

### **Resolution 3 —Architectural Review Procedures and Guidelines**

**WHEREAS** various Articles, including Article 16 Changes to Units, of the Declaration of Protective Covenants, Conditions, and Restrictions and Easements (Declaration) and Article 7 Maintenance and use of Condominium Property, of the Bylaws for Cottages at Hastings Green Condominium Association, a nonprofit corporation formed under the laws of the State of Oregon, provides for the Association to have authority to review and approve or disapprove of all improvements to be erected, placed or altered on any unit. Owners may not permit any architectural changes to the common and limited common property until such time that the construction plans and specifications showing the nature, shape, heights, materials, colors and proposed locations of the Improvement have been submitted to and approved in writing by the Board of Directors or its designated Architectural Review Committee. Unit interior refurbishment and/or remodeling that does not affect common and limited common elements may not require ARC approval, however, it is recommended owners communicate with the Association regarding all substantive work within a condominium unit to determine whether or not an application is needed. Sometime the application form may simply be used to "register" the event.

**AND WHEREAS**, it is the intent of the Board of Directors, through the Architectural Review Committee, to: (1) Ensure that any changes proposed are carefully considered for their effect on the uniform appearance and structural integrity, and (2) Ensure that the Association will not be financially or otherwise responsible for the future upkeep and/or costs of such changes. (3) Ensure that the unit owner pays for all costs related to their individual activity so that the Association at large is not financially subsidizing work and related activities to a condominium unit and/or their approved ARC application.

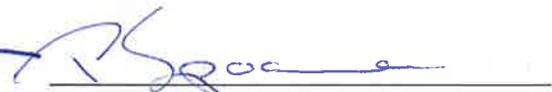
**NOW, THEREFORE BE IT RESOLVED THAT** the following procedures shall be followed:

1. Prior to commencement of any alteration or addition to an existing unit, the plans and all required forms shall be submitted in writing to the Board of Directors for approval. Owners must discuss the project with the Association to ensure common areas are kept in good order and disturbance to other residents is minimized.
2. The ARC plan application submittal package includes a mandatory application form. The owner's proposal shall contain a description of the alteration or addition, including the height, width, length, color, materials used, finishes, etc. All information must be submitted on the "Architectural Review Committee Change Request Form" which can be requested from the Board of Directors or the ARC. If the plan for alteration or addition include exterior landscaping or patio/deck/walkways, the owner's application will be subject to prior inspection by the landscaper to determine if any part of the irrigation system may be affected by such installation/alteration/addition.
3. Each alteration or addition must be specifically approved even though the intended alteration or addition conforms to the CC&Rs and Resolutions, and even when a similar or substantially identical alteration or addition has been previously approved. (A record of previously approved additions or alterations will be maintained by the Association.)
4. The Board of Directors has the authority to approve or disapprove the plans, or to require that the plans be resubmitted as redrawn by an appropriate professional contractor and/or with the additional information accurately provided.
5. The applicant shall be informed in writing of the Board of Directors' decision to approve, disapprove, or request more information.

**Continued...**

6. The Board of Directors has further authority to specify a design to maintain uniformity of appearance of the real property and/or its improvements.
7. Once the change has been approved in writing, construction can commence. Owners and their contractors, subcontractors, and other workers must adhere to the following:
  - a. Construction is permitted only between the hours of 8 a.m. and 5 p.m. from Monday to Friday and from 9 a.m. to 4 p.m. on Saturday. No construction work can be performed on Sundays.
  - b. Noise is to be kept to a minimum so that other residents are not disturbed.
  - c. Owners are responsible for ensuring their workers keep the common areas free of construction work at all times.
  - d. Common areas must be kept free of litter, dirt and debris from construction work at all times. If the Association must do cleanup, a minimum charge of \$50 will be assessed to that owner's account.
  - e. All construction debris must be removed off site by the owner and cannot be disposed of in the Association's disposal and recycling facilities.
  - f. Upon completion of any installation/addition/alteration that required an irrigation inspection prior to approval of the application, a post completion inspection will also be conducted by the landscapers to verify the irrigation remains intact and functional.

  
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President  
Board of Directors  
Association of Unit Owners  
of Cottages at Hastings Green,  
A Condominium

  
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Secretary  
Board of Directors  
Association of Unit Owners  
of Cottages at Hastings Green,  
A Condominium

DATED this 2 of October, 2017