

CERES GLEANN HOMEOWNERS ASSOCIATION

ARCHITECTURAL DESIGN & REVIEW MANUAL (RULES AND REGULATIONS)

ADOPTED MAY 7, 2024 BY
CERES GLEANN HOMEOWNERS ASSOCIATION BOARD OF
DIRECTORS

TABLE OF CONTENTS

CERES GLEANN ARCHITECTURAL REVIEW RULES AND REGULATIONS	<u>Page</u>
Introduction	1
Application Required List	1
Definitions	2
I. INTRODUCTION	3
Purpose and Functions of the ARC	3
ARC members and Prospective Members	
Owners Responsibilities Relating to the Guidelines and Applications	4
The Manual	4
Board and ARC Disclaimer	5
Variance of ARC Manual	5
Grandfather Clause	5
ARC Manual Conflict with CC&Rs	5
II. ARC APPLICATIONS	6
General Procedures for Applications	6
ARC Procedures Upon Receipt of Application	
Procedure for Applications for General Alterations/improvements to Home Structure	7
Procedure for Applications for Paint Approval	7
Procedure for Application for Street Side Yard Art, Trellises, Bird Feeder and Decorative Attachments to Fences	8
III. GUIDELINES	8
General Guidelines	8
Maintenance and Repair of Improvements	8
Fences, Walls, Hand Rails	8
Porches, Decks, Patios, Driveways and Walkways	9
Covered Porches, Decks and Patios	10
Exterior Walls	10
Windows	11
Window Boxes	11
Window Coverings	11
Window Displays	11
Exterior Colors	12
Roofs	12
Underground Utilities	13
Basketball Hoops	13
Satellite Dishes	13
Exterior Lighting	13
Cannabis	14
Yard Art	14
Solar Panels	15
Flags and Banners	15
Holiday Decorations	16
Pets	16
Signs	17
Trash and Garden Waste Collection and Storage	17
Textiles	18

Outside Storage Cabinets	18
Sidewalks	18
Climate Control	18
Hot Tubs/Spas	18
Generators	19
General Restrictions	19
IV. COMMUNITY COMPLAINTS	19
Noncompliance Complaints	19
Appeal Process	20
APPENDIX	22
Appendix A	22
EXHIBITS	
Exhibit A - General ARC Application	25
Exhibit B - Paint Application	27
Exhibit C - Street Side Yard Art/Trellises/ Bird Feeder and Decorative Attachments to Fences Application	29
Exhibit D - Construction/Remodel Application	31
Exhibit E - Construction Checklist	32
Exhibit F - Construction Agreement	34

CERES GLEANN ARCHITECTURAL REVIEW RULES AND REGULATIONS

The following manual is created based on the CC&Rs of Ceres Gleann and the evolving needs and desires of homeowners to modify and improve their properties. They are not intended to unduly constrain or restrict homeowners. More importantly, their purpose is to protect each homeowner's investment and promote pride in our community. Set forth in this Architectural Design & Review Manual (hereinafter referenced as Manual) are those policies, procedures and guidelines to assist the Architectural Review Committee (hereinafter referenced as ARC) and property owners through the architectural review process.

APPLICATION REQUIRED LIST

Structural Additions or Modifications
Painting, including Door Paint
Roofing
Gutters (if not an exact match)
Fencing
Patios
Decks
Solar Panels
Awnings
Arbors
Replacement Windows (if not an exact match)
Walls
Handrails
Porches
Sunscreens
Deck Covers
Street Side Yard Art
Street Side Trellises
Street Side Bird Houses
Additional Exterior Lighting
Satellite Dishes
Hot Tubs/Spas
Screen Doors
Driveways and Walkways
After Market Window Tinting
Temporary Perimeter Fencing
Landscape Lighting
Decorative Objects Attached to Fencing
Permanent Trellises Between Homes
Skylights

DEFINITIONS

1. COMMERCIAL - Any sign, flag, banner, picture or other representational article of any kind that promotes, advertises, or supports any product or service for purchase, sale, or other commercial purpose.
2. PAINT DEFINITIONS -
 - (a) Body color is the predominant house color and includes the garage door.
 - (b) Trim color is defined as fascia boards, gutters, pillars, window and door trim, garage door trim and belly board.
 - (c) Accent color is defined as gables and those sections done in an alternate material or style.
3. NEUTRAL COLORS - Neutral colors include tans, beiges, ivories, creams, whites, blacks and grays.
4. POLITICAL - Any sign, flag, banner, picture or other representational article of any kind that promotes or opposes any candidate for political office, any ballot measure, any political movement, or any political ideology.
5. RELIGIOUS - Any sign, flag, banner, picture or other representational article of any kind that promotes or opposes religious belief, religious celebration, or religious practices.
6. YARD ART - Artistic, commemorative, whimsical or other art-inspired items located anywhere outside the structure or footprint of the home placed for decorative purposes. Landscape rocks in their natural state are not included as yard art.

I. INTRODUCTION

1. PURPOSE AND FUNCTIONS OF THE ARC

1.1 To function in accordance with the directives and guidelines set forth in the Architectural Design and Review Manual adopted by the HOA. The approved Manual currently being used by ARC was adopted MAY 7, 2024.

1.2 To function in accordance with the CC&R's adopted by the HOA. CC&R's currently approved by the HOA were adopted in May, 2017 by Resolution 2017-09.

1.3 To review and update the Architectural Design and Review Manual as necessary.

1.4 To maintain a harmonious look to the exterior of the homes within the subdivision.

1.5 To review and approve applications submitted by homeowners, contractors and developers for new home construction within the subdivision.

1.6 To review and approve applications submitted by homeowners and contractors for changes to the exterior of existing homes to include, but not limited to, paint, fencing, awnings, patios, pavers, solar panels, etc.

1.7 To meet on an 'as needed' basis to review and approve applications in a timely manner and to discuss ongoing ARC business matters.

2. ARC MEMBERS AND PROSPECTIVE MEMBERS

2.1 The ARC shall consist of five to seven members who are homeowners within the Ceres Gleann Community and approved by the Board. Homeowners interested in volunteering for the ARC should notify the Board. ARC members should be willing to commit to a one (1) year of service to the committee at the discretion of the Board. ARC members may serve multiple terms on the committee at the discretion of the Board. Existing members shall email the Board if they do not wish to continue to serve on the ARC for an additional term. The term of office for an ARC member begins immediately after that member's appointment to the committee is approved by the Board of Directors. The expected one (1) year of service will be measured from the date of appointment.

2.2 ARC members should collectively expect to perform the following duties:

1. Meet with other committee members regularly for publicly held meetings and as needed for workshop meetings as determined by the committee, its chairperson or the Board.

2. As needed, physically go to homes within the community to determine if proposed modifications conform to these Guidelines and use restrictions in the Governing Documents.
3. Possess the ability to adequately explain, verbally and in writing, reasoning for any Applications submitted by the homeowner which are denied by ARC.
4. Maintain familiarity with the Declarations, Bylaws and ARC Manual to approve or deny Applications with the most reasonable discretion.
5. Communicate and interact effectively with fellow committee members, the Board and homeowners as needed in the process of reviewing and approving or denying Applications.

3. OWNER RESPONSIBILITIES RELATING TO THE GUIDELINES AND APPLICATIONS

3.1 Ceres Gleann property owners are responsible for maintaining their properties in accordance with the CC&R's and this Manual.

3.2 Ceres Gleann homeowners agreed to abide by the above official documents when they purchased their property. The guidelines as set forth in the aforementioned documents are designed to maintain and improve the property values within the community. All property owners are required to complete and submit an application when proposing to make modifications to the exterior of the property. Homeowners who submit an application must include all plans and attachments as indicated on the Application before it will be reviewed by the ARC.

4. THE MANUAL

4.1 This Manual was developed by the ARC and approved by the Board to assist homeowners in the planning and modification of the exterior of their property.

4.2 This Manual also states the procedural requirements of the ARC and are intended to protect all property homeowners by providing a uniform review and approval process which will in turn maintain Ceres Gleann's character while protecting home values.

4.3 ARC may, from time to time propose amendments, revisions, or modifications to this Manual. All proposed changes to the Manual must be approved by the Board of Directors before they become effective. Moreover, homeowners must be notified of all changes approved by the Board; changes are not effective until they have been communicated to homeowners.

5. BOARD AND ARC DISCLAIMER

5.1 Review and approval of proposed modifications are made based on considerations indicated in Section 10.3 of this document. The owner is solely responsible for determining whether modifications are of sound structural integrity and comply with applicable laws, rules, regulations, ordinances, codes and permitting. These include, but are not limited to, zoning ordinances, building codes, subdivision regulations and Governing Documents. General land use requirements and building codes are established by the City of Dallas, Polk County and the State of Oregon.

5.2 The ARC shall not bear any responsibility or liability for ensuring the structural integrity of any approved modifications nor for ensuring compliance with building codes or other governmental requirements. The ARC and its members shall not be held liable for any injury, damage or loss arising out of the manner or quality of approved modifications.

5.3 It is understood and agreed that Ceres Gleann Homeowners Association is not required to take any action to repair, repaint, replace or maintain any approved modification as described in an application. The homeowner and their representatives assume all responsibility and cost for any addition or change and its future upkeep and maintenance.

5.4 Ceres Gleann HOA accepts no responsibility for the workmanship or quality of contractors hired by the Homeowner or their representatives.

6. VARIANCE OF ARC MANUAL

6.1 It is recognized that rare circumstances may occur wherein a specific application that ARC deems to be meritorious, does not conform to existing rules. In such cases, ARC shall confer with the Board of Directors before proceeding. If the Board of Directors authorizes ARC to approve the non-conforming project, ARC shall note the rationale for the approval in its regular minutes. Unless otherwise specified by the Board, the approval of a non-conforming application shall not be a precedent for future applications.

7. GRANDFATHER CLAUSE

7.1 If a condition exists that was in compliance with the rules and regulations before the adoption of this Manual, dated May 7, 2024, that condition shall be deemed in compliance. Paragraph 25, Exterior Colors, of this Manual is excluded from this clause.

8. ARC MANUAL CONFLICT WITH CC&Rs

8.1 In the event a conflict emerges between the Manual and the CC&Rs, the CC&Rs shall control.

II. ARC APPLICATIONS

9. GENERAL PROCEDURES FOR APPLICATIONS

9.1 The applications can be found on the HOA website: **cgresidents.com**. An Application must be submitted for each exterior property modification/addition as identified herein.

9.2 Two copies of an application must be submitted; the application must be signed by the homeowner. After review, ARC will return one copy of the completed application to the homeowner noting either: approval, approval as noted, or not approved. ARC shall complete its review within 30 days of receiving the application.

9.3 All required documentation listed on the Application must be included with the submission before the 30-day ARC review process starts.

9.4 Applications may be submitted to any ARC member.

9.5 Applications will be reviewed at the monthly ARC meetings. Upon discussion with the homeowner, ARC may determine that an application is urgent and review an application between ARC meetings.

9.6 In the event homeowner wishes to make changes to their submitted application, they must submit a new Application. The ARC may contact the homeowner for clarification of the resubmission details.

9.7 Homeowners with a Pending Application are encouraged to attend Committee meetings. These meetings are open to the public and notices are posted in the Newsletter and/or Announcements and Reminders.

9.8 Homeowners may request an extension of an Application for an additional three months by resubmitting their copy of the original Application and signing the Extension Request at the bottom of page 2 of the Application.

10. ARC PROCEDURES UPON RECEIPT OF APPLICATION

10.1 The ARC will notify homeowners of incomplete Applications. Incomplete Applications will not be considered by the ARC until all documentation and information required to make a decision has been submitted.

10.2 Homeowners will receive a copy of the Application signed by ARC members upon ARC approving an Application. Commencement of the project may not begin until that notice is received. Work on an approved project must begin within three (3) months of receiving the approval notice. Homeowners must contact the ARC if an extension of time is needed.

10.3 The ARC reviews and subsequent decisions are based on the following considerations:

- a. The objectives and purposes of the Governing Documents.
- b. This Manual.
- c. The type, nature, design, style, shape, size, scale, color, quality, quantity, texture, and materials of the proposed modification under review.
- d. City of Dallas Ordinances and State of Oregon Statutes

10.4 In the event the Application is denied by the ARC, a homeowner may appeal as outlined in Section 47 of this Manual.

10.5 The ARC will approve or disapprove the Application within thirty (30) days of the completed Application and all required documentation being received by the ARC.

11. PROCEDURE FOR APPLICATIONS FOR GENERAL ALTERATIONS/IMPROVEMENTS TO HOME STRUCTURE

11.1 Two copies of the Application set out in Exhibit A, General Alterations, must be submitted; the application must be signed by the homeowner. After review, ARC will return one copy of the completed application to the homeowner noting one of the following: approval, approval as noted, or not approved.

11.2 Proposals for new home construction shall follow the procedures and requirements set out in Appendix A.

11.3 Proposals for a major alteration of a permanent or temporary structure or improvement on any lot must be submitted to ARC; the application as set out in Exhibit D, Construction Application, must be submitted at least 30 days prior to the start of the alteration or improvement. See Appendix A.

12. PROCEDURE FOR APPLICATIONS FOR PAINT APPROVAL

12.1 Two copies of the Application set out in Exhibit B must be submitted; the application must be signed by the homeowner. After review, ARC will return one copy of the completed application to the homeowner noting one of the following: approval, approval as noted, or not approved.

13. PROCEDURE FOR APPLICATIONS FOR STREET SIDE YARD ART/ TRELLISES/BIRD FEEDER/DECORATIVE ATTACHMENTS TO FENCES/ PERMANENT TRELLISES BETWEEN HOMES

13.1 Two copies of the Application set out in Exhibit C must be submitted; the application must be signed by the homeowner. After review, ARC will return one copy of the completed application to the homeowner noting one of the following: approval, approval as noted, or not approved.

III. GUIDELINES

14. GENERAL GUIDELINES

14.1 Approval Required. No building, patio, deck, fencing, or other structure or improvement shall be commenced, directed or maintained upon the property, nor shall any alteration or change in the exterior appearance or materials of any structure or improvement be made until the plans and specifications have been submitted to, received and approved in writing by the ARC.

14.2 Homeowners are strongly encouraged to contact an ARC member if in doubt about the need to submit an application.

15. Maintenance and Repair of Improvements

15.2 Each owner shall maintain such owner's Lot and all improvements thereon in a clean and attractive condition, in good repair, and in such fashion as not to create a fire hazard. Such maintenance shall include, without limitation, exterior paint, windows, exterior siding, doors, garage doors, walks, patios, chimneys, street trees, lawn, plantings, and roofs, including moss removal. Dwellings that have been damaged or destroyed shall be exempt from these maintenance requirements, provided reconstruction or repair is undertaken within 90 days from date of damage or destruction.

16. Fences, Walls, Hand Rails

16.1 No fence taller than six feet shall be allowed on any portion of the property, and style, material and color of fences must be approved by the ARC. Unless otherwise approved by the ARC, fences shall not extend forward of the front of a Living Unit, or on corner Lots, shall not extend beyond the front or side of the Living Unit on the side streets. Nothing may be attached or hung from any fence without prior approval from the ARC.

16.2 Permanent Fences: ARC must approve all fences and walls prior to construction or replacement. Fences shall not exceed six (6) feet in height from the finish grade. In the case where the fence is also a retaining wall, the measurement shall be taken from the high side. Certain designs and materials for fences and walls are approved for Ceres Gleann as follows:

- a) black steel, matching existing Ceres Gleann flat rail spear design;
- b) split face concrete block with cap;
- c) combination of split face concrete block and black steel;

d) black vinyl chain link, permitted only on rear perimeter property lines of homes along Magnolia Avenue adjoining the golf course, St. Andrews Avenue east side, and those homes bordering the community garden/gazebo common property (this exempts those homes bordering the garden on Lynchet and Rhododendron); and

e) homes that as of January 1, 2023 have cedar plank fencing or wood/chain-link-weave fencing may retain and replace such fencing as may become necessary.

16.3 Small pet containment material may be temporarily attached to a permanent fence and must be black in color and be a plastic or wire mesh or netting. This material cannot exceed 3 feet in height and shall be removed when the home is sold.

16.4 Temporary perimeter fences/gates require an application to ARC for approval. Approved temporary fences must be metal and black in color and may not exceed 4 feet in height. These fences can only remain in place for up to two years and the approved period cannot be extended. The selected fence design should match/complement the existing permanent fence.

16.5 Handrails: Any handrail placed on the homeowner's lot must be black wrought iron or steel and should be similar to existing community handrails. ARC approval is required before installation.

16.6 Items attached or hung on a fence require approval of the neighbor sharing the fence (if applicable) as well as approval from the ARC.

16.7 Please see the Landscape Manual for living fence requirements.

17. Porches, Decks, Patios, Driveways and Walkways

17.1 All porches, decks, and patios, driveways and walkways must have ARC approval and shall have an appearance consistent with the exterior of the Ceres Gleann living units. No porch, patio, or deck in the rear of a living unit shall extend closer than four (4) feet to any boundary line of the lot. No porch, patio, or deck in the front of a living unit shall extend closer than sixteen (16) feet from face of curb. Porches or decks, which are constructed above grade (off the ground) must be finished to the ground with materials compatible with the deck or the living unit and screened with landscaping.

17.2 No porch, patio or deck within eight (8) feet of any property line of the lot shall be more than thirty (30) inches above finish grade.

17.3 Patios shall be exposed aggregate finished concrete slabs on grade, pavers, or as otherwise approved by ARC, and shall be constructed in a manner to prevent surface water from flowing onto adjacent lots.

17.4 Driveways shall be of exposed aggregate finished concrete.

18. Covered Porches, Decks and Patios

18.1 All permanent porch, patio or deck covers must be of a design that is complementary to the living unit and must be approved by ARC.

18.2 Setbacks shall be as follows: a) Rear: seven (7) feet from property line; and b) Front: eighteen (18) feet from face of curb.

18.3 Add-on porch, patio, and deck covers: Wherever structurally and functionally possible, all permanent porch, patio, or deck covers with solid roofing, shall meet the same requirements as new home construction (see Appendix A) with the exception that the roof slope may be as low as a 4 inch rise for every 12 inches of horizontal projection. All rainwater shall be collected and distributed to the City's storm drainage system.

18.4 Sunscreens. Permanent exterior sunscreens shall be professionally designed and approved by ARC prior to installation. The fabric must be of a solid color, neutral color (tans, beiges, ivories, creams, white, black and gray) or colors compatible with or match the body or trim color of the dwelling unit.

18.5 Awnings. ARC must approve all awnings prior to installation and will only approve retractable awnings. Fabric type retractable awnings must be compatible with or match the body or trim color of the dwelling unit. Fabric shall be maintained and kept presentable. Window and patio awnings (whether temporary or permanent) shall not have pole supports to the patio, porch, or deck below.

19. Exterior Walls

19.1 The exterior sides of the Living Unit shall be covered with material specifically approved for use on said dwelling by the ARC. Plywood (not including T-111) shall not be used as an exterior surface on any Living Unit.

19.2 The front elevation of each living unit shall have significant architectural features that are consistent with other homes in Ceres Gleann. Approved wall materials are: wood or simulated wood products such as beveled siding, shakes, tongue and groove vertical siding, plywood board and batt and brick or stone veneer.

19.3 Plywood, including T1-11 or similar products, are specifically not allowed as an exterior siding. Combinations of wood products and masonry are encouraged. Other siding materials will be judged on their merit after a review of samples. Side and rear elevations shall be selected from the same materials as approved for the front. (Note: a typographical error in the CC&Rs mistakenly suggests that T 1-11 siding is an approved siding.)

19.4 Exterior Decorations.

a) Homeowner may attach no more than three decorative items to the street-side of the residence. The items must be located at an entryway, door or sitting area of the home.

b) Homeowner may attach no more than three decorative items to the side of the home. The items must be located at a side entryway or side door of the home.

19.5 All decorations must be “neutral” in the sense that they do not represent a specific religious, political or commercial affiliation as defined on Page 2, Definitions, of this manual.

19.6 Decorations are not allowed on the gables of any home.

20. **Windows**

20.1 Replacement windows and glass replacement of the same style, design, and in every other way, does not require ARC approval. All other window replacement requires ARC approval.

22. **Window Boxes**

22.1 Window boxes must be of a neutral color or match the trim of the home and must be kept free of dead plant matter.

23. **Window Coverings**

23.1 All window coverings seen from the outside shall be a neutral color that is consistent with the exterior of the Living Unit. No material such as aluminum foil, newspaper, paint or similar products shall be used as a window covering if the same would be visible from beyond any boundary of the Lot. After-market window tinting may only be used with written ARC approval.

24. **Window Displays**

24.1 One piece of decorative art, where written words are not the focus of the art, is allowed in a street side window. However, no more than two additional pieces of exterior, street side decoration is then allowed.

24.2 All decorations must be “neutral” in the sense that they do not represent a specific religious, political or commercial affiliation as defined on Page 2, Definitions, of this manual.

25. Exterior Colors

25.1 No paint or other finish shall be applied to all or any part of the exterior surface of a Living Unit without the prior review and approval of the ARC. See Exhibit D for application details.

25.2 Main body colors displayed on the Ceres Gleann paint palette shall be the only choices available to homeowners. Trim and accent colors may have minor variation from the palette if the selected colors clearly complement the selected main body color.

25.3 Homes that are currently painted with nonconforming colors are not required to be repainted. However, when nonconforming homes are repainted, the paint chosen must be from the approved palette.

25.4 Door colors are not required to conform to the paint palette. See Exhibit B for door color instructions. Door colors must be approved by the ARC. Homeowner may repaint a door (for maintenance purposes) with the same exact color without ARC approval as long as it is the only part of the home that is being repainted at that time.

25.6 The palette of colors approved on April 4, 2017 may not be altered or amended without a formally delivered recommendation from ARC which then must be approved by the Board of Directors.

25.7 Homeowner is not restricted to Sherwin Williams paint. However, if paint from another paint manufacturer is used, it is the duty of the homeowner to show spectrophotometer or hex code number proof of color match. An application where the paint is color matched must be approved at an ARC meeting.

25.8 A garage door may not be painted an accent or trim color.

25.9 A homeowner may paint the garage door, accent or trim area of their home in a second body color.

25.10 A home may not be painted in more than four colors.

26. Roofs

26.1 The roof material of the Living Unit shall be approved for use on said dwelling by the ARC.

26.2 Roofing materials must be high end (or layered) architectural composition materials with 30 year or lifetime warranty, which provides a three-dimensional

sculptured appearance using varying thickness and shadowing. Color material must be dark charcoal gray or black, the same as existing neighborhood roofs. The minimum pitch allowable is 5 inches rise in 12 inches of horizontal projection.

26.3 Gutters. Roof gutters shall be required on all structures and must be properly drained to direct all water into the City's storm drainage system. Replacement gutters of the exact same style, design, and in every other way, does not require ARC approval. All other replacement gutters require ARC approval.

26.4 Decorative objects are not allowed on the roof of any home.

26.5 Skylight installation, replacement and repair requires ARC approval. Work must be performed by a licensed contractor.

27. Underground Utilities

27.1 Other than temporary aboveground wiring for construction or emergencies, no outdoor overhead wire or service drop for the distribution of electrical energy or for telecommunications purposes nor any pole, tower or other structure for independent transmission or support of said outdoor wire shall be erected, placed or maintained on any portion of the property. All such installations shall be underground.

28. Basketball Hoops

28.1 No basketball hoops shall be installed or maintained on any portion of the property.

29. Satellite Dishes

29.1 Satellite dishes may be installed or maintained on a Living Unit of a size and in a location that has been approved in advance by the ARC. The authority of the ARC in this matter shall be subject to any regulations issued by the Federal Communications Commission or any other applicable governmental authority.

30. Exterior Lighting

30.1 No exterior lighting shall be placed or operated upon or within any Lot which shall cast excessive or unreasonable amounts of light or glare on adjacent Lots within the community. Landscape lighting requires written ARC approval.

30.2 Additional exterior lighting devices and landscape lighting requires ARC approval. However, replacement of existing exterior lighting devices does not require ARC approval.

30.3 Light bulbs for exterior lighting shall not exceed 800 lumens (equivalent to a 60 watt incandescent bulb).

31. Cannabis

31.1 No cannabis (aka marijuana) plants shall be kept, installed, or grown outside the residence upon Lots, or upon the common property.

32. Yard Art

32.1 Yard art, trellis, bird feeders and similar items may be added to a Lot if they fit into the Lot's landscaping plan and are placed in the backyard and or side yard in a way that does not materially obstruct a neighbor's view. Such items may only be placed on the street side(s) of a Lot if they have written ARC approval.

32.2 Yard art is defined as artistic, commemorative, whimsical or other art-inspired items located anywhere outside the structure or footprint of the home placed for decorative purposes. Landscape rocks in their natural state are not included as yard art.

32.3 No more than 3 pieces of yard art may be displayed on the street side/sides of the home. The aggregate height and width must be less than 3 feet in height and 3 feet wide. Each piece is as measured from the ground or from its resting surface. Slight variations in size may be approved by ARC. However, pots and planters designed and constructed for plant use are not included in the yard art limitation of pieces and are permitted if they are used for their intended purpose.

32.4 Street side yard art must have no moving parts, make no noise, have no reflective surfaces, not made from plastic or PVC and not be attached to or hung from any landscaping. The yard art must be in good repair and located in areas that are not mowed. The ARC reserves the right to disallow any street side yard art which it feels would be significantly divisive to the community.

32.5 Planters/crocks/flower pots less than 10" high by 10" wide must be stored out of view when not in use.

32.6 Trellises may not exceed six feet in height and 32 inches in width. Trellises may be pre-treated wood, PVC plastic material or metal and may be natural in color or painted in the the house color, trim color, black or white.

32.7 Permanent trellises or arbors placed between two living units must be agreed upon by the neighbors and are subject to ARC approval. If, at any time, a neighbor is not in agreement, the trellis must be removed.

32.8 All seed/nectar for bird feeders should be stored inside in enclosed containers so as not to be accessible to undesirable animals. Homeowners are responsible to keep the area around and under each bird feeder clean, and bird feeders should be maintained in clean and good physical appearance. Street Side bird feeders require ARC approval.

32.9 Birdhouses shall be a maximum of 6 feet high and may be placed only in the back yard.

32.10 All items in Paragraph 32 through 32.9 must be “neutral” in the sense that they do not represent a specific religious, political or commercial affiliation as defined on Page 2, Definitions, of this manual.

33. Solar Panels

33.1 Solar panels are allowed in Ceres Gleann. However, no solar panels may be installed or placed upon the Lot or Living Unit without first obtaining written approval from the ARC.

33.2 No use of any Lot or Lots will be allowed that in any manner infringes on the rights of the owner of any abutting Lot, including but not limited to, reflections from solar system panels or other equipment or fixtures. ORS 94.778(3) limits Ceres Gleann HOA to enforcing size, placement and aesthetic requirements, and ARC will adhere to those limitations.

33.3 Panels must comply with all health and safety standards as well as all federal, state, and local codes and regulations. To minimize the visual impact on the neighborhood from the street, and to the extent practicable, panels may only be installed on the roof of a living unit and only on the rear portion of the roof. Panels must conform to the slope of the roof and the top edge of the panels may only be as high as the roof ridge. The panel frame and support brackets shall be the same color as the material to which it is attached. All piping and wiring for the panels shall be concealed within the attic, if possible.

34. Flags and Banners

34.1 A flag of the United States of America shall be permitted to be properly displayed (US Code, Title 4 Chapter 1, subsections 172-179) on any Lot or Living Unit and shall not exceed three feet by five feet in size.

34.2 A flag or banner depicting a sporting team or event, not exceeding three feet by five feet in size, shall be permitted to be displayed on a Living Unit for a period not to exceed 72 hours.

34.3 A seasonal flag and/or banner, not exceeding three feet by five feet, shall be permitted on a Lot or Living Unit during the calendar defined seasons of Spring, Summer, Fall and Winter.

34.4 No more than two flags or banners may be displayed on a Lot or Living Unit at a time. No free-standing flag poles will be allowed unless approved by the Board. Any displayed flag or banner must be in good condition

34.5 Small American flags used to decorate lawns/pots for patriotic holidays will be considered holiday decorations and be exempt from the two-flag limitation during holiday period only.

34.6 No religious, commercial or political flags or banners are allowed street side/sides of any home.

35. Holiday Decorations

35.1 Holiday decorations, other than during the Christmas season (see Section 33 below), may be placed in the front yard of a Living Unit for a period beginning ten days prior to and ending two days after a holiday (for a total of 12 days) provided they are not placed in any City or utility right-of-way and do not impair driveway or street visibility (in accordance with City of Dallas Code). Outside decorations may not exceed six feet in height. No decorations may be placed on the asphalt shingle roofing section of a Living Unit.

35.2 Christmas/Holiday decorations may be placed on a Lot or Living Unit beginning the day after Thanksgiving and ending January 5.

35.3 The Board may temporarily amend approved dates regarding decorations to accommodate special Ceres Gleann events or to cope with adverse weather conditions.

35.3 Religious displays are generally prohibited within Ceres Gleann. However, for recognized religious holidays (e.g. Easter, Christmas, Jewish Holy Days) religiously themed displays are allowed, but must conform to the standard holiday decoration timelines and placement rules.

35.4 All fan or other mechanically inflated decorations for any holiday period must be deflated by 10 pm each day the decorations are displayed. Inflatable decorations are limited to no more than 4 feet in height.

35.5 Flashing, flickering or twinkling lights must be turned off after 10 pm each day.

36. Pets

36.1 Animals. Subject only to reasonable accommodations required by fair housing laws, other than normal residential pets, no animals, swine or fowl shall be raised, kept or permitted within the property. No animals or fowl of any kind shall be kept, bred or raised for commercial purposes. All pets shall be confined to the owner's Living Unit or Lot and shall not be permitted to run free or otherwise to become a nuisance or source of annoyance to other owners or occupants. No outdoor kennels or pens are allowed. All owners of animals will abide by municipal sanitary regulations, leash laws and rules and regulations. The Board may adopt further rules and regulations pursuant rule making authority at Section 5.18 of the CC&Rs, if needed.

37. Signs

37.1 No signs shall be erected or displayed on any Lot, Living Unit or other portion of the property, nor shall a sign be displayed within a Living Unit but visible from the street, without the prior written permission of the Board.

37.2 Such permission shall not be required for one sign no larger than 144 square inches overall, displaying the name, address or both of the occupant, or for one temporary sign, which is non-animated, non-audio or non-flashing, no larger than 18 inches by 24 inches, advertising the Lot or Living Unit for sale or lease, which shall be removed upon the sale or rental of the Lot or Living Unit.

37.3 No political or campaign signs are permitted on any Lot or displayed within any Living Unit so that it is visible from the street.

37.4 Nothing herein contained shall be construed to prevent or prohibit an owner from displaying small standard Neighborhood Watch signs in the corner of a window or on a door or up to three small standard home security signs on their Lot.

37.5 Permission is hereby extended to homeowners, working in cooperation with the Landscape Committee, to post signs on their property to provide direction to the HOA contracted landscapers. Such signs may be placed on the homeowner's property on the day of the scheduled service and must be removed at the end of that same day. Signs shall conform to all other rules and standards that the Landscape Committee may, from time to time, promulgate.

37.6 No religious or commercial signs, as defined in the Definitions on Page 2 of this document, are allowed, including those placed inside homeowner's windows that may be viewed by neighbors.

38. Trash and Garden Waste Collection and Storage

38.1 All trash and garbage shall be deposited in closed containers to be picked up by the sanitary service crew with whom the owner contracts. Trash containers shall not be placed out for collection earlier than the evening in advance of the scheduled collection time, shall be promptly retrieved by the owner thereof no later than the evening of the same day following trash collection, and shall at all other times be kept within the Living Unit.

38.2 If garden waste containers are kept at the home, they must be kept within the Living Unit except for garden waste collection day. Garden waste containers shall not be placed out for collection earlier than the evening in advance of the scheduled collection time and shall be promptly retrieved by the owner thereof no later than the evening of the same day following garden waste collection.

39. Textiles

39.1 No garments, rugs, rags, bed sheets laundry or other clothing or materials shall be allowed to hang from windows or from any other facade or extension of an improvement on a Lot where the same would be visible from any boundary of the Lot.

39.2 Pillows on patio furniture are allowed.

40. Outside Storage Cabinets

40.1 Outside free standing and movable cabinets, benches, or deck boxes made of plastic, resin, composite, rubberwood, wood or metal with storage capability will be considered patio furniture if:

a) they have been constructed, designed, marketed or sold to primarily serve as a storage unit;

b) the above does not exceed 6 feet in height;

c) is placed on the rear patio of the home and, insofar as practical, out of view of neighboring homes; and

d) is not permanently attached to the home.

40.2 Storage cabinets must be well maintained and in good repair.

40.3 No permanent storage structures, sheds and outbuildings are allowed on homeowner lots. These type of structures typically have either a pitched or shed style roof and are constructed, designed, or marketed to serve as semi-permanent or permanent storage structures.

41. Sidewalks

41.1 As per City of Dallas ordinance, homeowners are responsible for the repair and maintenance of the sidewalks that adjoin the streets at the front and side of their living unit.

42. Climate Control

42.1 Outdoor air conditioning units shall be placed so as to minimize noise to adjacent units.

43. Hot Tubs/Spas

43.1 ARC approval is required. Hot tubs with a capacity of four or less people will be considered. Hot tubs/spas should be placed as close to the home as practicable. If a hot tub is for a capacity of between three and four people, the hot tub/

spa must be engineered for no noise and no vibration when heating and filtering. Inflatable hot tubs/spas are not allowed.

44. Generators

44.1 Portable generators may be used by a homeowner during a power outage if a continuous power supply is necessary for a medical condition.

45. General Restrictions

45.1 No use of any Lot or Lots will be allowed that in any manner infringes on the rights of the owner of any abutting Lot, including but not limited to, reflections from solar system panels or other equipment or fixtures. See Paragraph 33 for more information regarding solar panels.

45.2 No offensive or noxious activity, including but not limited to any excessive or offensive noise from pets, musical instruments, wind chimes or bells, broadcasting equipment, social activities or the like, or any activity not permitted by the applicable provisions of the Dallas Revised Code, shall be carried out on any Lot, nor shall anything be done thereon which might be or become a nuisance or annoyance to adjacent Lot owners, or which might detract from the value of the Lots as a residential development.

45.3 Except for wind chimes or bells, the Board will govern the items listed in 45.2.

IV. COMMUNITY COMPLAINTS

46. Noncompliance Complaints

46.1 An ARC Complaint Form, Resident Report can be found at cgresidents.com under the Architectural Review Committee tab.

46.2 A Complaint Form must be filled out and signed in duplicate by a resident who wishes to have the ARC investigate a noncompliance violation of the ARC Manual or the Governing Documents of Ceres Gleann HOA which refer to the ARC.

46.3 Upon completion of the Complaint Form, the resident may deliver the Complaint Form to any ARC member.

46.4 The ARC will then begin an investigation of the Complaint, and the ARC will address the Complaint at the next scheduled ARC meeting. ARC will either dismiss the Complaint or determine if a Noncompliance Notice should be issued.

46.5 If an ARC member is the Complainant, they must recuse themselves from any investigation, ARC discussions and voting on the Complaint.

46.6 If the ARC determines that a noncompliance violation has occurred in the Ceres Gleann community which is deemed a flagrant violation by the ARC and the ARC has not received a Complaint from a resident of the community, the ARC may file a Complaint. Such Complaint must have majority vote of the ARC to pursue investigation.

47. Appeal Process

47.1 Whenever a homeowner seeks to appeal a decision of the ARC, the homeowner should notify the chair of the ARC in writing. The homeowner must state in the writing what decision is being appealed, why the homeowner believes the decision is in error, and describe the desired outcome of the appeal.

47.2 The chair of the ARC, after consulting with committee members, shall either:

- a. Schedule a hearing before the ARC on the filed appeal and notify the homeowner of the time and date of the hearing; or
- b. advise the homeowner that the ARC believes a hearing is unnecessary and provide reasons in writing to the homeowner for that decision.

47.3 If a hearing is held by ARC on the homeowner's appeal, the ARC shall deliberate in public and reach a decision on the appeal. That decision shall be put in writing and given to the homeowner. This decision shall be the final decision of the ARC and may be appealed to the Board of Directors within 10 days of its receipt by the homeowner. The appeal to the Board of Directors shall be in writing and delivered to the Board Chair.

47.4 ARC, as set out in paragraph 47.2(b), does not grant a hearing to the homeowner, the denial notice provided to the homeowner by the ARC chair shall be construed as the final decision of the ARC. This decision of the ARC may be appealed to the Board of Directors within 10 days of its receipt by the homeowner. The appeal to the Board of Directors shall be in writing and delivered to the Board Chair.

47.5 Appeals to the Board of Directors shall be scheduled for the next Board Meeting if practicable, but not later than the next following Board Meeting. At the Board Meeting when the appeal is heard, the following process shall be followed:

- a. The ARC chair, or an ARC member, shall outline the complaint as understood by the ARC, and the ARC's reasoning for the decision it has reached. The ARC representative may introduce evidence or call witnesses.
- b. The homeowner appealing the ARC decision shall outline the complaint and the reasoning that supports the complaint. The homeowner may introduce evidence or call witnesses.

c. The Board may ask questions of either party during any part of the hearing. The Board will deliberate in public at the end of the hearing and shall have full discretion to reach a decision that it believes is consistent with established rules and policies and to be in the best interests of the Homeowners Association. The Board may take an issue under advisement and render its decision at a later date. Deliberations and decisions set over for a later date shall also occur in a public meeting.

APPENDIX A

REGULATIONS GOVERNING THE CONSTRUCTION OF A HOUSE OR MAJOR ADDITION IN CERES GLEANN HOA

1. Construction Sites

5.5 Commencement and Completion of Construction and Landscaping. *Work on all buildings and other structures which are built, constructed, erected or placed on a Lot shall in each case shall be completed (including all painting, staining and other exterior finish work) within six months after the commencement of such work. No Living Unit shall be occupied for residential purposes on a temporary or permanent basis until all construction work thereon has been substantially completed and an occupancy permit has been issued by the appropriate building official. All landscaping shall be completed within six months following occupancy of the building.*

1.1 Homeowners, contractors and others shall keep a clean construction site. All construction debris, lumber remnants and scrap materials shall be removed from the site after each work phase has been completed. In no case can there be more than one week's accumulation of debris. In lieu of removal from the site, ARC may authorize the use of a dumpster if placed on the driveway of the lot. Dogs, drugs, alcohol or loud radios are not permitted on the job site. Contractors in violation of these rules will be required to leave.

2. **Application Process**

1. Proposals for the construction of a home, or a major addition or modification to an existing home (any penetration and rebuilding of existing wall, roof, or other feature of the building envelope) must be submitted to ARC in the form of a Complete Application at least 30 days prior to the start of construction. The Complete Application must include:

- a) Two copies of construction documents (plans and specifications) which comply with ARC's published checklists;
- b) Two copies of the Exhibit D application form, completed by the homeowner;
- c) Two copies of Exhibit E completed checklist;
- d) Two copies of the Exhibit F construction agreement.

Incomplete applications will be returned to homeowners and will be reviewed only when completed and resubmitted to ARC.

ARC will complete its review and return one set of all submitted documents to the homeowner while retaining the second copy. ARC will notify the homeowner after review that either: 1) the project has been approved as submitted; or 2) the project has been approved with conditions; or 3) the project has not been approved for the reasons stated. Work must begin on approved projects within 3 months of approval; failure to begin within three months will require re-approval.

2. Each Owner and designer shall apply all applicable standards within the state and local building codes and the CC&Rs for density, building type, setback requirements, utilities and placement and other exterior characteristics. Owner and designer shall also conform the design to this Manual and generally conform to the external appearance and design of existing structures within Ceres Gleann. (See item 6, following.)

3. All plans and drawings shall be of professional quality with sufficient detail to clearly define the proposed project. Plans for new home construction shall be designed by architects or other professional building designers and shall include elevation drawings of the front, sides and rear of the proposed structure. All plans will contain the name, address, and telephone number of the firm or individual responsible for creating the plans.

4. Major additions or renovations require the homeowner to submit the items listed in 1. a and b above. The submittals must conform to items 2 and 3 above and submitted to ARC 30 days prior to beginning work on the project.

5. All construction, whether a new home or a major alteration, shall be completed in a timely manner. It is expected that a new home will be completed and ready for occupancy 9 months after ARC approval has been received.

6. Design Criteria

a) living units shall be attractive and of a high-quality architectural design that is compatible in external appearance, design and quality with existing living units in Ceres Gleann;

b) all living units will be constructed with the following setback requirements:

Front: House to be 18 feet from the face of the curb, garage to be 25 feet from the face of the curb

Side: 4 feet from property lines

Rear: 12 feet from property lines

c) roof gutters shall be required on all structures and must be properly drained to direct all water into the City's storm drainage system;

d) driveways, walkways, porches, and patios shall be of exposed aggregate concrete slab construction only;

e) each single-family living unit shall include an attached garage designed to enclose two (2) vehicles.

f) all living units shall be no higher than two (2) stories above finished grade level with a maximum height at the ridge line of thirty (30) feet as measured from the lowest point adjacent to the foundation. All two-story homes shall not have the roof or any other part of the structure extending over any property line. No two-story living unit with windows on the upper floor shall have windows that face the back yard except for golf course lots and other homes on the perimeter.

g) minimum size for a single-story living unit (excluding garage) shall be 1200 square feet. Minimum size for a two-story living unit (excluding garage) shall be 1600 square feet.

h) see Article III-O for construction site regulations.

**Ceres Gleann Architectural Review Committee
General Application
Exhibit A
Please Submit 2 Copies**

Owner(s): _____

Street Address: _____

Contact Phone: _____

Proposed Work/Change Description: _____

Changes to be completed by: Licensed professional: _____ Homeowner: _____

Contractor name: _____

Desired start date: _____ Estimated time to complete: _____

The owner is solely responsible for determining whether modifications are of sound structural integrity and comply with applicable laws, rules, regulations, ordinances, codes and permitting. These include, but are not limited to, zoning ordinances, building codes, subdivision regulations and Governing Documents. General land use requirements and building codes are established by the City of Dallas, Polk County and the State of Oregon.

The ARC shall not bear any responsibility or liability for ensuring the structural integrity of any approved modifications nor for ensuring compliance with building codes or other governmental requirements. The ARC and its members shall not be held liable for any injury, damage or loss arising out of the manner or quality of approved modifications.

Ceres Gleann HOA accepts no responsibility for the workmanship or quality of contractors hired by the owner or their representatives.

Owner's signature: _____ **Date:** _____

Owner's signature: _____ **Date:** _____

An application submitted without all required submissions will be considered incomplete. To be considered: sketches, photographs, material to be used, dimensions, colors of proposed improvement, etc. should be included. If not included, the ARC's thirty (30) day review period may not commence until all required submissions have been submitted. If you have questions regarding the required submission or the application process, please contact an ARC member prior to the submission of an application.

ARC MUST CHECK ONE:

_____ **APPROVED**

_____ **APPROVED AS NOTED,** _____

_____ **NOT APPROVED, REASON** _____

ARC MEMBERS:

_____ **DATE:** _____

_____ **DATE:** _____

_____ **DATE:** _____

_____ **DATE:** _____

HOMEOWNERS: To assist you in deciding whether or not a project you are considering needs to receive ARC approval, please review the the Architectural Review Manual. Please note that this list **may not** contain all concerns/requests/changes that a Homeowner may need to have considered.

GENERAL APPLICATION LIST

- House Paint Colors, including DOORS (please complete CG House Paint Application)
- Structural Additions or Modifications, including Garage Doors (For major remodels Homeowner should use the Construction Application)
- Roofing
- Gutters (if not an exact match)
- Fencing
- Patios
- Decks
- Solar Panels
- Awnings
- Arbors
- Replacement Windows (if not an exact match)
- Walls
- Handrails
- Porches
- Sunscreens
- Deck Covers
- Additional Exterior Lighting
- Satellite Dishes
- Hot Tubs/Spas
- Screen Doors
- Driveways and Walkways
- After Market Window Tinting
- Temporary Perimeter Fencing
- Landscape Lighting
- Skylights

EXTENSION REQUEST

An extension of the forgoing application is requested this ____ day of _____, 20____ for three additional months.

_____	_____
Owner	Owner

Extension granted for three additional months on this ____ day of _____, 20____.

ARC Members:

_____	_____
_____	_____

**CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE
PAINT APPLICATION
Exhibit B
(Submit 2 copies to an ARC Member)**

PLEASE SEE INSTRUCTIONS ON BACK.

Property Address _____

Submittal Date _____ Anticipated Start Date _____

Property Owner(s) _____

Phone _____ [home] _____ [cell]

Email _____

Contractor _____ Phone _____

Description of Proposed Paint Project: _____

- () I have chosen Sherwin Williams paint
- () Alternate paint manufacturer: _____
 **Homeowner must provide ARC with hex code number or spectrophotometer proof of color match.

Body Color: _____

Trim Color: _____

Accent Color: _____

Door Color: _____

Ceres Gleann HOA accepts no responsibility for the workmanship or quality of contractors hired by the owners or their representatives.

Date: _____

Property Owner(s) _____

- () Approved
- () Not Approved, Reason: _____
- () Approved as Noted: _____

Date: _____

ARC Members:

INSTRUCTIONS

1. Definitions

- (a) Body color is the predominant house color and includes the garage door.
- (b) Trim color is defined as fascia boards, gutters, pillars, window and door trim, garage door trim and belly board.
- (c) Accent color is defined as gables and those sections done in an alternate material or style.

2. Submit 2 copies of this form and attachment, if any, to an ARC member, allowing at least 30 days lead time prior to painting. The approved original will be placed in ARC's files and the copy will be returned to you.

3. The form should indicate the chosen colors by Sherwin William's number and name. It is not necessary to include paint chips with this application, except as outlined in paragraph 5 below.

4. Main body colors displayed on the Ceres Gleann paint palette shall be the only choices available to homeowners. Homeowner is not restricted to Sherwin Williams paint. However, if paint from another paint manufacturer is used, it is the duty of the homeowner to show spectrophotometer or hex code number proof of color match. An application where the paint is color matched must be approved at an ARC meeting.

5. Trim and accent colors may have minor variation from the palette if the selected colors clearly complement the selected main body color. If you are exercising your option to vary from the Ceres Gleann Paint Palette, please include a paint chip of the chosen color(s) with your applications. In addition, if requested by ARC, you may need to paint a 2'x2' test section of the proposed color(s) on your house. Your application will not be accepted for review by ARC if these criteria are not met.

6. The color chosen for the front door must also be approved by ARC. If that color is not from the approved Ceres Gleann Paint Palette, a paint chip of the chosen color must be submitted with this application.

7. A garage door may not be painted an accent or trim color.

8. A homeowner may paint the garage door, accent or trim area of their home in a second body color.

9. A home may not be painted in more than four colors.

The Sherwin Williams store that has assisted Ceres Gleann in the development of the Ceres Gleann Paint Palette is located in West Salem at 560 Wallace Road NW, Salem OR 97304, phone 503-585-0111.

CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE
STREET SIDE YARD ART/TRELLIS/BIRD FEEDERS
AND
DECORATIVE ATTACHMENTS TO FENCES,
PERMANENT TRELLIS BETWEEN HOMES

EXHIBIT C
(Submit 2 copies to an ARC Member - Pictures Recommended)

Type of Submittal () Street Side Yard Art () Street Side Trellis
() Street Side Bird Feeder () Decorative
() Permanent Trellis Attachment to a Fence
Between Homes

Property Owner: _____

Address: _____

Phone No.: _____ Best Time to Call: _____ A.M. _____ P.M. _____ Anytime

STREET SIDE YARD ART

Description of Yard Art: 1. _____
2. _____
3. _____

Size: 1. _____ in. High _____ in. Wide
2. _____ in. High _____ in. Wide
3. _____ in. High _____ in. Wide

The yard art has no moving parts, makes no noise, has no reflective surfaces, is not made from plastic or PVC. I will not hang or attach it to any landscaping or in a place that is mowed. The yard art is well maintained and in good repair.

Dated: _____ Signed: _____
Owner

STREET SIDE TRELLIS

Size: _____ in High _____ in Wide

The trellis/trellises are made from wood, PVC plastic material or metal and is a natural color, the color of the trim of the home, house color, black or white.

Dated: _____ Signed: _____
Owner

PERMANENT TRELLIS BETWEEN HOMES

Size: _____ in. High _____ in Wide

Dated: _____

OWNERS OF BOTH LOTS:

STREET SIDE BIRD FEEDERS

_____ I am requesting ARC approval for a street side bird feeder.

Dated: _____ Signed: _____

DECORATIVE ATTACHMENTS TO FENCES

Description of Attachment: _____

How Many: _____ Size: _____ in. High _____ in Wide

Can this item be viewed by a neighbor living directly adjacent to your fence? _____ Y _____ N

If yes, neighbor approval is required.

Name of Neighbor: _____ Signature: _____

Date: _____

Dated: _____ Signed: _____

Owner

- () Approved
- () Approved as Noted: _____
- () Not Approved, Reason: _____

Dated: _____

Signed: _____

ARC Members:

**CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION APPLICATION
EXHIBIT D
(Submit 2 copies to an ARC Member)**

Type of Submittal: New Home Construction
 Remodel Remodel work to the back of the home required owner to
rear to be notified. If desired, a member of ARC will handle this portion of the application.

Property Owner: _____

Address: _____

Phone: _____ Cell: _____

Submittal Date: _____ Anticipated Start Date: _____

Square Footage of Lot: _____ Square Feet of Living Unit: _____

Architect/Designer _____ Business Phone: _____

Contractor/Builder _____ Business Phone: _____

Description of Proposed Work: _____

The owner is solely responsible for determining whether modifications are of sound structural integrity and comply with applicable laws, rules, regulations, ordinances, codes and permitting. These include, but are not limited to, zoning ordinances, building codes, subdivision regulations and Governing Documents. General land use requirements and building codes are established by the City of Dallas, Polk County and the State of Oregon.

The ARC shall not bear any responsibility or liability for ensuring the structural integrity of any approved modifications nor for ensuring compliance with building codes or other governmental requirements. The ARC and its members shall not be held liable for any injury, damage or loss arising out of the manner or quality of approved modifications.

I have read the proposal and have noted the time and place for hearing before the ARC.

_____ Dated: _____
Owner

_____ Dated: _____
Owner

Approved Not Approved, Reason: _____

Approved as Noted: _____

Dated: _____

ARC Members:

**CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION CHECKLIST
Exhibit E
(Submit 2 copies to an ARC Member)**

Address:

The following is a list of items, which must be included in submittals for review by the Committee. Applications must be submitted to the Committee 30 days prior to the anticipated start date. Please check off each item. If an item is not included it may be necessary for the Committee to reject your entire submittal and require a re-submittal.

(Include the following information as it applies to your project)

SITE PLAN

- Minimum Scale 1 inch = 10 feet
- Location of the building & overhang extension greater than 2'
- Patio or deck covers
- Property lines – and distances to structures
- Driveway, walks, patios & decks. Indicate materials
- Topography – existing and proposed changes with drainage improvements, if any
- Privacy screening, fences and walls
- Outdoor lighting not attached
- North arrow
- Special setbacks or easements

FLOOR PLAN(S)

- Minimum scale: 3/16 inch = 1 foot
- Exterior door and window openings
- Exterior walls and partitions
- Exterior lights
- Porches
- Type and location of heating and cooling system, location of outdoor unit

ELEVATIONS

- () Scale, Front (street) Elevation, Minimum 1/8 inch = 1 foot.
- () All exterior features; doors, windows, roof, siding, trim, foundations, railings, house numbers, etc.
- () Show satellite dish location

IMPORTANT: Show proposed finish floor dimension line and elevation, and proposed finish grade elevation. Indicate height of roof from lowest finish grade adjacent to foundation. (max. of 30 ft.)

SITE WORK

Walks and drives; material, finish and colors

BUILDING MATERIALS

Exterior siding, dimension to the weather and pattern - Hardiplank lap siding 7" to the weather

Trim materials - Hardiplank Shakes

Brick or stone _____

Roofing, type, material, color – 30 Yr. architectural charcoal grey

Exterior openings:

Doors (materials/finish) - Fiberglass - Painted

Windows (materials/finish) [no mirrored glass] - Vinyl - White

Skylights (materials/finish) - Vinyl - White

Garage doors (materials/finish) Metal - Painted

Exterior: paint, stain, color (see Paint Application; complete application 30 days prior to exterior painting)

Siding _____

Trim _____

Garage Doors _____

Swing Doors _____

Exterior light fixtures (vendor description, name) _____

Heating/Cooling system (include type and location if using solar panels or other exterior equipment) - None

**CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION AGREEMENT
Exhibit F**

(Submit 2 copies to an ARC Member)

As a Ceres Gleann property owner and/or prospective homeowner, I / We have read the current Architectural Design & Review Manual and the Application forms and fully understand the requirements contained therein.

I / We understand that any external changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I / We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I / We understand that to enforce its standards, the Association may seek injunctions from a court of law and pursue other legal remedies.

I / We the undersigned, understand and agree to construct the proposed project in accordance with the approved plans and the designated time limit, and that any deviation from the approved plans or time limits must be approved by the Architectural Review Committee in writing prior to implementation. I / We understand and agree to keep the construction site and streets clean and in a neat and orderly condition at all times during the construction process, and that all adjacent lots used during construction will be left in a clean and neat condition after construction is completed.

I / We the undersigned, understand and agree to all provisions and requirements of the CC&R's (Covenants, Conditions and Restrictions) of Ceres Gleann, with emphasis applied to Articles 6 & 7, Architectural Control and Restrictions & Obligations, respectfully.

I / We the undersigned understand and agree to comply with all provisions and requirements of the Architectural Manual.

When all construction including landscaping has been completed, the Owner / Builder shall request a final inspection by the Architectural Review Committee.

SIGNATURES
(all owners' signatures required)

Owner _____ Date: _____

Owner _____ Date: _____

Owners Representative _____ Date: _____

Builder _____ Date: _____

REPRESENTATIVE OF PROPERTY OWNER

I certify that I am a duly authorized representative of the above-named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above stated requirements.

Signature _____ Date _____