

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Plan Review

Effective: September 16, 2015

By: 
Mike Eastlund, Board President

Policy 405**1. PURPOSE**

To provide Board interpretation and clarification of the CC&R's for ACC review.

2. PERSONS AFFECTED

Property owners, contractors, Board members, officers, committee members and employees of the association.

3. REFERENCES

- 3.1. Architectural Committee Policy 402
- 3.2. Permit Policy 103
- 3.3. Exterior Color Policy 402
- 3.4. Solar Panels Policy 403
- 3.5. Landscape Policy 406
- 3.6. Construction Site Policy 407

4. DEFINITIONS

- 4.1. ACC: Architectural Control Committee
- 4.2. Finished Areas: Areas that are heated and finished similar to a living room, bed room or other normal and livable useable space.
- 4.3. Livable Floor Area: Finished, habitable areas but not including future rooms, unfinished rooms or storage areas other than closets and space used for exterior walls and walls between the garage and house.
- 4.4. Architectural Review: A non-binding review of a proposed plan or project.
- 4.5. Architectural Approval: Any approval that is confirmed in writing by the ACC.
- 4.6. Major Remodel: A remodel worth 25% or more of the county appraised value of the existing structure.

5. POLICY

- 5.1. ACC plan approval can only be granted to the owner of a property.
- 5.2. ACC plan approval is not transferable to subsequent property owners.
- 5.3. Projects that require a government permit may receive non-binding ACC review

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prior to a government permitting process.

- 5.4. A fee may be charged for ACC review and or approval per the fee and fine schedule in policy #102.
- 5.5. A fully refundable, \$2,000.00 compliance deposit must be submitted or be on deposit for any application for approval for a new dwelling or major remodel requiring a government permit. Upon final inspection of the improvement for which the ACC application(s) were submitted, a full refund will be made less any outstanding fees or fines.
 - 5.5.1. Fines for construction site violations will be assessed after the first written warning.
- 5.6. The ACC may charge a non-refundable reimbursement for services of architects, engineers or other professionals.
- 5.7. An application for ACC approval for new home construction or a major remodel requiring a government permit must include:
 - 5.7.1. Application Form F-405A
 - 5.7.2. A compliance deposit or one on file
 - 5.7.3. Plans in a format acceptable for building department permit
- 5.8. An application for architectural approval is not complete until the ACC has all materials and documents required to make a decision. The ACC may request additional materials, pictures, plans, or other documentation to make a decision. The 30-day time frame shall not start until an application is deemed full and complete.
 - 5.8.1. Color scheme may be delayed for customer specification, but must be submitted before any painting occurs.
- 5.9. Failure of the ACC to respond to a request for architectural review within 30 days of a full and complete application does not apply to secondary reviews or an appeal of an ACC decision.

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- 5.10. By seeking ACC approval for plans, the property owner is granting approval for an ACC representative to enter upon a property to inspect for conformance to plans.
- 5.11. Only members of the ACC are permitted to review/approve plans that require a government permit. The review must incorporate a form F-405B and be performed by no less than two members of the ACC and approved by the Board president.
- 5.12. The ACC shall notify the Board President before approving or rejecting any plan for construction requiring a government permit.
- 5.13. Plans for projects that require approval, but not a government permit, may be submitted on 8.5x11 paper, brochure or picture.
- 5.14. The requirements for masonry in the CC&R's shall not include Stucco, plaster or their imitation, masonry siding or shingles unless approved by the WMEHOA Board.
- 5.15. When considering location of structures and harmony of the external design with the existing structures in the subdivision, no dwelling shall be erected within a thousand foot radius of a structure of similar floor plan and/or exterior design, unless otherwise approved by the Architectural Control Committee.
- 5.16. When considering location and harmony of the external design with the existing structures in the subdivision, no dwelling shall be erected or placed upon any lot which has a depth greater than width, unless limited by lot-line setbacks and otherwise approved by the Architectural Control Committee.
- 5.17. Garages or auxiliary structures with square footage that exceeds forty percent (40%) of the livable floor area must be approved by the Board.
- 6. RESPONSIBILITIES**
- 6.1. It is the responsibility of the person requesting architectural review/approval to provide information as follows:
- 6.1.1. Plans as required

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6.1.2. Application Form F-405A

6.1.3. The compliance deposit of \$2,000.00

6.2. It is the responsibility of the ACC chairperson/designee to create a property file whenever there is a request for an architectural review/approval.

6.3. It is the responsibility of the ACC chairperson/designee to provide the required written response for an architectural review/approval.

6.4. It is the responsibility of the chairperson of the ACC or designee to notify the Board chairperson anytime an approval for plan review/approval is rejected.

6.5. It is the responsibility of the chairperson of the ACC or designee to provide a copy of the Construction Site Policy 407 to the owner when plans are approved.

7. PROCEDURES

7.1. A person requesting architectural review can hand deliver plans to a Board or ACC member or by US. Mail.

7.2. Results of ACC review/approval shall be mailed to the address of record and all materials used in the process placed in the property file.

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8. APPENDIX

8.1. F-405A

8.2. F-405B

WEST MEADOWS ESTATES
Homeowners Association, Inc.

Architectural Control Committee Form F405A

The information as follows is required for an SCC review and approval:

Owner Name(s): _____
 Address: _____
 Contact Name: _____ Cell Phone: _____
 Email: _____
 Lot #: _____ Site Address: _____
 Builder Name(s): _____
 Builder Address: _____
 Builder Contact Name: _____ Cell Phone: _____

What is the square footage of the front elevation?
 What is the square footage of doors and windows of the front elevation?
 What is the calculation for most 20% requirement for windows?
 What is the total area to be covered by required screens?

By submitting this form and plans for SCC plan approval, you are also certifying the following DDA Rules:

- The DDA requires a \$2,000 fee submitted by applicant for plan approval.
- Approved plans will reflect the \$2,000 fee submitted by applicant.
- Plans for construction site violations will be returned after the first meeting.
- DDAC equipment is required to be removed from site after the meeting.
- 75% of concrete surfaces (except sidewalks) are required to be exposed aggregate.
- A final site plan must be submitted for storm, water features visible from the street or other site areas and for details that can exceed the lot or height and to be placed here from one foot from a side or back property line.

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- The color scheme for building, accents and paint must be approved prior to construction.
- Covered concrete are required for back, garbage, overhead, driveway and parking materials etc.
- Storage lumber piles may not exceed 24 sq. ft.
- Decks and other building activities are prohibited between the hours of 10:00 AM and 6:00 AM.
- Any changes to the approved plan must be approved prior to construction.
- The SCC reserves the right to reject and all elevations must be built as shown on the approved plans. It is unacceptable to submit examples #1 of the actual finished elevations will look like example #2.



EXAMPLE #1



EXAMPLE #2

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WEST MEADOWS ESTATES
Homeowners Association, Inc.

Architectural Control Committee Plan Review Form F405B

Owner Name(s): _____
 Site Address: _____
 Home full and complete plans submitted: _____
 Home F-405A and compliance signed copy: _____
 Plan to complete items: DDA file received: _____
 Plans approved: _____
 Disposition under review: _____
 1 under \$1,000 sq ft or more: _____
 2 over \$1,000 sq ft or more: _____
 3 over \$1,000 sq ft or more: _____
 4 over \$1,000 sq ft or more: _____
 5 over \$1,000 sq ft or more: _____
 6 over \$1,000 sq ft or more: _____
 7 over \$1,000 sq ft or more: _____
 8 over \$1,000 sq ft or more: _____
 9 over \$1,000 sq ft or more: _____
 10 over \$1,000 sq ft or more: _____
 11 over \$1,000 sq ft or more: _____
 12 over \$1,000 sq ft or more: _____
 13 over \$1,000 sq ft or more: _____
 14 over \$1,000 sq ft or more: _____
 15 over \$1,000 sq ft or more: _____
 16 over \$1,000 sq ft or more: _____
 17 over \$1,000 sq ft or more: _____
 18 over \$1,000 sq ft or more: _____
 19 over \$1,000 sq ft or more: _____
 20 over \$1,000 sq ft or more: _____

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Owner name per policy:	
Landscaping plan:	
75% concrete exposed (per the DDA and DDA file):	
DDA Board President:	
ACC Chair:	
Member #1:	
Member #2:	
Member #3:	
Member #4:	

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