

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Architectural Committee

Policy 401

Effective: September 11, 2018

By: 

Mike Eastlund, Board President

1. PURPOSE

Provide Board direction for the management of the Architectural Control Committee.

2. PERSONS AFFECTED

Property owners, residents of properties, guests of property owners and or residents, Board members, officers, committee members and employees of the Association.

3. REFERENCES

3.1. Permit Policy 103

3.2. CC&R Standards Committee Policy 201

4. DEFINITIONS

4.1. ACC: Architectural Control Committee

4.2. Auxiliary Structures and Buildings: A separate structure from the main structure that is not used as a part of the main structure.

4.3. Conditional Use Permit: Permission by the Board/ACC to allow a deviation from CC&R's and /or Board policies if specific conditions are met.

4.4. Patio Cover: A cover over a patio that can be attached or separate from the main structure.

4.5. Addition: Any change to the main structure that adds additional size and/or area.

4.6. Remodel: Any change to the existing structure that changes exterior appearance.

4.7. Property File: A file maintained of all correspondence for a property.

4.8. Property Book: A book with a picture of each property in the subdivision illustrating the appearance of the property when the Association was formed on 6-1-2008 or after.

5. POLICY

5.1. All properties shall be maintained in compliance with the architectural covenants and rules of the Association or have a permit for a variance as applicable.

5.2. All exterior driveways, sidewalks, walkways, porches, windows, screens, doors, siding, exterior paint, masonry and roofing materials shall be properly maintained

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in good working condition and appearance as determined by the ACC.

- 5.3. All exterior storage of waste containers, miscellaneous equipment and merchandise, construction materials, recreational vehicles and boats shall be screened from view by approved screening.
- 5.4. Violations of architectural covenants or Board Policies occurring prior to 6-1-2008 are grandfathered and allowed until repaired, replaced or changed, at which time they must be brought into compliance unless granted a conditional use permit.
- 5.5. The ACC, with permission of the Board, may grant a long-term conditional-use permit for necessary time extensions required for members to make corrections.
- 5.6. Any remodel or addition must be consistent in design, style and materials used in the primary structure or as approved by the ACC.
- 5.7. Contact information for the ACC members shall be listed on the web site.
- 5.8. Request for architectural review can be made in writing to WMEHOA - PO Box 5476 – Salem, OR 97304 or by direct contact with a member of the Architectural Control Committee.
- 5.9. Enforcement actions should, when possible, follow procedures established in the CC&R standards policy 201.
- 5.10. A record of all architectural review information will be preserved in the property file and property book, which include changes, additions, remodels that change the exterior appearance of a building or property that require ACC approval.

6. RESPONSIBILITIES

- 6.1. It is the responsibility of the Board to elect a member of the Board to chair the ACC.
- 6.2. It is the responsibility of the chairperson of the ACC to identify members of the community to assist with committee responsibilities.
- 6.3. It is the responsibility of the chairperson of the ACC to provide an appendix to this document with examples of ACC interpretation of the CC&R's when

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applicable.

- 6.4. It is the responsibility of the chairperson to cause a periodic inspection of the neighborhood for visible violations of CC&R's or policies of the Association.
- 6.5. It is the responsibility of the chairperson (designee) to complete and forward review and or approval information to the person requesting the review/approval in no later than (30) thirty days once the application is deemed complete.
- 6.6. It is the responsibility of the chairperson (designee) to record a copy of the request and response in the property file.
- 6.7. It is the responsibility of each owner to ensure that their property is properly maintained and in conformance with the revised CC&R's and Board Policies.

7. PROCEDURES

- 7.1. Enforcement actions shall follow the CC&R Standards Committee Policy 201.
- 7.2. All notes, photographs and records regarding the review/approval will be maintained in the appropriate property file.

8. APPENDICES

- 8.1. Screening of Trash Receptacles
- 8.2. Screening Vehicles and Boats
- 8.3. Fences and Hedges
- 8.4. Parking of Commercial Vehicles
- 8.5. Auxiliary Structures, Patio Covers & Buildings
- 8.6. Use of Awnings