change in, painting or staining of, or alteration to say Unit, outbuilding, fence, wall or other structure on the Property of any type be made until the plans and specifications showing the nature, kind, shape, height, materials, color, and location of the same shall have been submitted to and approved in writing by the Architectural Review board as to the harmony of external design, materials, color, and location in relation to surrounding structures and topography."

Prior to beginning any new construction, addition, alteration, repair, change, painting, or other work that in any way alter the exterior appearance of any building, landscaping, fencing or structure, the Owner shall obtain written approval from the Architectural Review Board. These guidelines present general policy, review procedures and design guidelines applicable to all Members of the Association. Any improvements or changes to or on a Member's property, whether developed or undeveloped, shall be subject to these guidelines.

In general, matching the architectural styles, elements, components, materials and colors of existing single-family living units within the development is encouraged. All design efforts should aim at promoting harmony with the existing built community.

Exceptions to the Design Guidelines may be considered on an individual basis, and granted on architectural merit. The Architectural Review Board reserves the right to amend or alter the Design Guidelines as it deems appropriate.

All construction is subject to all codes, ordinances, and regulations as adopted by the State of Oregon, Jackson County and the City of Ashland, and all other pertinent regulations. The most stringent regulations shall apply in the event of a conflict.

1.0 Review Process:

1.1 Application and Submission Requirements:

- (1) An Owner shall submit a written request for Architectural Review Board approval describing in detail the nature and scope of the work that the Owner intends to perform.
- (2) Since projects may vary greatly in scope and complexity, project submission requirements depend upon the specific improvement or modification. Based upon the scope of the project, the Board President or Chairman of the Architectural Review Board will notify the Owner as to the items the Board will require the Owner to submit.

(3) In general, Owners intending to build minor improvements, additions, or alterations shall be required to submit only those items that adequately describe the project. These may include but is not limited to the following:

- A brief written description of the project.
- Scaled drawings showing what is proposed
- A brochure, catalog photo, or manufacturer's information of what is proposed (if applicable)
- Material or color samples (if applicable).

Owners intending to significantly alter the exterior of their units or build on an unimproved lot shall be required to submit items listed below in article 8.0-Submittals for Major **Projects**.

1.2 **Approvals:**

(1) The Architectural Review Board will consider any and all exterior elements of a projects design including size, bulk, organization, architectural style, detail, color, material, quality of workmanship and harmony of design and all other factors that in the opinion of the Architectural Review Board affects the appearance and suitability of the project.

(2) The Architectural Review Board shall render a decision and respond in writing within 45-days after receipt of the fully completed application and other requested information, if any.

(3) Approval by the Architectural Review Board does not relieve the Owner of the responsibility of obtaining all other necessary approvals and permits required by local, state and other agencies having jurisdiction over the project or improvement.

1.3 **Appeals:** Within 10 business days after an Architectural Review Board decision has been mailed, the Owner may file a written request to the Board of Directors to reconsider such decision by the Architectural Review Board. Any such request for reconsideration shall include a statement of the basis for such request and technical design information supporting such request. The Board of Directors may require additional information in connection with any request for consideration.

1.4 **After Approval:** If the Owner desires to make changes to the approved plan(s) during construction, the Architectural Review Board or its approved liaison must be contacted by the Owner in order to determine whether these changes are major and whether a revised application needs to be submitted. Construction must be completed as approved and any changes from the original plan must be approved prior to the start of construction. Additionally, work must commence within 12 months of approval or a new application must be submitted.

1.5 **Inspection and Compliance:** Upon completion of any construction or alteration, a

member of the Architectural Review Board may inspect the property to confirm that construction is in compliance with approved plans.

1.6 Violations: In the event of a violation, the Architectural Review Board will determine the appropriate course of action. Board actions may include, as appropriate and at the Board's discretion, any or all of the following, including but not limited to filing liens, seeking injunctions and temporary and/or preliminary relief, and seeking an injunction upon noncomplying activities:

- Issue a cease and desist notice
- Require the Owner to correct the violation or to restore the affected area to its original condition
- Notify the mortgagee of the violation
- Take any other legal action as permitted by the CC&R's and/or
- Pursue any other legal remedies available to the Association.

2.0 Site Guidelines:

2.2 Garbage and Trash: Trash collection and recycling services are available through local providers. Trash cans and recycle bins, which are taken to street on pick-up day must be returned to their screened areas or within a garage the same day. Trash cans and recycle bins must be stored in an area that is not visible from the street. If dumpsters are used for trash collection, they must be enclosed behind walls or fencing in such a way that they are not be visible from the street. Lids and securing mechanisms must be used to avoid animal invasion or disruption of refuse.

2.3 Site Lighting: Lighting shall be selected and located so as to minimize its impact on neighboring properties. The location of security lights on any building should be as inconspicuous as possible. Exterior lighting including building mounted light fixtures shall be fully shielded cut off fixtures. Fully shielded cut off fixtures are fixtures that by design of the housing, do not allow any light dispersion or glare to shine above a 90-degree horizontal plane from the base of the fixture. Light sources shall be shielded from view of the street and adjacent single-family units and shall be placed and directed so that glare produced by any light source, to the maximum extent possible, do not extend into adjacent properties or the right of way. Post lights must be operated by photo cells.

2.4 Porch Lighting: Exterior front porch lighting shall be individually controlled within each unit. Only two fixtures with a visible light source shall be permitted on each single-family Living Unit and one fixture shall be permitted at the entries or each Living Unit of a multi-family building.

Their exact location is subject to Architectural Review Board's written approval. The shroud for these fixtures may be translucent or transparent. The fixtures must be

positioned to enhance and identify the entrance of the home, and both fixtures are limited to a maximum output of 60 watts each (i.e. a fixture with three lamps may have three 20-watt bulbs). Colored lamps are prohibited.

2.5 Satellite Dishes and Antennae: An antenna one meter or less in diameter or diagonal measurement which is designed to receive signals from direct broadcast satellites or designed to receive video programming services from multi-channel multipoint distribution cable providers or an antenna that is designed to receive television broadcast signals may be placed, installed, or kept on a Lot if the antenna complies with the following restrictions:

- (1) Satellite dishes shall not be mounted in such a manner that they are visible in the front of a Lot or on the front facade of a building.
- (2) The antenna must be placed on the Lot in such a manner as to not be visible from any street unless it is impossible to do so without impairing the user's ability to receive signals from a provider.
- (3) If the antenna cannot be placed on the Lot in such a manner as to not be visible from any street without impairing the user's ability to receive a signal, then the antenna must be screened by landscaping or some other means to reduce to the greatest extent possible its visibility from any street, unless such screening would impair the user's ability to receive signals from a provider.
- (4) No antenna that exceeds one meter in diameter or diagonal measurement and no mast which exceeds twelve feet in height above the roof line may be placed, installed, constructed or kept on any Lot without written approval of the Architectural Review Board.

Although roof top Antennas are permitted under the Telecommunications Act, the use of attic Antennas (installed in the attic) is encouraged. Antennas should be placed to the rear of the roof hip and away from the street on corner lots.

The Architectural Review Board reserves the right of placement approval and to establish screening requirements regarding the placement of all reception devices protected through the Federal Telecommunications Act of 1996, together with any amendments to the Act.

2.6 Parking: Parking of commercial vehicles, boats, trailers, campers or other recreational vehicles or equipment shall not be allowed on the Common Property or outdoors on any Lot unless screened from street view as approved by the Architectural Review Board or within the confines of an enclosed garage.

Automobiles and motorcycles may be parked within enclosed garages, on Member's driveways, or within approved parking lot spaces. Only one vehicle may be parked on the driveway of any Lot. Vehicles may not park over sidewalks.

2.7 Private Backyards: Each single-family unit and multi-family building shall have a

private backyard enclosed by privacy fencing. Privacy fencing shall match the design of existing fencing within the development and shall conform to the City of Ashland's land use ordinance.

2.8 Utilities and Mechanical equipment: Utilities and related mechanical and electrical equipment such as air conditioners, heat pumps, condensers, meters, etc. shall be located so as to minimize their visual and acoustical impact on neighboring properties. These and other related features will be screened or enclosed from view. Through-the-wall and window mounted units are prohibited.

2.9 Mailboxes: Whenever mailboxes are required they shall be grouped adjacent to existing mailboxes and in accordance with U.S. Postal Service requirements.

2.10 Landscape and Irrigation:

(1) **Landscape Maintenance:** The Association shall maintain the front and side yard landscaping and lawns on lots occupied by single-family units. The Board may approve an Owner's written request to plant and maintain the shrubbery on their lot, however the Owner must thereafter maintain the shrubbery in a neat and tidy condition at all times and remove and replace all dead shrubs and prune or trim unruly or unsightly shrubbery. Any changes to front and side yard landscaping must be approved by the Board prior to the change.

(2) **Association Irrigation System in Backyards:** Owners shall maintain and replace broken heads, leaking pipes, and damaged or blocked elements of the irrigation system connected to the Association's sprinkler irrigation piping within their private backyards at their own expense. Owners may only use the services of an Irrigation Contractor licensed in the state of Oregon to repair or make changes to the irrigation system connected to the Association's irrigation piping. Owners shall notify the Board immediately upon discovering the malfunctioning of any sprinkler head or irrigation element. Owners may not make changes to the sprinkler heads (nozzles) or other other portions of the backyard irrigation system connected to the Association irrigation system without prior written approval by the Board of Directors. The maximum number of sprinkler heads (spray nozzles) connected to the Association's irrigation piping within the backyard of any lot shall not exceed fourteen. In addition, the total flow rate for any lot's irrigation system (including nozzles, drip emitters, bubblers, etc.) connected to the Association's piping shall not exceed 7 gallons per minute at a 30 psi pressure.

(3) **Private Landscaping and Irrigation Systems:**

(a) If additional watering of the backyard landscape is desired by an individual Owner over the amount that is provided by the Association's irrigation system, such watering may be accomplished by landscape irrigation systems attached to the individual's metered water service separately supplying the residence.

(b) The responsibility for the planting and maintenance of landscaping and lawns, and

the installation and maintenance of an irrigation system for landscape purposes on any unimproved lot that does not have landscape materials in place and has not yet improved the lot with irrigation equipment in all areas shall be the responsibility that lot Owner. The irrigation system if installed shall be on a separate water meter and shall not be connected to the Association's irrigation system.

2.11 Skylights and Solar Devices: All glass, plastic or other transparent skylight or solar devices shall be treated to eliminate reflective glare. Clear, bronze or gray glazing is preferred. White or other colored skylights are prohibited. Flat skylights are preferable to domes. The use of Sola-Tube type skylights is approved. Skylights shall not be visible on a building elevation fronting a street.

3.0 Building Massing:

3.1 Wall Plane Offsets: Building elevations facing streets shall have offsets such that no exterior wall plane surface exceeds an unbroken length of 24-feet. In addition, the exterior wall shall have a plan projection with a minimum offset depth of 12- inches.

4.0 Building Facades:

4.1 Exterior Finish: The primary exterior finish material shall be cement based lap siding to match original HardiPlank lap siding provided by the Developer. Accent siding or shakes shall only occur on the triangular area beneath gable walls.

Prohibited materials include brick, exposed plain concrete, plain concrete block, corrugated metal, unarticulated panel siding, stucco and synthetic stucco, pressed board, plywood, vinyl or plastic siding, and all other materials whose appearance, in the sole judgment of the Architectural Review Board does not convey the quality, strength or durability of the development.

4.2 Exterior Wainscot: Building elevations fronting any street shall have a cultured stone or faux stone wainscot. Wainscots shall match the color palette and style of wainscots originally provided by the Developer. Wainscots shall extend to the sill height of the windows.

4.3 Trim: Trim boards, corner boards, window and door surrounds, roof eaves and rakes, and ribbon boards shall match the original trim provided by the Developer.

4.4 Doors and Windows: Exterior doors and windows shall be of the same color, design, style, sizes, and proportions as the original windows and doors provided by the Developer. Window and door frames shall not be clear anodized aluminum finished.

Note: Picture windows, sliding doors and windows, fixed windows, and combination window units shall not be approved. Grouped windows shall be separated a minimum of 6-inches. Windows shall not be proportioned greater in width than in height. Bathroom

windows that are proportioned more horizontal than vertical shall not be approved.

4.5 Exterior Colors: Exterior colors refers to all exterior surfaces visible on the Property and includes colors of roofing, siding, trim, doors, railings, concrete block, cultured stone, and fences. Exterior colors may be selected to match the color palette schemes approved by the Architectural Review Board. These shall be provided by the Board upon request.

If an Owners wishes to change the original color scheme or propose an new color scheme, the Owner must obtain the approval of all Owners whose Living Units are within the Owner's building. The Owner must submit the color scheme to the Architectural Review Board for approval.

It is recommended that when alternative color schemes are proposed, they consist of complementary soft subdued earth tone paint colors. The Architectural Review Board is currently considering alternative color scheme options. Bold, primary, reflective, bright or unusual colors are prohibited. Generally, when repainting and/or re-staining, the entire building should be repainted and re-stained at one time.

Color Submittals: When a change in material is proposed, include elevation drawings to scale showing the location of all areas proposed to be changed and identify the manufacturer, material and specific color name and number. Provide chips of all proposed paints or stains keyed to the elements to be finished.

5.0 Roofs:

5.1 Roof Slopes: Roof slopes shall be a minimum of 8 rise to 12 run except entry porch roofs may have a minimum slope of 4 rise to 12.

5.2 Roof Types: The main building shall include gable and hip roof types. Shed roofs may be approved on a case-by-case basis over entry porches.

5.3 Roof Overhangs: Eave and rake overhangs of 2-inch minimum and 1-foot maximum are encouraged.

5.4 Gutters and Downspouts: Roofs shall have gutters and downspouts. Rain leaders shall terminate in boots. Drain rainwater through an underground storm water system.

6.0 Entry Porches:

6.1 Covered entry porches: All Front entries shall have a roofed entry porch that is separate and distinct from adjacent entries.

6.2 Entry porch columns: Entry porch columns shall match the design of existing single-family units within the development. They shall consist of wood posts with trim on raised stone bases. Spacing between porch columns shall not be less than 8-feet

apart nor greater than 10-feet apart center to center.

7.0 Minor Projects:

7.1 Minor Projects: Minor projects (including installation of irrigation systems) must be approved in advance by the Architectural Review Board.

8.0 Submittals for Major Projects:

8.1 Sets required: Submit one complete set of digital drawings and three hard copy sets of drawings to the Architectural Review Board prior to application for permits to the City of Ashland. Plans shall be complete, legible, and professionally drawn to scale on a sheet size of 18" x 24" minimum.

8.2 Set contents: Each set shall include the following:

- 1) **Site Plan:** (scale to be 1/16" = 1'-0" or 1"=20' minimum) Site plan to show all improvements and shall include, but is not be limited to, graphic scale, north arrow, property lines with dimensions, building setbacks, easements, building location(s), driveway, parking, grading, trees, turf and planting locations, enclosures, walkways, location of light fixtures and fixture type, walls and fences, meter locations, mechanical equipment, trash enclosure, proposed contour lines at 2' intervals, patios, porches, utilities and accessory development of any kind, irrigation layout. Square footage of all improvements.
- 2) **Floor Plans:** (scale to be 1/8" = 1'-0" minimum) Floor plans to show graphic scale, room names, outdoor spaces, overall and building offset exterior dimensions, gross building square footage, covered porch areas, section markers, finish floor elevations, spot elevations at building corners, and exterior door and window schedules
- 3) **Roof Plans:** (scale to be 1/8"=1'-0" minimum) Roof plans to show roof slope, material, gutter and downspout locations, roof overhangs, exterior wall beneath, and section markers
- 4) **Building Sections:** (scale to be 1/4"=1'-0" minimum) Include two major building sections. These are to show dimensions including floor to floor, floor to roof, roof overhangs, and maximum roof height. Show existing and new grade lines, room names, and roof slopes.
- 5) **Exterior Elevations:** (scale to be 1/4"=1'-0" minimum) Show all exterior elevations. Indicate all proposed finish materials, roofing, and grade. Provide a material legend keyed to the Material and Color board.
- 6) **Material and Color Board:** Provide a Material and Color Board with mounted material samples of each proposed exterior finish material and proposed color swatches for each material. These are to be coordinated with the material legend of the Exterior Elevations.
- 7) **Exterior Lighting specifications:** Manufacturer specification sheets showing "fully shielded cut off" light fixtures for all proposed lighting including photometric data.

Catalog photographs or manufacturer's "cut sheets" of lighting fixtures shall include dimensions, wattage, type of lamp, finish and color.