

# BOARD POLICIES

West Meadows Estates  
Homeowners Association Inc.

Architectural Committee

Effective: 9-30-2024

Policy 401

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, 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
- 3.3. WMEHOA CC&Rs

## 4. DEFINITIONS

- 4.1. **Architectural Control Committee:** A committee supervised by a Board member consisting of two community member volunteers, any unassigned Board member, and the Board President.
- 4.2. **ACC:** An acronym for Architectural Control Committee.
- 4.3. **Harmony:** Means the aesthetic consistency and visual cohesion of a structure's design, materials, and components. The Architectural Review Committee (ACC) determines harmony at its discretion, as directed by the Board.
- 4.4. **Auxiliary Structures and Buildings:** A separate structure from the main structure that is not a part of the main structure.
- 4.5. **Conditional Use Permit:** Permission by the Board/ACC to allow a deviation from CC&Rs and Board policies with specific conditions.
- 4.6. **Patio Cover:** A cover over a patio that can be attached or separated from the main structure.
- 4.7. **Addition:** Any change to the main structure that adds size or area.
- 4.8. **Remodel:** Any change to the existing structure that changes the exterior appearance.
- 4.9. **Property File:** A file maintained of all correspondence for a property.
- 4.10. **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-

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1-2008 or after.

## 5. POLICY

- 5.1. All Architectural Control Committee members must be elected or approved by the Board.
- 5.2. Members shall maintain their properties in compliance with the architectural covenants and rules of the Association or have a permit for variance as applicable.
- 5.3. Members shall maintain all exterior driveways, sidewalks, walkways, landscape, porches, windows, screens, doors, siding, exterior paint, masonry, and roofing materials in good working condition and appearance as determined by the ACC.
  - 5.3.1. The ACC may request a plan be submitted for any changes.
- 5.4. All exterior storage of waste containers, miscellaneous equipment and merchandise, construction materials, recreational vehicles, and boats shall be screened from view by approved screening.
- 5.5. Violations of architectural covenants or Board Policies occurring before 6-1-2008 are grandfathered and allowed until repaired, replaced, or changed. At that point, they must be brought into compliance unless granted a conditional use permit.
- 5.6. With the Board's permission, the ACC may grant a long-term conditional-use permit for necessary time extensions for members to make corrections.
- 5.7. Any remodel or addition must be consistent with the design, style, and materials used in the primary structure or approved by the ACC as in harmony with the other structures in the community.
- 5.8. The Secretary shall provide contact information for the ACC members on the website.
- 5.9. Requests 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.
- 5.10. Enforcement actions should follow procedures established in the CC&R standards policy 201.
- 5.11. The property file and book will preserve a record of all architectural review

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information. This includes changes, additions, and remodels that change the exterior appearance of a building or property and require ACC approval.

## **6. RESPONSIBILITIES**

- 6.1. It is the responsibility of the Board to elect a member to chair the ACC.
- 6.2. The chairperson of the ACC is responsible for identifying community members who can assist with committee responsibilities.
- 6.3. The chairperson of the ACC is responsible for providing an appendix to this document with examples of the ACC's interpretation of the CC&Rs when applicable.
- 6.4. The chairperson is responsible for periodic neighborhood inspections for visible violations of the CC&Rs or the Association's policies.
- 6.5. The chairperson (designee) is responsible for completing the application and forwarding review and approval information to the person requesting the review/approval by (30) thirty days after a complete application is received.
- 6.6. The chairperson (designee) is responsible for recording a copy of the request and response in the property file.
- 6.7. Each owner is responsible for ensuring that their property is properly maintained and in conformance with the revised CC&Rs and Board Policies.

## **7. PROCEDURES**

- 7.1. Enforcement actions shall follow the CC&R Standards Committee Policy 201.
- 7.2. The custodian of records shall maintain all notes, photographs, and documents regarding the review/approval 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