

Architectural Changes - Guidelines and Procedures

Effective 8/5/20

Prior to June 2019, the procedures used to handle Architectural Requests were as outlined in a board letter from 3/3/11, which superseded a 4/23/07 letter on this subject. This document clarifies the procedures followed since 7/1/19.

The Board of Directors is using these procedures to assist unit owners in meeting the guidelines on external changes to individual units as defined in Article VI, Section 3(c) of the bylaws of Rivercliff Estates, which states:

“An owner shall not make structural modifications or alteration in the exterior of his unit or installations, deck covers or patio covers associated therewith without prior written approval of a majority of the Board of Directors.”

Due to the limited number of owners interested in serving on the board or its committees, and in the interest of answering requests in a timely manner for the homeowner, the board reviews Architectural Requests at its regular monthly meetings. The Architectural Director is charged with managing requests using the procedures outlined in this document.

When a unit owner desires to make any external change to the unit (including but not limited to: front doors, replacing/repairing/painting windows, garage doors, storm doors, installing satellite dishes, deck covers, changing colors or textures to patios and decks, or any other change that alters the appearance of the external portions of the building, the following procedure shall be followed:

1. Homeowner completes the Architectural Application.
2. Homeowner delivers completed application to Architectural Director, including brochures and enough information to clarify project. Once completed application is received by Architectural Director, it is considered submitted by homeowner.
3. Architectural Director (or Board designee, if they are unavailable) reviews project, meets with homeowner, and prepares a report for the board on the request and whether or not it appears to meet guidelines.
4. Board reviews request and approves or denies it in writing. If approved, the written approval will state whether the project is transferable or must be removed prior to sale or replacement or upgrade. The Board intends to give replies to requests within 30 days of submission to Architectural Director, whenever possible.
5. If request is denied, homeowners will have up to 15 days to respond to rejected application and/or reply with acceptable alternatives. After 15 days with no response from homeowner, application process will be closed.
6. If homeowner receives written approval from the board, they can move on to installation and will notify Architectural Director of installation date.
7. Prior to completion, if a non-approved item is being installed, the Architectural Director will stop project and instruct owner to correct non-approved item, explaining to unit owner why project is not approved and suggesting what changes need to be made.
8. If homeowner completes installation of the non-approved item, the Board will stop the project and instruct the owner to correct the non-approved item. The Board will explain the consequences of non-compliance, such as using the Board approved mediation process, and if no remedy is reached a formal mediation process. If there is still no resolution, the Board has authority to take legal action, and institute fines. Homeowner may be required to restore exterior to its original configuration and will be responsible for all court and attorney fees.
9. Upon completion of project, the Architectural Director will inspect project and note its completion and report that to the Board. A hard copy of the original application along with any relevant supporting documentation, project notes, and approval will be kept by the Architectural Director (either electronically or in paper format). Additionally, a copy will be provided to the Secretary for filing in the Board's permanent files.

There are a number of non-conforming changes at Rivercliff Estates prior to 2007. There was no paper trail of approval for those changes, so it is impossible to determine which had written approval and which did not. These were all completed prior to a more formal Architecture Review process being in place. Therefore any non-conforming changes generated prior to May 1, 2007 are accepted as is. However, non-conforming changes accepted due to this process are not guaranteed to be approved in perpetuity, nor transferable to new buyers.

The Architectural Guidelines noted below are intended to guide homeowners in understanding what changes are likely to be approved and what may cause concerns. However, ALL planned changes, even if they meet these guidelines, require prior approval from the Board. In addition, replacements or upgrades of previously approved installations are not pre-approved and must go through the same process as if the installation were a new request.

- A. Garage Doors: Replacement garage doors are to consist of four (4) horizontal panels and may have two (2), four (4) or no (0) windows. If windows are installed, they shall be of clear or obscure glass, installed in the second panel down from the top of the door. As soon as weather permits, newly installed doors are to be painted at the homeowners' expense to match the exterior trim color. Paint is provided by the HOA, and access to it can be arranged with the Projects Director. Depending on the material being painted, there are two different paints of each color, and the correct one must be used.
- B. Front Doors: Original front doors had two windows approximately six inches below the top of the door. Replacement doors shall have a single or double window across the top, or no windows, or an oval/square window centered in the top half of the door. Exteriors of doors shall be painted brick red. All front doors requiring refinishing or painting shall be painted brick red. Paint is provided by the HOA, and access to it can be arranged with the Projects Director. Depending on the material being painted, there are two different paints of each color, and the correct one must be used.
- C. French Doors: French doors are not allowed.
- D. Security and Storm Doors: Contact Architectural Director for recommendations. Replacement doors must be white, black or bronze.
- E. Windows: Replacement windows must be white vinyl of the same size as the original windows. Dimensions and configuration shall not be altered from current size and shape by using framing or filling.
- F. Installed Overhangs for Patio or Decks: Overhang for the patio shall not go beyond the cement patio. Overhang for the deck shall not go beyond deck railings.
- G. Heating and Cooling Systems: No window/siding mounted air conditioner or heating unit exhaust shall be installed. When replacing or installing new central air conditioner or high efficiency furnace, contact Architectural Director since this involves running cables and/or pipes on the building exterior.
- H. Wooden Dividers: Wooden dividers are placed between the units and are painted and maintained by the HOA. They may not be modified or removed by homeowners.
- I. Satellite Dishes: These dishes are allowed, but must be placed on the rear side of unit. Contact the Architectural Director for proper placement and cable location. Approved satellite dishes must be removed by the homeowner, at their expense, once they are no longer being actively used. Contact the Project Director when planning removal to use an HOA-acceptable contractor to insure that no damage is caused to the roof structure. Repair of any damage to HOA property caused by such dishes, either while in place or upon removal, is at the expense of the homeowner.
- J. Exterior Lighting: Exterior lighting is installed and maintained by the HOA, and homeowners may not replace existing lights nor add additional ones.
- K. Security Bars: Security bars are permitted on downstairs windows and/or window wells. They must be painted the color of the underlying window or nearby trim, which would routinely mean white or black. Once installed, ongoing painting will be completed by the HOA at its expense.
- L. Hot Tubs/ Pools: Hot tub and/or pools are not permitted on the exterior of any unit.
- M. Raised Beds or Gardens: No raised beds or gardens are permitted to be placed on the exterior of any unit.

The Architectural Director has authority delegated by the Board to approve items clearly defined above, as long as they require no deviation from the descriptions noted and do not require ANY interpretation or clarity beyond that. Such approvals will be communicated to the Board at its next scheduled meeting by the Architectural Director.

Architectural Application

Revised 8/5/20

Please complete the application and return to the Board of Directors person designated as the Architectural Director. As of 7/1/19, that individual is Glenn Taylor, 15001 NE Siskiyou Court, gtaylorpdx@gmail.com, 503-720-7477.

To be completed by homeowner:

Date:
Name:
Address:
Email:
Phone:

Detailed description of the external modification(s) to the exterior of the unit:

Include all information from your vendors/suppliers that may assist in evaluating your request, such as detailed quotations, brochures or plans. These can be hard copies or electronic files. If multiple items are referenced in supporting documents, be sure to clarify exactly which item(s) is being installed.

I have attached required information: Yes ____ No ____

If no above, indicate when you will submit required information by: _____

NOTE: Applications will not be reviewed until all documentation is complete.

Project details:

Vendor Name/Phone Number:
Date of planned project installation:

For Architectural Director/Designated Board Member use:

Date Received:	Recommended:	Not Recommended:	Notes:

Initial Review Date:	Date Approved:	Notes about Restrictions or Potential Installation Issues:	Permanent Approval?: Yes ____ No ____ Conditional Approval Notes (temporary until when, not transferable, other):