

STONEYBROOK VILLAGE
Architectural Review Committee
Design Guidelines

The Committee

The Architectural Review Committee (ARC) is the only committee that is established through the Declaration of Protective Covenants, Conditions, Restrictions and Easements (CC&Rs) as covered in Article 7. Article 6 "Restrictions on Use" of the CC&R's directs the ARC's attention to specific areas of use, such as appearance, antennas, exterior lighting, alterations, landscape, fences and hedges. The following information will provide all owners with detailed information for equal treatment under the ARC Design Guidelines.

Our SVOA Board of Directors approved these guidelines which can be found at [http: www.swoa-corvallis.org/](http://www.swoa-corvallis.org/) under the ARC menu. The guidelines govern all property improvements or changes to the exterior of the structure, and/or any landscape on the lot as well as any new construction or replacement construction on lots within the annexed village boundaries. The purpose of the guidelines is to maintain the positive enhancement, beauty and character of our community. ARC members walk our property monthly and report back to the ARC their observations. Landscaping issues which are the responsibility of the SVOA contractor are reported on the Landscape Maintenance Request Forms. Homeowner issues are reported to the SVOA management firm.

The ARC shall consist of as many persons, but not less than three, as the Board may from time to time appoint. The Board, with majority vote, may remove any member of the ARC from office at its discretion at any time and may appoint new or additional members at any time.

A majority of the members of the ARC shall have the power to act on behalf of the ARC at a formal meeting. The ARC may render its decision only in a written instrument (e-mail is fine) setting forth the action taken by the consenting members.

Village Overview

Stoneybrook Village is a non-profit, mutual benefit membership corporation. It is designed to be an age restricted (55+) community as defined in Oregon statutes for Planned Communities, the Federal Fair Housing Act and the Housing for Older Persons Act of 1995. It is a unique community in that the Owners Association is made up of single-family lots, multi-family lots and a 2 acre RS-12 lot (possibly for condominiums) that are all governed by CC&R Article 7 and these ARC Design Guidelines.

With full recognition of the individual and collective property investments represented by the diverse membership of the Stoneybrook Village Owners Association, the

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Board of Directors has approved release and distribution of Rules and Regulations to govern all property improvements or changes to the exterior of the structure, and/or any landscape on the lot as well as any new construction or replacement construction on lots within the annexed village boundaries.

Definition of Improvements

The term “improvements” means everything constructed, installed, planted, or replaced on all lots. This includes, without limitation, buildings, driveways, fences, walls, paving, painting, pipes, wires, grading, landscaping, hardscaping and any other work determined by the Association to be an Owner modification.

Procedure for Architectural Review Application

Section A of the guidelines outlines the process. ARC Change Request Forms are available in the northwest corner of the Clubhouse or the SVOA website. Applications for any proposed improvements shall be submitted to the ARC by depositing them in the designated box called ARC Mailbox. The application shall include Owner’s name, address, telephone number and a written description of the proposed improvements. Plans and drawings shall include location, dimensions and other pertinent items related to the improvements such as lot lines, existing structures, patios, driveways, fences, etc. A copy of the city permit, if required, should be attached.

To preclude any possible conflicts, the Owner should inform adjacent neighbors of the proposed improvements.

Timeline for ARC Application

Section B of the guidelines provides information on the various schedules from submission to completion.

Rules, Regulations and Common Structural Standards

Section C of the guidelines provides the major criteria to follow when planning improvements.

ARC Decision

The ARC shall review the proposed improvement using the standards and restrictions set forth in the CC&R’s and Association rules. A decision of approved, disapproved, or referred to the Board for direction will be made with a majority vote.

The approval of plans by the ARC is for purposes of aesthetics, design integrity, harmony with the community and adherence to the established standards. The ARC is not approving the method of construction, structural or otherwise. ARC does not review City permit requirements. Applicant is responsible for required City permits.

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General Liability Statement

In the event an improvement or circumstance is not defined or adequately covered in the project documents, it will become a matter of judgment on the part of the ARC and the Board of Directors. The ARC, and/or the Board, past or present members, acting in good faith, shall not be liable to any owner or contractor for damages, loss, or prejudice suffered or claimed as the result of approval or disapproval of any proposed improvements, performance of the work performed, or whether the contents of the project documents are correct.

Any improvement that restricts access to and/or interferes with any required maintenance and/or repair of any facility will be removed. Replacement will be at the owner's expense.

Review Procedures

The applications will be reviewed at the next ARC meeting on the first Monday of each month. The ARC shall review the application for completeness and compliance with the CC&R's and Association rules. The ARC will then make its decision based upon these guidelines. If additional information is needed by the ARC to help them make a decision, a request will be made for the specific items of information.

Basis for Approval

In addition to the CC&R's, Architectural and Association rules, the ARC will make their decision based upon maintaining the standards of the community as to quality, workmanship, compatibility with the exterior design of existing structures and landscaping and the Village overall plan.

Following ARC approval, the approved request will be delivered to the Owner. A Notice of Completion form will be included to be filled out by the owner when work is complete. Deposit this form in the ARC Request Mailbox.

The Owner has 30 days from the date of approval to commence work and 60 days to complete it. Large projects may request additional time as required. The ARC is not responsible for determining whether plans, specifications, or work comply with governmental or industry laws, codes, ordinances or regulations.

Work Completion and Inspection

The ARC may review and inspect improvements as necessary. When possible, advance notice will be given to the Owner prior to entering the property for inspection.

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Requirement to Submit Application after Work is Completed

If an Owner starts and/or completes an improvement without obtaining prior ARC approval, the Owner is still required to submit plans and drawings. If the Owner does not comply and the work completed is disapproved, the Owner will be issued a Notice of Noncompliance. If the matter is not resolved, the ARC will request the Board of Directors to take action for resolution.

SECTION A

PROCEDURE FOR ARCHITECTURAL REVIEW APPLICATION

Application to Modify Exterior

As explained in Article 7 of the CC&R's, exterior improvements or modifications require approval by the ARC. To apply for approval, submit your request on the ARC Request for Change Form. Forms are available in the information area at the northwest corner of the Clubhouse and at www.svoa-corvallis.org, the SVOA website.

Change Request Form:

- 1) Include site plans and elevation drawings prepared to scale if necessary to accurately represent the intended work.
- 2) Details such as exterior finish materials, specification of doors and/or windows, exterior colors, diagrams, photos, etc. must be provided.
- 3) Describe or sketch any landscaping or hardscaping to be done with enough information to understand the request.

Submittals shall be made to the ARC by depositing them in the box designated ARC Mailbox located in the northwest corner of the Stoneybrook Clubhouse. Applications must have all of the above-mentioned items attached when submitted. The ARC may request additional information as necessary to clarify your application. Review by the ARC will not occur until all requested information is provided as a complete package. Incomplete applications will be returned.

A- Change Request Forms ARE REQUIRED for the following:

- 1) External construction on the house, poured cement work, retaining walls, pavers for walkways, patios, lighting, roofing, and like items.
- 2) Pergolas, patio covers (solid or shade), patio awnings, privacy screens, built-in waterfalls, and fish ponds (above or below grade).
- 3) Fences and hedges, screens (outdoor) and trellises.
- 4) Air conditioning, skylights, and vent fans.
- 5) Drainage changes.
- 6) Trash, recycle and yard debris enclosures.
- 7) Wheelchair ramps.

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- 8) All exterior painting.
- 9) Exterior antennas.
- 10) Redesign/extension of sprinkler system.
- 11) Tree removal in front and side yards.
- 12) Clotheslines and other service facilities.
- 13) Raised garden beds. Note: Raised garden beds placed in an area with a slope may create a water retention dam which could affect drainage of the owner's lot and the adjacent owner's lot.

B-Change Request Forms ARE NOT REQUIRED for the following:

- 1) TV dishes.
- 2) Modification of sprinkler heads to drip systems.
- 3) Stand alone fountain or bubblers.
- 4) Bark dust application.
- 5) Same color touch up painting
- 6) Individual stepping stones.
- 7) Screen doors.
- 8) Tree removal in back yard and tree pruning on owner's lot
- 9) Landscape and foundation planting including shrub removal or pruning

Note the following landscape caution:

Tree and Plant Materials

Any plant materials such as annuals, perennials, bushes, shrubs and trees that are noxious, poisonous, harmful, hazardous, or, as in the case of bamboo, root-invasive, shall not be used in landscaping on an Owner's lot. Any plant material that unreasonably blocks or obscures views from any part of the Village shall be subject to removal or trimming. A notice of Noncompliance will be issued requiring removal if compliance is not met.

SECTION B
TIMELINE FOR ARC APPLICATION & ACTIVITY

Owner Request for an Improvement

All Change Requests:

1. Date Owner's application received by the ARC. If adequate material is provided, the ARC will render a decision within 30 days. Requests the ARC Chair considers "urgent" or "like for like" replacements may be considered sooner.

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2. Date of ARC's decision (in writing, prepared/delivered to Owner). If approved, Owner has 30 days to commence work and 60 days to complete work. If denied, Owner may appeal to Board in writing within 10 days.
3. When required, Owner gives Notice of Completion of finished work.
4. Date ARC inspects the work will be within 14 days after receiving Owner's Notice of Completion.
5. Date completion approval is returned to Owner.

In Event of Noncompliance

6. Date of ARC's Notice of Noncompliance
 - A. Work is not in substantial compliance or,
 - B. Work was performed without ARC approval.
7. If possible to remedy, Owner has 30 days from date of Notice of Noncompliance to become compliant.
8. If unable to become compliant, ARC notifies Board of noncompliance circumstances and requests Board to issue Notice of Hearing.
9. Date Board issues Notice of Hearing. Date set for hearing must provide Owner with at least 15 days advance notice.
10. Date of Board hearing. Board renders decision (in writing) by determining if damages and/or violation have occurred and takes such action as may be appropriate.
11. Owner has 60 days after hearing to remedy or remove noncompliance issue.
12. Date after 60 days (plus any extension), if Board establishes Owner's response is unsatisfactory; Board authorizes remedy/removal with expenses charged to Owner as Reimbursement Assessment.

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SECTION C

RULES, REGULATIONS AND COMMON STRUCTURAL STANDARDS

Drawings and Specifications

For all additions and modifications to any structure, or extensive landscaping, and hardscaping construction, the work shall be based on plans and drawings to scale and specifications. Drawings shall be included with the application. The plot plan shall show contours, natural features, setbacks, drainage, driveway, and structure location.

For simple landscaping changes, provide details and dimensions in sketch form.

Building Type

Each structure shall retain the characteristics of the original design and shall retain not less than the minimum number of square feet originally constructed exclusive of porches, patios, and garages. All structures shall not exceed the height as originally constructed.

Set Backs

No structure can be constructed or installed within the set backs prescribed by the City without following the City's variance procedure.

Garage

Garages are not to be converted to living space.

Exterior Building and Roof Materials

Additions or modifications to the structure shall have the same characteristics and appearances as the original design with regard to trim, stone or brick, and roofing as initially built.

Exterior Colors and Textures

Exterior paint colors, including repainting the same color, for walls, roofing, wood trim, stone, masonry, front door, garage doors, etc. shall be submitted to the ARC for review and approval.

Driveway and Walks

Driveway, sidewalk, curb, and the concrete apron between the curb and street shall be repaired only with concrete. Driveways, entry walks, and street sidewalks shall be kept clear of ornamental or garden objects that interfere with accessibility of vehicles or persons.

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Fencing

The ARC will review all fencing designs. The following conditions shall be met in order to maintain current community standards:

The only fencing that will be considered on a lot within the community is white PVC open vertical pickets, black open metal pickets, open spaced cedar boards or solid white PVC constructed at a maximum height of 4 feet. Back yard fences will not be allowed on property adjacent to the pond common area.

Replacement of any Stoneybrook Village boundary fence shall be as follows: west side 49th Street, north side Country Club Drive, and eastside 45th Street will be 4 foot white PVC solid panel fencing. Southside fencing will be 5 foot cedar boards alternating with face side boards. Chain link fencing will be for sides of walking paths only.

Porch Railings

Black metal 3 foot high.

Refuse and Site Maintenance

The lot shall be kept clean and orderly during any construction activities. Trash and waste materials shall be kept in containers and periodically removed from the site. If not maintained to Association standards, the Association reserves the right to remove refuse materials and charge the Owner for removal expenses. If a portable restroom is required, it must be placed on the Owner's lot.

Dirt Removal

There shall be no operating of grading equipment, earthmoving or transportation of dirt during times when it will be bothersome to other residents such as before 8 AM or after 7 PM. Excess dirt shall not be left piled on the lot but shall be removed from the site as soon as possible. Dirt and mud in the street shall be removed each day by 7 PM. Landscape materials shall be removed within 8 hours of delivery.

Drainage

No Owner shall impede, alter, or otherwise interfere with the drainage patterns on a lot or adjacent lots which changes the original slope and specifications designed to prevent water moving across a lot to another lot or common area. Surface water and water from the roof shall flow into the system of underground drainage pipes.

Exterior Wiring, Lighting, and Piping

No lines, wires, or other devices for transmission of electric current or piping for water lines shall be placed or maintained anywhere in or on a lot unless contained in underground conduits, cable or piping, and concealed in and/or under approved

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structures. Excluded are temporary arrangements made during construction and seasonal lights and decorations such as for religious holidays which are limited to 30 days display and then removed. Lights of either mercury vapor or sodium vapor types are not allowed. Landscaping lights of low height and low intensity are allowed provided they are not placed in an area that would create a nuisance or hazard

Container Carts & Garden Equipment

Container carts for trash, yard debris, and recycling, as well as recycle bins, shall be kept and stored in garages or other enclosed areas approved by the ARC at all times, except for the day of collection. They may be at curbside 24 hours prior to and 24 hours after the date of collection to accommodate the absence of the resident.

Garden tools, such as shovels, rakes, etc., as well as wheelbarrows, ladders, other large tools, bags of fertilizer, bark dust, etc. shall be kept and stored in garages or other enclosed storage areas approved by the ARC.

Miscellaneous items, such as building materials, pile of yard dust, etc., shall not be in driveways more than one week. Any exceptions should be brought to the attention of the Stoneybrook Village Owners Association's property manager.

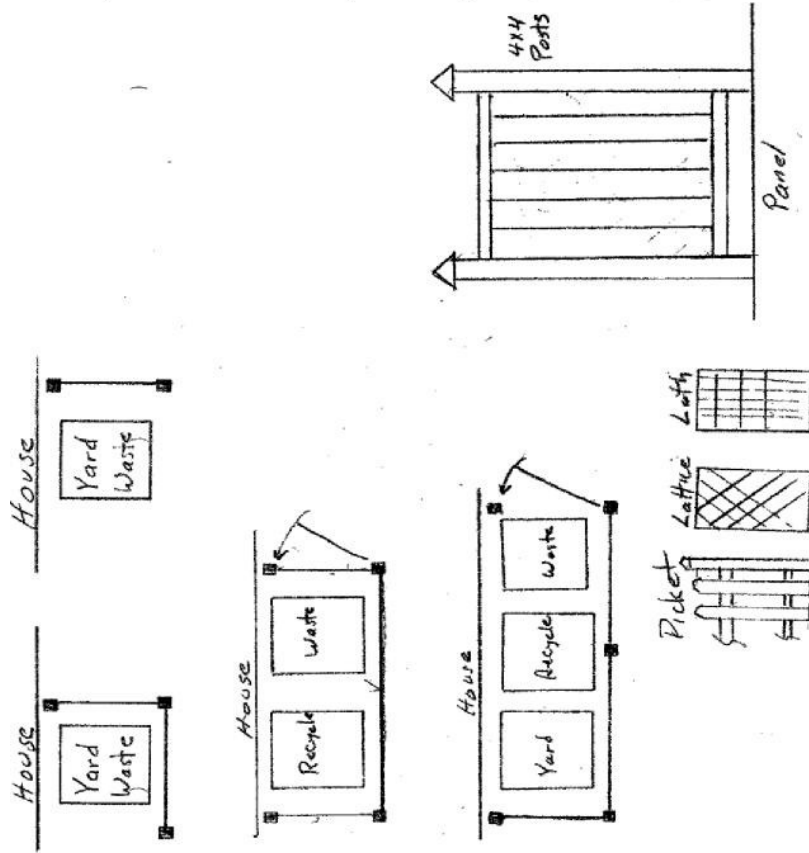
Container Carts & Garden Equipment . Screening and Containment

Criteria for placement:

1. 20' or more from front corner of house.
2. 2' or more from side setback line
3. 3' or more from rear setback line
4. 4' high, with solid panel PVC, cedar board panels (alternating sides), 3" PVC pickets with 1 1/2" spacing, horizontal lath panels, or diagonal lattice panels.
5. One-sided screen, two-sided screen, or four-sided gated enclosure.
6. May be landscaped with shrubs.
7. Not to be placed opposite a neighbor's window.

Please see the following container screening diagrams.

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Landscape Structures

Approval is required before construction or installation of the following structures regardless of the materials used:

1. Retaining wall of any height
2. Patios, decks, upright posts, flag poles, railings
3. Patio covers, arbor gazebo, trellis, privacy screens
4. In ground fountains, landscape pools, fishponds
5. Front walk and driveway additions (or widening)
6. Hot tubs

Street Trees

The Corvallis city code defines all street tree requirements.

Front Yard Lawn

All front yard landscaping shall include a grass lawn. The grass lawn area shall comprise as a minimum 25% of the total front yard dirt area of a lot's landscaping. This composition considers that area as measured from the sidewalk to the closest part of the residence, excluding the driveway, front walk, and sidewalk.

Landscape Maintenance

Lots shall be maintained consistent with design standards. Landscaping shall be maintained in a neat and orderly condition. Weeds, diseased or dead shrubs and trees shall be promptly removed. Lawns shall be watered, mowed, and fertilized as needed. Shrubs and trees shall be trimmed periodically. Maintenance of single-family front yards and street-side corner yards is the responsibility of the Association.

Tree and Plant Materials

Any plant materials such as annuals, perennials, bushes, shrubs and trees that are noxious, poisonous, harmful, hazardous, or, as in the case of bamboo, root-invasive, shall not be used in landscaping on an Owner's lot. Any plant material that unreasonably blocks or obscures views from any part of the Village shall be subject to removal or trimming. A notice of Noncompliance will be issued requiring removal if compliance is not met

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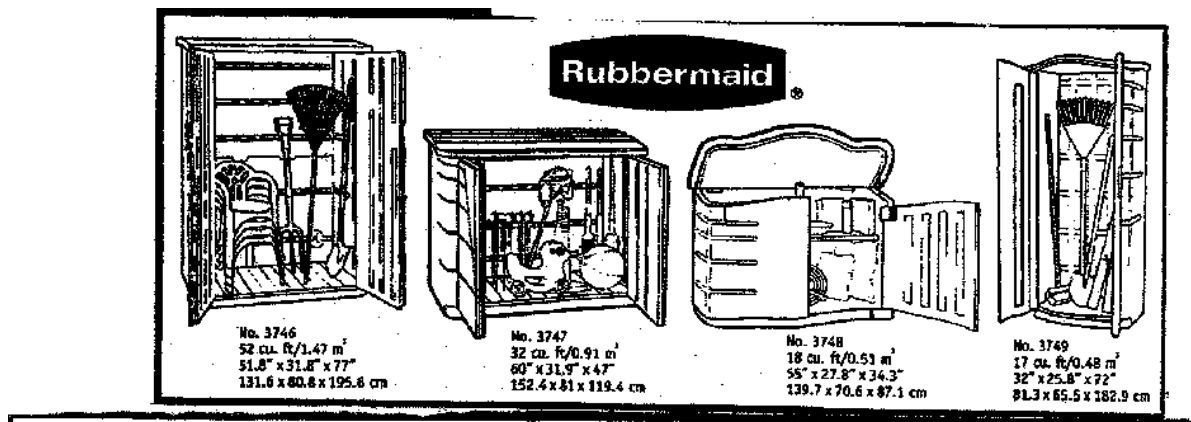
Outdoor Storage Units

Storage of garden tools, materials and equipment are allowed using factory made resin enclosures. An ARC Change Request form must be submitted along with a location plot plan.

Criteria for Placement:

1. Cannot extend into the setback area prescribed by the City.
2. Should be located in the back yard area or between the houses in the side yard area back 20' or more from the front corner of the house.
3. Should not cover any window.
4. Only a neutral color scheme that blends with the exterior colors should be used.
5. Do not place opposite a neighbor's window without neighbor's written concurrence.

The Newell Rubbermaid Co. manufactures a 3700 series of resin outdoor enclosures and is one of several companies that manufacture this type of unit. List the model number and manufacturer on the ARC Change Request form.



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Storage Buildings, Dog Houses

Storage buildings, dog houses, or any similar structure (constructed or prefab) are prohibited.

Antennae and Satellite Dishes

Single dish installations are allowed and may be installed without processing an ARC approval request. However, the owner must inform the ARC that a dish has been installed with or without a neighbor's concurrence (may be done by e-mail). Do not place opposite a neighbor's window without notifying ARC of the neighbor's written concurrence. Antenna installations require ARC approval. Multi dish installations require ARC review.

Screens/Trellis

1. **Side yard** shall mean from the front corners of the residence to the rear property lines for corner lots and front corner of the residence to rear corner of residence for inside lots. A freestanding privacy screen shall be allowed.

The privacy screen must:

- A. be at least 2 feet away from the side property line parallel to either the residence or side property line.
 - B. not exceed either a height of 6' or the width of the window to be screened. The same rule applies if a contiguous set of windows is to be screened; i.e., the height and width of the collective set will not be exceeded.
 - C. be constructed in "open style" with at least "50% air" such as lattice, louver, or posts of appropriate wood or metal material.
2. **Back yard** shall mean from the rear of the residence to both the side and rear property lines unless a corner lot. Please refer to Sketch "A" at the end of these guidelines.
 - A. Be at least 2 feet from the property line and not in a swale or over the common drain.
 - B. On corner lots a backyard screen may be no closer to the side property line than one-half the distance between the residence and the sidewalk.
 - C. Must be constructed in "open style" with at least "50% air" such as lattice, louver, or posts of appropriate wood or metal material and not exceed 6' in height.
 3. **Front yard** shall mean from the corners of the residence to both the side and front property lines. Free standing privacy screens are not allowed.

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4. Screening hedgerow

- A. Series of trees or shrubs incorporated into the yard landscape designed to screen an area must be placed so that total growth remains inside the property line.
- B. Hedgerows cannot be placed on the property line to form a property line barrier.
- C. These plants must be maintained at a height not to exceed 6' from grade level.

Patio Covers & Pergola

The side yard, back yard, and front yard shall be defined in the same manner as for Screens/Trellis.

- 1. Constructed - on site covers over a patio or any part of the yard, either attached to the residence or freestanding, shall be subject to the following:
 - A. City code requirements must be met
 - B. Covers shall be allowed only in the back yard
 - C. A cover shall not exceed the total width of the residence, shall not extend beyond the side elevation of the residence, and shall be no higher than the level of the residence's rain gutters or contour of the roofline.
 - D. All covers, either open or solid, shall be compatible with the architecture, roof pitch and main body color of the residence.
 - E. Solid covers shall have an appropriate number of gutters and downspouts and be connected to the subsurface drain piping system.
- 2. Awnings – only solid color retractable fabric awning type covers are allowed. They may only be installed over deck or patio areas.

Exterior Window Coverings

Awnings and fabric type shades are not allowed.

Screen Doors

Screen doors should be a color that matches the trim of the house or window frames.

Rain Gutters and Downspouts

Gutters (including all hardware) will be metal and painted to match house trim. Downspouts will be painted trim colors and be directed to the underground drainage system. Downspouts will not be allowed to drain to the lot surface, flower beds or lawn.

Retaining Walls

Retaining walls will be engineered and certification of design will be required.

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General Construction Regulations

Approval of plans does not relieve the Owner or the contractor of complete adherence to all codes and regulations within the jurisdiction of all governing agencies.

Locator services must be used if any digging, trenching or excavation is to be done.

Materials of any type may not be left in the street. All materials must be on the lot or in the garage. Materials such as sand, dirt, rock, bark, etc. dropped in the street or remaining on driveways must be swept and picked up. MATERIALS MUST NOT BE WASHED DOWN THE STREET. All street water and sediment end up in the Stoneybrook water detention pond.

Areas that may be damaged by spray painting must be protected:

- 1.No painting of any material on uncovered lawns or paved areas.
- 2.All areas that could receive overspray must be covered.
- 3.Neighbors property and common areas must be protected.

Any damage must be immediately repaired at the project owner's expense.

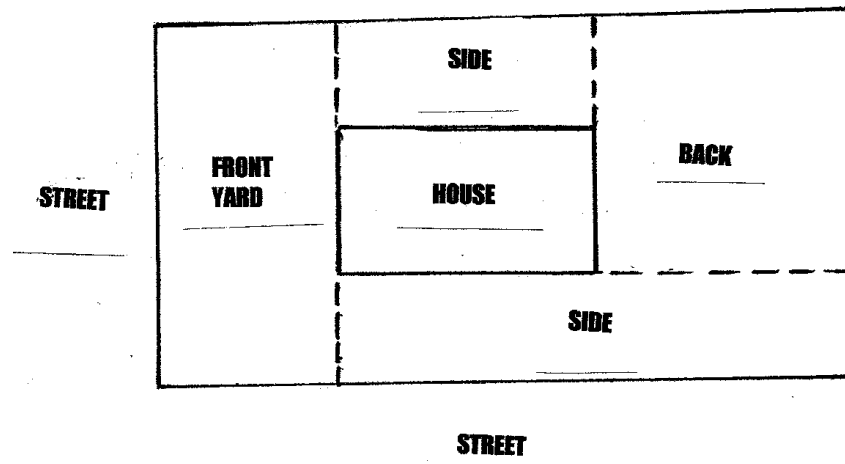
Photovoltaic Modular Solar Panel Installations

The installation of solar panels must conform to the Oregon Solar Installation Specialty Code adopted October 1, 2010, and the SVOA ARC Design Guidelines as set forth below:

1. Installation will be allowed only on south facing roofs.
2. Panels must be mounted parallel to the roof's surface and are not to exceed 6" in height (measured perpendicular to the slope of the roof).
3. No exposed cables will be allowed. All wiring must be concealed below the panels. There may be no exterior mounted cable or conduit mounted along the roof or on the walls. All wiring will be concealed below the panels, in the attic and/or in the garage.
4. All solar panels will be installed in a contiguous pattern over a continuous support rail system using industry and code standards. Separated interconnected panels units are not acceptable.
5. Approvals will be contingent upon:
 - A. submission of an ARC request form with engineering drawings.
 - B. securing a city permit.
 - C. a final ARC inspection.

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SKETCH "A"

CORNER LOT



INSIDE LOT

