

BOARD POLICIES

West Meadows Estates
Homeowners Association Inc.

Plan Review

Effective: 9-30-2024

By: 
Mike Eastlund, Board President

Policy 405

1. PURPOSE

To provide Board interpretation and clarification of the CC&Rs for ACC review.

2. PERSONS AFFECTED

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

3. REFERENCES

- 3.1. Architectural Committee Policy 401
- 3.2. Permit Policy 103
- 3.3. Landscape Policy 402
- 3.4. Solar Panels Policy 403
- 3.5. Exterior Color 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, like a living room, bedroom, or other normal and livable 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 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 property owner.
- 5.2. ACC plan approval is not transferable to subsequent property owners.
- 5.3. Projects requiring a government permit may receive a non-binding ACC review before a government permitting process.
- 5.4. Per the fee and fine schedule in policy #102, a fee for ACC review and approval

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may be charged.

- 5.5. Members seeking ACC approval for a manor remodel or new construction requiring a government permit must provide a fully refundable \$2,000.00 compliance deposit for any application for approval. Upon final inspection of the improvement for which a compliance deposit is made, a full refund will be made less than 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 the 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 the following:
 - 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 incomplete until the ACC has all the materials and documents required to decide. The ACC may request additional materials, pictures, plans, or other documentation to make a decision. Once an application is deemed complete, the 30-day time frame starts.
 - 5.8.1. Color schemes may be delayed for customer specification but must be submitted before painting occurs.
- 5.9. The ACC's failure to respond to a request for architectural review within 30 days of a complete application does not apply to secondary reviews or appeals of an ACC decision.
- 5.10. By seeking ACC approval for plans, the property owner approves an ACC representative entering 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

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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 CC&Rs' requirements for masonry do not include Stucco, plaster or their imitation, masonry siding, or shingles unless approved by the WMEHOA Board.
- 5.15. When considering the location of structures and the 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 the location and harmony of the external design with the existing structures in the subdivision, no dwelling shall be erected or placed upon any lot with a depth greater than width unless limited by lot-line setbacks and otherwise approved by the Architectural Control Committee.
- 5.17. The board must approve garages or auxiliary structures with square footage exceeding forty percent (40%) of the livable floor area.

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
 - 6.1.2. Application Form F-405A
 - 6.1.3. The compliance deposit of \$2,000.00
- 6.2. The ACC chairperson/designee is responsible for creating a property file whenever an architectural review/approval
- 6.3. is requested.
- 6.4. The ACC chairperson/designee is responsible for providing the required written response for an architectural review/approval.
- 6.5. The ACC chairperson or designee must notify the Board chairperson anytime an approval for plan review/approval is rejected.
- 6.6. When plans are approved, the chairperson of the ACC or designee is responsible

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for providing the owner with a copy of Construction Site Policy 407.

7. PROCEDURES

- 7.1. A person requesting architectural review can hand deliver plans to a Board or ACC member or send them by US mail.
- 7.2. The records custodian shall maintain all enforcement records 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 ACC review and approval:

Owner's Name(s): _____
 Address: _____
 Contact Name: _____ Cell Phone: _____
 Email: _____
 Lot # _____ Site Address: _____
 Builders Name(s): _____
 Builders Address: _____
 Builders 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 square feet covered by required windows?

By submitting this form and plans for ACC plan approval, you are also acknowledging the following HOA Rules:

- The HOA requires a \$2,000 non-refundable application deposit for plan approval.
- Original fees will reflect the \$2,000 fee refundable compliance deposit.
- Fees for construction per violations will be assessed after the first warning.
- HOA/C equipment is required to be removed from view from the street.
- 75% of exterior surfaces (except sidewalks) are required to be exposed aggregate.
- A landscape plan must be submitted for fences, water features, walls that are over 6 feet high and are located less than 10 feet from a side or back property line.

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Salem, OR 97304

- The color scheme for roofing, masonry and paint must be approved prior to application.
- Covered porches are required for back, garage, overhead, driveway and parking materials etc.
- Storage trailer piles may not exceed 20 sq. ft.
- Self-storing stacking activities are prohibited by mutual consent of both HOA and owner HOA.
- Any changes to the approved plan must be approved prior to construction.
- The ACC must review all exterior details and all elevations must be built as shown on the approved plans. It is unacceptable to submit example #1 if the final finished exterior 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's Name(s)			
Site Address			
Draw full and complete plan - structural			
Draw 1-40% and complete deposit required			
Draw to complete draw - 100% deposit required			
Draw approved			
Depositor name to receive			
Fence 12,000 sq ft or more			
2 story 12,000 sq ft or more			
1,200 sq ft or more per finished floor			
Frame home within 1,000 sq ft			
Water			
Water color and Harmony requirement			
Garage floor within 20 feet			
Side setbacks 6 feet			
Roofing 20 year warranty			
Type of roofing material used (G, GR)			
Material type etc			
Required materials	Total Area	Clipping Area	Required Materials

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Complete plan per policy	
Landscape plan	
75% window required (after the approved side with 1/2 in. of window)	
HOA Board President	
ACC Chair	
Reviewer #1	
Reviewer #2	
Reviewer #3	
Reviewer #4	

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