



# Mountain Park Architectural Policies and Procedures

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These Policies and Procedures are intended to act as a guide to what is, and what is not, acceptable to the Board of the Mountain Park Home Owners Association. The purpose of the Policies and Procedures is to help preserve the unique character of Mountain Park community and thereby maintain the value and livability of your property. Please help us to keep up our high standards and ensure that Mountain Park is the place to live in this area. Please be sure to show the relevant sections of these Policies and Procedures to your builder or contractor, and submit an application for the proposed work to the Architectural Committee before work is commenced.

I. AUTHORITY TO REVIEW – All property in Mountain Park is subject to the Declaration of Restrictions of Mountain Park Corp. These restrictions provide that all projects of new construction and improvements or changes to the exteriors of existing properties are subject to review and approval by the Mountain Park Home Owners Association. An Architectural Committee has been appointed to assist the Board of Directors in reviewing the plans and specifications for new construction and modifications to existing structures. Decisions of the Architectural Committee may be appealed in writing to the Board of Directors. Applicants must not begin projects until a letter of approval has been received. If they do, they run the risk of having to modify or remove the projects to comply with the Architectural Committee's decision. All appeals to the board of directors will need to be submitted in writing.

## II. APPLICATION PROCEDURES

A. The Architectural Committee meets the third Tuesday of each month at 7:00 p.m. in the Recreation Center. Project plans and requests must be submitted by the first day of the month of meetings in order to give committee members an opportunity to visit project sites before the meetings. Plans received after the cut-off date may receive a timeliness denial. Applications denied for reasons of timeliness will automatically be placed before the Committee at the next monthly meeting. Applicants are welcome to attend meetings to ask questions and provide clarifications where needed.

Applications for any work that will alter the external appearance of the property must be accompanied by suitable drawings, showing the intended alteration, and indicating lot lines and measurements. The Architectural Committee makes decisions on each application reviewed. Applicants are notified of decisions in writing. Applicants dissatisfied with the committee's decision may appeal the decision to the Board of Directors. Board of Directors meetings are held on the fourth Monday of each month at 7:00 p.m. in the recreation center unless rescheduled.

If considered necessary, each approved application is assigned a completion date. This date will be assigned by the Architectural Committee based on the applicant's estimated completion date and any completion date guidelines. After this date, the project will be inspected for completeness and compliance with approved plans. If the project has not been completed by the completion date, an extension request must be submitted to the Architectural Committee. On completion of the work detailed on the application, notice of completion should be sent to the Architectural Committee who may then inspect the completed work.

B. New Home Construction – Submit a completed application along with one set of architectural

plans and a site plan. The drawings will be retained for the permanent records. Include a landscape plan if available. Application forms are available at the clubhouse.

- C. Exterior Modifications – Submit a completed application along with a description and drawing of the modification. Be sure to show relationship to existing structures and property lines (setbacks). Describe materials, size, color, etc.

III. RESTRICTIONS ON NEW HOME CONSTRUCTION AND MODIFICATIONS TO EXISTING STRUCTURES – Mountain Park contains residences of varied architectural styles. No particular style is prohibited, however, the Architectural Committee judges each new residential plan in terms of its harmony of external design and location in relation to surrounding structures. In making its decision the Committee may evaluate the nature, kind, shape, height, color, materials and location of the structure.

The plan review process includes an opportunity for comment by surrounding neighbors. The opinions of residents regarding new construction and modifications to existing structures is, as in other matters, given the fullest consideration, but the final decision for approval or disapproval of an application, based on the applicable criteria, is the responsibility of the Architectural Committee.

A. Height Limit

1. Two stories consisting of one story at street level and one story above that. Garages below the lower story are normally acceptable, provided that the overall height does not exceed City Code. (Currently 35 feet above natural grade at any point.)
2. City code determines actual height in feet.

B. Floor Area

1. 1 story – minimum 1200 sq. ft. on main level.
2. 1 ½ - 2 story minimum 1000 sq.ft. main level. (Square footage is exclusive of porches, patios, basements and garages)

C. Setbacks (Mountain Park restrictions are generally more restrictive than City requirements).

1. Front – minimum of 20 feet from the street curb to garage to ensure ample off street parking.
2. Side street – minimum 15 feet from the property line. (Architectural Committee may adjust front and side street setbacks to account for individual site characteristics.)
3. Side – minimum 7 feet.
4. Rear – minimum 20 feet.

In determining setbacks all projections from the structure except eaves, uncovered front porches, or steps are included.

D. Materials

1. Approved Siding – The following siding materials are approved in advance by the Architectural Committee. New construction plans should use one of these materials. It is necessary to submit applications for re-siding of existing homes with an approved material. Approved materials are:
  - a) cedar

- b) redwood
- c) stone
- d) brick
- e) stucco
- f) Hardi-plank
- g) Louisiana Pacific Innerseal
- h) Cedar shingles

2. Other Siding - Other siding materials must be submitted to, and be approved by, the Architectural Committee before they can be used in Mountain Park. These materials will be judged on their aesthetic harmony with surrounding structures. Note: Aluminum and vinyl siding have both been disapproved in the past.

3. Approved Roofing – The Architectural Committee has approved a number of different roofing materials for single-family and duplex residential units with pitched roofs. Plans for new construction should incorporate one of the approved materials. It is necessary to submit applications to re-roof existing structures with one of the approved materials.

a. Approved Roofing Materials for Pitched Roofs – Approved roofing materials for pitched-roof structures (3/12 pitch or more) are:

1) cedar shakes

cedar shingles

2) tile (including cement/wood-fiber combination products) in natural, or colors similar to those approved for other roofing materials.

3) Decra-Bond Roofing Systems (stone-coated steel) – approved colors are Weathered Timber, Teak, Shadowood, Charcoal, Coffee Brown, and Granite.

4) Architectural Grade Asphalt Shingles (only the specific manufacturers, grades and colors listed below)

Certainteed Presidential 50 year guarantee (approved June 2001) – approved colors are Bark Brown, Shadow Gray and Autumn Blend, Charcoal Black, and Weathered Wood.

GAF Grand Sequoia (approved August 2003) - approved colors are Charcoal, Mesa Brown, and Weathered Wood, and Cedar Blend.

GAF Grand Canyon ( approved August 2003) – approved colors are Black Oak, Sedona Sunset and Mission Brown.

Certainteed Grand Manor Roofing Shingles (approved January 2003) – approved colors are Pearl Black, Brownstone, Gatehouse.

CertainTeed Landmark TL Ultimate Shake and CertainTeed Landmark TL Ultimate Roofing Luxury Shingle (approved May 2005) – approved colors are Aged Bark,

Chestnut, Platinum, Sunrise Cedar, Country Gray.

PABCO Paramount (approved January 2007) - approved colors are Antique Black, Driftwood, Oakwood, Pewter Gray, Weathered Wood.

- 5) Country Manor Aluminum Roofing Shakes (approved May 2003) – approved colors are Colonial Gray, Walnut Brown, Seal Brown .

4. Roofing Materials Requiring an Application

- a. Flat Roofs – Roofing materials for flat-roof structures (2/12 pitch or less) will be judged on their individual merits including structural design and harmony with surrounding structures. Standard built-up roofs (with or without gravel cover) and standing-seam metal (see below) have been approved in the past. Mechanical equipment on flat-roof structures must be enclosed and special attention must be given to the roof appearance from neighboring residences that may look down on it.
- b. Standing-seam Metal Roofing – Is not an approved residential roofing material except in very limited applications such as flat roofs and as architectural accents. Standing-seam metal has not been approved for total roof coverage. Each proposed application will be judged on its individual merits and subject to the following conditions:
- (1) Standing-seam sheet metal panels; 12 to 18 inches between seams; 24 to 26 gauge.
  - (2) Colors that may be approved are: Weathercote or equivalent, Architectural Bronze, Storm Gray, Charcoal Gray, Koala Brown. Other colors will be judged on their individual merits. Reflective characteristics will be considered.
  - (3) A sample of the sheet metal roofing must be submitted with the application and house plan to the Architectural Committee.
  - (4) Other metal roofing considerations will include (1) area impact and compatibility with the surrounding environment and (2) location.
- c. Other Roofing Materials - Other roofing materials must be submitted to, and approved by, the Architectural Committee before they can be used in Mountain Park. These materials will be judged on their aesthetic harmony with surrounding structures.

Before having any roofing work done, you must submit an application to the Architectural Committee, showing clearly the type and color of roofing material you intend to use.

A list of approved materials may be obtained from the clubhouse.

5. Doors, Windows and Exposed Metals

- a. Vinyl clad windows - are approved for use in Mountain Park. The color of the vinyl frames should complement the exterior color scheme of the house.
- b. Aluminum sliding glass doors and windows - must have an anodized, or powder coated finish. Mill finish aluminum frames and screens are not allowed.
- c. Wood frames - must be stained or painted to blend with the structure.
- d. Other exposed metals - such as flashings, plumbing stacks, flue pipes, etc. must be painted

flat black or a color suitable to the Committee. Metal chimneys must be boxed with brick or wood unless otherwise approved by the Committee.

- E. Colors – All paint colors require an architectural application with the following information: paint brand, color name and number, and color chip. It is recommended that structures be painted in “earth tones.” This is understood to mean colors which blend in well with the surroundings. Trim colors should complement the siding color of the house.

#### IV. FENCES, DECKS AND OTHER STRUCTURES

- A. Fences and Walls – All fences and walls, new or replacement, require approval by the Architectural Committee. City code limits fence and wall heights to six feet above the ground in backyards and four feet above the ground in the front yards. When backyards back up to streets the maximum height is four feet unless approved by the city of Lake Oswego and the Mountain Park Architectural committee. Berms, when used in conjunction with fences and walls are included in height determination. On corner lots the wall and fence height is limited to 30” within a vision triangle as defined by the city of Lake Oswego ordinance.

1. Fencing materials generally approved by the Architectural Committee include:
  - a. cedar board
  - b. split-rail cedar
  - c. lattice cedar
  - d. up to 3” x 5” wire mesh with decorative wood stringers
  - e. black vinyl-coated chain link - may be approved on condition that, at the time of installation, evergreen plantings are placed on the outside of fence sections that parallel streets and/or abut common property or street rights-of-way. Plantings should be placed at each post with other shrubs placed along the outside of the fence to screen it from street view. Plants should be at least 60% of the height of the fence at the time of planting. It is not necessary to screen fence sections along property lines between private properties.

The Committee will consider other styles and materials on a case-by-case basis. Fences may be placed on property lines. The structural side of a fence and all supports shall face the owner’s property.

No fencing or other structures of any nature may be constructed on the Common Properties.

2. Landscape Walls —Keystone, cinder block, or similar type retaining walls are reviewed on a case by case basis. Rock walls are preferred where retaining walls are necessary. Approved materials for walls are:
  - a. stone,
  - b. re-cycled stone (“The Wall”)
  - c. timber

Other materials will be considered on a case by case basis.

- B. Decks – Deck and patio additions over 30 inches above the ground level are subject to the same

setback requirements as the residence to which it is appurtenant. Decks and patios under 30 inches above the ground may extend within three feet of the property line.

C. Other Structures – Other structures such as garden sheds, tool sheds and children’s play structures may be placed on the property with the approval of the Architectural Committee. Generally, these kinds of structures must be sited to minimize any negative impact on surrounding residences and be finished in a manner that complements the residence.

V. LANDSCAPING – Landscape plans should be submitted with house plans if available. Owners have up to one year after completion of the residence to complete the landscaping. Until final landscaping is complete owners are required to keep grass and weeds under control so as not to spread undesirable seeds to adjacent properties or otherwise have a negative impact on the neighborhood.

VI. MULTI-FAMILY AND COMMERCIAL PROPERTIES – Multi-family properties and commercial developments are reviewed in terms of their impact on the community. In lieu of general restrictions on multi-family and commercial new construction, remodeling, additions, landscaping and other improvements, each development is reviewed on a case-by-case basis by the Architectural Committee. To the extent possible, building material restrictions applicable to single-family residences are applied to multi-family projects. The Board of Directors has set a density goal of 17 units per acre or less.

VII. SATELLITE DISHES AND OTHER ANTENNAS – Satellite dishes with a diameter of one meter or larger require the approval of the Mountain Park Home Owners Association prior to installation. The concern of the Association is to minimize the aesthetic impact of the dish on the neighborhood. FCC regulations have nullified Mountain Park conditions placed on smaller satellite dishes and other communications antennas. However, owners are asked to voluntarily place dishes and antennas in inconspicuous locations, without sacrificing signal quality, in order to minimize the negative impact on the neighborhood. Painting the dish a dark gray color does not affect the reception and renders the dish inconspicuous. Mountain Park is appreciative of residents who carry out this simple modification.

VIII. OTHER RESTRICTIONS AND GUIDELINES – No building may be occupied during original construction. Construction of new buildings must be prosecuted with reasonable diligence continuously from the time of commencement until fully completed. The Architectural Committee has defined “reasonable diligence” as one year from the commencement of construction to completion. No buildings constructed elsewhere may be moved onto a Mountain Park lot except with the prior written approval of the Board of Directors. All electrical, telephone, cable TV and other outside wiring must be underground. No overhead wiring or poles are allowed. Solar panels are prohibited unless approved in writing by the Board of Directors. Any agent or officer of the Association may at any reasonable hour or hours during construction or remodeling, enter and inspect any construction or remodeling, enter and inspect any construction or improvements to ensure that it complies with the Mountain Park Declaration of Restrictions and Architectural Guidelines. The Association and any agent or officer thereof, shall not be deemed guilty of any manner of trespass for such entry or inspection.