

Architectural Change Request Criteria

The architectural review process is a vital part in guiding homeowners to obtain approval for modifications or installations they want to make to their property per the Associations Declaration of CC&R's Sections 6, 6.1 (amended) and Section 9. Use Restrictions. All homeowners are responsible for following the Rules & Regulations and City of Eugene building codes for structures such as patio covers, decks, sheds, utilities, and other items. **Modifications that require Owner to submit an ACC Change Request Form for review listed below. If you have a change not noted below, contact the ACC.**

1. Modification to Home, Driveway, Building Extension, or Fence

a. Replacing the roof: Materials limited to asphalt shingles in colors that harmonize with the aesthetics of the property and community. In case of emergency repairs, contact the Board for verbal approval.

b. Painting structures: Paint colors should harmonize with the surrounding homes. Exterior color of the home must also apply to storage sheds, and patio colors if natural wood is painted. If owner is repainting the body, trim, shutters and door of the home the same or closely related color approval is not required. If making a significant or complete color change, submit samples of new paint colors with your request.

c. Building Extensions: All extensions, structures or additions, including awnings, patio covers, decks, sheds must follow these guidelines.

i. Permits. Before applying for a building permit from the City, the ACC must approve your plan to make changes. After ACC approval and receipt of building permit information, construction can begin. The homeowner is responsible for knowing what changes require a permit.

ii. Setback Requirements. All buildings or structures must comply with the City of Eugene Fences & Accessory Structures Guideline located at www.eugene-or.gov Document Center.

d. Fencing and Gates: All fences around a homeowner's property must be wire fencing with green slats. Owners may change obstructed view slats to privacy slats (slats with wings on the side) with approval of adjacent homeowners and the ACC. Fencing from the side yard can be extended to edge of garage.

e. Driveway Extensions: Any driveway extension must be made of concrete and insure that a vehicle does not extend over the sidewalk or street curb.

i. Materials. Any box contained inside the driveway must be made of steel or concrete and designed to handle the weight of a vehicle.

ii. Hydrants, Cable, Telephone, and Electrical Junction Boxes. Driveways must remain at least one (1) foot away from these connections.

iii. Water Valves and Meters: These items may be located inside a driveway, as long as, they are accessible through an approved box listed above.

2. Modifications to Landscape - Yards, Flower Beds, Trees

a. Lawn Removal/Replacement: Removal of lawn to reseed or re sod yard does not require approval unless owner intends to reduce the size of the lawn (grass area) to increase area for flowerbeds. Depending on the lot size/layout of the property, at least 60% of the front yard must be lawn.

b. Backyard Accessories: Adding play equipment, above ground pools, trampolines, garden boxes, BBQ or alternative ground cover such as sand, bark, AstroTurf does not need ACC approval.

c. Shrubs and invasive plants: Adding or replacing plants in one's yard does not require ACC/Board approval, unless the plant is an invasive species (i.e., wisteria, bamboo, ivy, periwinkle, berry vines). The information for invasive plants will require descriptions and drawings of how the plant will be contained within its designed growing area. Even with ACC/Board approval, if the plant spreads beyond its designed growing area, the homeowner will be solely responsible for any costs with removal of the plantings and restoration of the affected area, regardless of the property effected.

d. Planting Trees: This section pertains to trees that typically grow more than ten (10) feet in height or have a diameter larger than eight (8) inches. Planting new trees only require approval for location.

e. Removing Trees: This section pertains to removal of trees with a diameter eight (8) inches or larger. Preapproval is required in writing by the ACC/BOD to remove trees, including tall arborvitae to ensure safe removal of the branches, trunk & stump/roots. Trees with a diameter less than eight (8) inches do not need preapproval; however, owner must ensure stump/roots is safely removed. The cost of the removal will be the responsibility of the homeowner, unless the Association decides otherwise.

f. Flag Poles: Ground mounted flag poles that do not exceed 25 ft. in height do not require a permit; however, ACC approval is required for location only prior to installation.

3. Exterior Devices

a. Satellite Dishes/Antennas: Installation of satellite dishes (located at the rear side or back of the home) do not need to be pre-approved, but need to be installed by a professional/licensed service company. Wiring must run in such a way as to minimize being seen, and painted to match home if possible.

b. Security Devices: Security cameras that record footage in the immediate vicinity of your home, including the nearby street or common area do not require ACC/Board approval. See HOA Rules and Regulations.

c. Air Conditioning Units and Solar Panels: Exterior portable window air-conditioning units or similar devices that protrude beyond the window casing must have approval in writing from the ACC/Board prior to installation. Solar panels need ACC/Board approval to ensure the panels are installed in a way that harmonizes with the home and surrounding area. A licensed professional service company must install solar panels, especially if placed on roof of the home.

4. Other Modifications or Installations.

Review Rules and Regulations for other modifications or installations not listed. Contact the ACC for guidance regarding light posts, external lighting, wiring, antennas, signage, and decorations.

The Board of Directors approved and adopted the updated Architectural Change Request Criteria policy. This update replaces all previous versions in circulation prior to August 2021.

Approval recorded by Amy Hanna, Secretary.



**ARCHITECTURAL CONTROL COMMITTEE (ACC)
APPLICATION FOR ALTERATIONS TO AN IMPROVED LOT**

Please refer to the Architectural Change Request Criteria (ACRC) and Declaration of Covenants, Conditions and Restrictions (CC&R) Sections 6 and 9 for guidance before altering an improved lot or common area. Homeowners are required to submit this form prior to the start of construction, installations or modifications to home or property.

Briefly describe the change requested below. If your request is for a structural alteration to your property, we require a detailed map of your lot, including home footprint, sidewalks, deck and patios, showing the location of the proposed alteration.

Name: _____ Address: _____
Phone Number: _____ Email: _____
Signature: _____ Date: _____

Within 48-hours, the ACC will provide an acknowledgment of receipt of the ACC Form to the Homeowner. CC&R’S Section 6.2 allows the ACC members to take up to 45-days to provide a determination for the request.

Any “approval” is subject to the Owner and its agents releasing the ACC and the HOA from any liability for noncompliance with the ACC Guidelines, Declaration, Bylaws or any applicable law in connection with the plans and specifications approved herein. To the extent any part of the plans and specifications approved herein are inconsistent with any part of the ACC Guidelines, Declaration, Bylaws or any applicable law, the ACC and the HOA do not waive or release any enforcement rights or claims.

For ACC or Board use only.
Date received: _____ Date Approved: _____ Date Denied: _____
Name of Board or Committee Member: _____
Signature of Member: _____ Date: _____