



## **GOLF COURSE ESTATES AT CREEKSIDE ARCHITECTURAL REVIEW PACKAGE**

Effective October 1, 2019

### **For Changes to Existing Homes and/or Landscaping**

This package contains the information and forms needed to submit plans to the Architectural Review Committee for changes to an existing home or landscaping.

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**Avoid Approval Delays** Submit completed forms, fees and plans to Community Management Inc., who will then schedule an appointment to come by and review your application and assure it is complete. Email to joelm@communitymgt.com. To mail the application send to 2105 SE 9<sup>th</sup> Ave Portland, OR 97214 and call 503-233-0300 with any questions.

This Architectural Review Package (i.e. Architectural Manual) was approved by the Golf Course Estates at Creekside Homeowners Association, Inc., Board of Directors on June 19, 1996 with revisions approved on April 14, 1999, December 8, 1999, April 11, 2001, August 13, 2003, April 12, 2006, August 3,2009, June 19, 2012, January 11, 2013, June 11, 2014 and May 15, 2019 pursuant to the provisions and authority granted in the Declaration of Covenants, Conditions and Restrictions of Golf Club Estates at Creekside.

## *Architectural Review Introduction and Process*

The Declaration of Covenants, Conditions and Restrictions (CC&R's) of Golf Course Estates at Creekside and all amendments are binding on all home and lot owners in Creekside Estates.

In accordance with its CC&Rs, the Golf Club Estates at Creekside Homeowners Association (Creekside HOA), has established the Architectural Review Committee (ARC). This committee reviews the design and landscape plans of all new homes and any changes or additions to the landscaping or exterior of any existing homes. Plans must be reviewed and approved by the ARC prior to the commencement of any work on the property.\* No construction or work of any nature that deviates from the approved plans is allowed without prior approval of the ARC. Home and Lot owners are responsible for insuring that plans are submitted to the ARC in a timely manner and that all work completed is in accordance with the approved plan.

Construction shall comply with the Standards of Design and Construction and with the current CC&Rs. A local title company can provide copies of the current CC&Rs, which contain conditions and restrictions for construction and other requirements. If construction is not started within one year (12 months) from the date plans are approved, the plan approval is invalid and plans must be resubmitted. Please take into consideration all the requirements before proceeding with your plans and submitting them to the ARC.

The ARC will not consider or assume responsibility for the structural integrity, safety features, mechanical operation, or building code compliance of the proposed improvement or structures. General land use requirements and building codes are established by the City of Salem, Marion County and other agencies.

It is recognized that this Manual does not contain specific requirements for every situation that may require ARC review. The ARC will necessarily exercise discretion when approving or denying a specific proposal. It is further recognized that a proposal may deserve consideration on its own merit, even though it does not meet a specific standard set forth in this manual; therefore, the ARC acting jointly with the Board of Directors of the Creekside Homeowners Association (the Board) is authorized to approve or deny a proposal even though the proposal may conflict or conform with a standard set forth in this Manual. Such an approval or denial does not change the policies specified in this Manual or establish a precedent for subsequent similar requests.

**\* Unless specifically exempted in this document, no building, fence, wall, patio, deck or other structure or improvements shall be commenced, directed or maintained upon the property, nor shall any exterior addition to or change or alteration therein be made, nor shall any landscaping of any portion of the property be commenced or maintained until the plans and specification have been submitted to and approved in writing by the ARC. To avoid penalties contact Community Management Inc. prior to starting work.**

Architectural Review Packages are available for download from the Association web site – [www.creeksideowners.com](http://www.creeksideowners.com) or from Community Management Inc. To apply for Architectural Review, Please submit completed forms, fees and plans to Community Management Inc., who will then schedule an appointment to come by and review your application and assure it is complete. Email to [joelm@communitymgt.com](mailto:joelm@communitymgt.com). To mail the application send to 2105 SE 9<sup>th</sup> Ave Portland, OR 97214 and call 503-233-0300 with any questions.

## *Architectural Review Application Fee Schedule*

The following identifies the amount of fees and deposits that are required to be submitted with the ARC application. **Make checks payable to the Creekside Homeowner's Association.**

Complete House & Landscaping Plans	\$750.00
New Home Construction Deposit (conditionally refundable)	\$10,000.00
Additions or other Major Remodel/Improvement Plans	\$250.00
Additional Review (If plans submitted are not complete)	\$100.00
All other exterior building and property modifications	\$ 0.00

Minor Site Alterations including, but not limited to, re-painting re-roofing, re-siding, deck/patio, patio cover, existing landscape alteration, window replacement, fence, satellite dishes, and tree removal do not require a fee but must be approved in advance by the ARC.

(Re-painting and re-roofing of the same color may be administratively approved by Community Management Inc. following receipt of an application.)

Emergency repairs to restore the property and exterior of the home to pre-damage condition do not require a fee.

Except for emergency repairs, failure to submit an application and receive approval in advance of alterations is subject to a \$250 fine. If this occurs, the owner is expected to submit an application to be reviewed at the next scheduled ARC meeting. Failure to submit an application and obtain approval at the next ARC meeting will result in an additional \$250 fine and a fine of \$15 per day until the corrections are made.

Changes made to new home construction and associated landscaping plans without the approval of the ARC will result in a forfeiture of 50% or more of the New Home Construction Deposit.

In addition to the fees and deposits outlined, the following information and forms are required for new home construction:

1. Completed and signed *Architectural Review Application Form*.
2. Completed and signed *Indemnification*
3. Completed and signed *Architectural Review Checklist*
4. Completed and signed *Landscaping and Irrigation Plan Checklist*

In addition to the fees and deposits outlined, the following information and forms are required for changes to the exterior of an existing home or landscaping:

1. Completed and signed *Architectural Review Application Form*.
2. Completed and signed *Indemnification*
3. Completed and signed *Architectural Review Checklist*

The *Application for Architectural Review* including all drawings and forms, must be submitted a minimum of 7 days prior to a scheduled ARC meeting. Meetings shall be scheduled for the fourth Monday of each month as directed by the Creekside Homeowner Association Board. The ARC has 30 days from submission to respond to the request.

Preliminary Review: The ARC will, upon request, do one preliminary review of a new house plan and offer design critique, if, or where needed. There is no charge for one preliminary review. Keeping the ARC's suggestions in mind, applicants should then continue with more detailed drawings. When all forms and drawings are submitted with the required fees, the ARC will make a final review. To apply for a preliminary review, contact the Association Manager or ARC Representative.

Applications will not be considered submitted until the Association receives a check in the amount of the applicable fees and deposits. The ARC may allow the landscaping portion of the plan on new home construction to be submitted at a later date (An additional fee will be required when the landscape plan is submitted). If a submission is not complete or in compliance with the *Architectural Review Checklist*, an additional submission fee of \$100 will be charged. Updated forms may also be required with any resubmission.

Penalties may be assessed or other action taken if construction is commenced without ARC approval or if construction is not in compliance with the ARC approved plans.

One complete set of approved plans, noted with ARC approval, will be returned to the applicant, and one complete set of plans, noted with ARC approval, will be retained by the Association.

**Once plans have been approved, inspections may be made to ensure compliance.**

## *Standards of Design and Construction*

The Declaration of Covenants, Conditions and Restrictions (CC&R's) of Golf Course Estates at Creekside and all amendments are binding on all home and lot owners in Creekside Estates.

**“No building, fence, wall, patio, deck or other structure or improvements shall be commenced, directed or maintained upon the property, nor shall any exterior addition to or change or alteration therein be made, nor shall any landscaping of any portion of the property be commenced or maintained until the plans and specification have been submitted to and approved in writing by the Architectural Review Committee....” (Article IV, Section 2).**

The following guidelines are provided as general information. The ARC will consider location, visibility, and topography of the lot among other considerations when approving individual requests. More detailed information and restrictions may be contained in the CC&R's.

### *Building Design*

The overall design and architecture of a building and any changes or modifications to existing buildings are subject to approval by the Architectural Review Committee (ARC).

1. All buildings must comply with the requirements of the CC&R's.
2. Each building shall have an individual, distinctive appearance.
3. There shall be no duplicate elevations of single-family homes within sight of one another.
4. Architecture should complement existing homes and the topography of the lot. Building orientation on golf course lots should take the golf course layout into consideration.
5. Designs shall be compatible with the existing neighborhood standards. Each structure shall be erected in such a manner as to make maximum utility of the lot lines and be tailored towards substantial use of the frontage area. Minimum side yard setbacks shall not be less than 5 feet nor more than 15 feet, except on corner lots.
6. All plans for new homes must be drafted, engineered, or at a minimum, approved by a licensed contractor/designer/engineer/or architect, by stamp and signature.
7. The exterior siding will be brick, stone, wood siding, stucco or other material specifically approved for use by the ARC. The CC&R's prohibit the use of plywood as a siding material. The front elevation of the home must include stone or brick but may also include other approved materials.
8. Siding, trim and roof colors will be approved by the ARC on an individual basis. Color selections must be compatible with existing neighboring homes.
9. Only tile, wood or architectural composition shingles will be approved as roofing materials.

10. Use of any type reflective or mirrored glass in the exterior windows is prohibited.
11. Enclosures such as garden and perimeter walls are subject to approval by the ARC.
12. Heights of buildings shall not exceed 35' measured from the surface of the lowest floor. (Not including chimney)
13. All new and existing electrical distribution lines, telephone, cable and antenna television, and similar service wires or cables, that are adjacent to and provide service to the property being developed, will be installed underground.

### ***Decks***

All decks to be thoughtfully designed by the designer of the home. The decks shall be part of the home architecture.

Simple rectangular decks with no relationship to the home architecture will not be permitted.

1. The deck design shall be shown on left, right and rear elevations.
2. Provide a section through the deck at 3/4" scale. Show railing, spindles, deck walking members, deck framing, and support columns.
3. Support columns to be 6"x6" or larger built-up columns.
4. No 4"x4" columns with "Y" bracing are permitted.
5. Decks may be painted to match the trim or body color of the home. (Trim or body color to be approved by ARC.)
6. Distance between the patio/deck and finish grade along the patio/deck (underside of deck) must be 2/3 covered when there is no living space below.

### ***Re-painting, Re-roofing and Re-siding***

1. ALL re-painting, re-roofing and re-siding projects require submission of an application and ARC pre-approval, regardless of the reasons the project is being performed.
2. ALL re-painting and re-roofing projects require submission of the listed fees with the required application. Exception – when there is no change in the color of the paint and when the color and type of roofing materials are the same.
3. Acceptable paint colors are earth tone in nature and must blend with the surrounding neighborhood.
4. Unacceptable paint colors are bright and loud in nature and will not blend with the surrounding neighborhood. Accent colors may be somewhat bolder but must be compatible with the body color of the home.
5. Samples, pictures or literature that show the colors & types of materials to be used must be provided with the application.

## ***Patios***

The patio shall be part of the architecture and the landscaping. Simple rectangular patios, with no relationship to the home architecture will not be permitted.

1. Show patio on the 1/4" scale floor plan.
2. Provide literature showing the patio materials.

## ***Landscaping***

All landscape plans including changes or additions to existing landscape are subject to approval by the Architectural Review Committee (ARC). Homeowners are encouraged to plant "street" trees, use mature planting materials and exceed the minimum landscaping requirements. Any permanent structures including play equipment must be approved as part of the landscaping. ("Landscape" includes plantings, retaining walls, fencing, decks, patios, spas, play equipment, etc.)

**Replacement of bushes or shrubs with similar bushes or shrubs within the existing landscape design does not require submission.**

1. Every landscape plan shall have an individual distinctive design.
2. Landscaping with irrigation systems must be completed within 30 days of final inspection (weather permitting).
3. Each landscape shall include grass lawn areas and contain substantial plant materials to create a mature effect at the time of initial landscaping. The following are the minimum number of plants and trees required for lots up to 10,000 square feet:
  - Three trees of 2 inch caliper (measured 3 feet above finished grade)
  - Eighteen 5 gallon plants
  - Fourteen 1 gallon plants
  - Ground cover and/or annual flowers throughout in the flower beds

New construction on lots greater than 10,000 square feet shall have a proportional increase in trees and plants per the following table:

	Lot Size in Square Feet															
	10,000	12,000	14,000	16,000	18,000	20,000	22,000	24,000	26,000	28,000	30,000	32,000	34,000	36,000	38,000	40,000
	Minimum Quantity Required															
Trees (2" Caliper)	3	4	4	5	5	6	7	7	8	8	9	10	10	11	11	12
5 Gallon Plants	18	22	25	29	32	36	40	43	47	50	54	58	61	65	68	72
1 Gallon Plants	14	17	20	22	25	28	31	34	36	39	42	45	48	50	53	56



4. An automatic timed in ground irrigation system is required for all planted areas. Show sprinkler heads and spray areas on landscape plan.
5. The design and type of plantings are to enhance the building architecture and be consistent with the neighborhood and environment.
6. Extensive use of colored rocks or gravel for ground cover is not acceptable.
7. Submit two (2) landscape plans and two (2) irrigations plans at 1/8" scale. Have a licensed nursery person help you. Provide a legend of trees and plants.
8. Removal of any tree 6 inches in diameter and greater requires prior ARC approval. Emergency tree removal needed due to damage and the tree is causing imminent danger to life and or property does not require prior ARC approval, provided the ARC Representative is notified within 48 hours of the tree's removal and pictures of the damaged tree prior to its removal is provided. If an emergency repair is required an application must be submitted within 14 days of the damage.
9. The general contractor building the home is responsible for landscape plans, irrigation plans, and installation. This responsibility cannot be transferred to the home owner.
10. At least one (1) of the required trees must be in the front yard.
11. Lawn/grass to comprise 50% of the yard area to be landscaped (steep slopes or other areas that cannot be maintained with grass are exempt from the calculation per the approval of the ARC).
12. Synthetic turf is not permitted.

### ***Yard Ornamentation***

Excessive yard ornamentation is not permitted.

### ***Yard & Garden Tools, Toys and Recreational Equipment (Language taken from 2017 Resolution of same name)***

1. All yard and garden tools and implements, including, but not limited to shovels, hoes, weed whackers, lawn mowers, wagons and carts, kneeling pads, spades, pruning shears, compost containers, buckets, pitchforks, saws and limb loppers, wheelbarrows, watering cans, leaf blowers, and yard debris bags may only be left visible on a Lot during their use. They must be permanently stored in the garage when not in use. All yard and garden tools and implements must be returned to storage in the garage within a reasonable time after their use, and, in any event, no later than the end of the day on which they were used. Yard and garden tools and implements may not be left outside visible on a Lot overnight.
2. All yard toys and games, including, but not limited to, croquet sets, bocci ball sets, badminton sets, frisbees, pet toys, balls, and other like toys or equipment may only be left visible on a Lot during their use. They must be permanently stored in the garage when not in use. All yard toys and games must be returned to storage in the garage within a reasonable time after their use, and, in any event, no later than the end of the day on which they were used.
3. All bicycles, tricycles, big wheels, scooters, hoverboards, wagons, carts, or other

similar vehicles may only be left visible on a Lot during their use. They must be permanently stored in the garage when not in use. Bicycles, tricycles, big wheels, scooters, hoverboards, wagons, carts, or other similar vehicles must be returned to storage in the garage within a reasonable time after their use, and, in any event, no later than the end of the day on which they were used. Bicycles, tricycles, big wheels, scooters, hoverboards, wagons, carts, or other similar vehicles may not be left outside visible on a Lot overnight.

4. Permanent basketball hoops are not permitted. Portable basketball hoops may only be used in the driveways of Lots, and only then on a temporary basis. Portable basketball hoops must be permanently stored in the garage when not in use. Portable basketball hoops must be returned to storage in the garage within a reasonable time after their use, and, in any event, no later than the end of the day on which they were used. Portable basketball hoops may not be left outside visible on a Lot overnight.

### *Screening*

1. All refuse and recycling containers must be stored in the garage or screened from street or golf course fairway when observed along the respective property frontage. Screening must comply with standards contained in this manual.
2. Decks that are 4' or higher from the ground where there is no living space below must be screened. Screening materials must be indicated on plans submitted. If plant materials are to be used for under deck screening, plants must be of evergreen variety and initial planting must cover 2/3rds of the open area.
3. Outdoor spas are to be screened from view from street, sidewalk, neighboring yard (at ground level) or golf course fairway view.
4. Air conditioning condensers and other mechanical equipment are to be screened to the extent possible that will allow proper functioning of the equipment.

### *Slope Areas*

There are many slope areas within the Creekside development. The CC&Rs contain requirements applicable to drainage and erosion such as:

1. Article V, Use Restrictions and Obligations, Section 7, Landscaped and Unlandscaped Areas states: No owner shall take any action on any lot which shall have the effect of causing substantial erosion on the soil on such lot or any adjacent lot.
2. Section VIII –Easements Section 6 states: No owner will block, hinder or interfere with the established drainage pattern over such owner's lot from adjacent lots.
3. Phase 4, lots 126 through 148 require the slope areas to be planted and maintained in native grasses. The CC&Rs contain specific restrictions for building or landscaping on these slopes. Consult the CC&Rs for these restrictions.

## ***Fencing and Hedges***

In considering requests for approval of fencing, the ARC will consider the orientation and location of the individual lot. General guidelines for fencing are as follows:

1. Front yard fencing shall be masonry or wrought iron only.
2. For those houses not on the golf course, rear and side yard fencing shall be masonry, wrought iron or black chain link (with no barbed wire or slats). The maximum height of chain link fencing will be 5' and 6' for other types of fencing.
3. Side yard fencing that extends to within 12' of the front corners of the house must comply with front yard fencing requirements (masonry or wrought iron).
4. For those houses with golf course frontage, rear and side yard fencing shall be masonry, or wrought iron, with a maximum height of 3 feet along the golf course and within 10 feet of the golf course.
5. Hedges on or adjacent to property lines are required to be maintained at the same height as fences in the same location.
6. Wood fences are not permitted at Creekside.
7. The placement and design of a dog run must be approved by the ARC prior to installation.

## ***Sidewalks***

Sidewalks are to be located adjacent to the curb on all lots within Creekside except where not required.

## ***Railings***

Deck railings are to be metal or other than wood on homes with decks adjacent to and facing the golf course.

## ***Satellite Dishes***

Installation of a satellite dish does not require prior approval. Installation must comply with the following guidelines:

1. The satellite dish must be 1 meter or smaller in diameter.
2. The installation must be in the most inconspicuous location on the property that will allow for acceptable signal reception.
3. The dish shall be camouflaged (screened or painted) from open view of any adjoining lots, the street and the golf course. Screening may be done by using shrubs or by locating the dish under a deck or in some other manner depending on the orientation of the lot and the siting of the home on the lot. If a dish is mounted on any surface of the building, the dish is to be painted to match the surface on which it is mounted.

## ***Set-Backs***

Setbacks must comply with any special requirements for the lot as outlined in the CC&Rs, easements and any clear vision or view corridor set backs applicable to the lot. Lots 128, 129, 130 and 136 through and including 148 are subject to specific building and landscaping prohibitions as outlined in the amended CC&Rs for Phase 4. The ARC will review and determine the appropriate building setbacks required using the general guidelines as follows:

**Front:** Along the full extent of each front lot line and lot line adjacent to a street, there shall be a minimum required yard of 12' in depth. Within 20' from the street right-of-way no more than two adjacent lots shall have the same setback line from the right-of-way for the main building. The setbacks for main buildings shall vary at least 4' in depth between adjacent lots. A single-family dwelling having a side yard adjacent to a street shall not be considered as affecting or affected by setbacks of adjacent buildings. (This allows two homes in a row to be at the same distance from the street, as close as 12'.) The next house built adjacent to either of the homes would be at least 16' from the street. This will be treated as "first come, first served". E.g. If two homes exist with a 14' setback, the homes on adjoining lots, when built, would have to be set back at least 18' from the street right-of-way. If two homes in a row are constructed with a setback of 20', then the homes adjacent to those homes could be anywhere from 20' back to 12' back.)

Garages having a vehicle entrance facing a street shall be set back at least 20' from the furthest from the street of the following lines:

- The property line, right-of-way line or easement line.
- The outside curb line.
- The edge of the sidewalk furthest from the street.

**Side:** 5' for a building not more than 35' in height.

**Rear:** 14' for any portion of a main building not more than 15' in height. 20' rear yard setback for any portion of a building greater than 15' in height.

## ***Construction Procedures***

1. The golf course may not be used for access without approval from the Greens Superintendent.
2. Lot owners may not encroach on or disturb golf course property.
3. Construction sites are to be kept neat and clean at all times.
4. Portable toilets are to be located on the building site and not on any adjacent property or the street.
5. All lot owners and builders/contractors will be responsible for their subcontractors.
6. Streets in front of a job site must be kept clean daily. This requires that rock, dirt, or mud anywhere in Creekside generated by your construction, be swept up and/or hosed down daily.

7. Street improvements and tie-in paving shall be installed along the full frontage of the lot prior to final inspection or other provisions as approved by the ARC.
8. Whenever possible, to allow traffic to move easily through the development streets, all construction workers are to park on one side of the street, usually the side on which the job site is located.
9. Dogs, drugs, alcohol or loud radios are not permitted on the job site. Violators will be required to leave.
10. Job site hours are from 7AM to 7PM daily and 8AM to 7PM Sat. & Sun. Violations will be subject to one warning and then fines per the schedule.
11. Trailers are not allowed to remain on site overnight.

### **Appeal Rights**

There is no automatic right of appeal of a decision of the ARC. An applicant who so desires may petition the Board for a review of the decision of the ARC by submitting a written statement to Community Management Inc., explaining the alleged problem and the applicant's proposed solution. A majority of the Directors of the Board must agree that a review is appropriate before review is granted. The Board or their agent will notify the applicant after the applicant's statement is received by CMI of the acceptance or denial of the petition, and any conditions thereon.

**Creekside Homeowners Association**  
Mail or email completed Application form to:  
Community Management Inc  
2105 SE 9<sup>th</sup> Ave.  
Portland, OR 97214  
[joelm@communitymgt.com](mailto:joelm@communitymgt.com)

***Architectural Review Application Form***

Owner's Name (Print) \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name, Address & Phone Number of Architect/Builder or Other Owner's Representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request (Describe specific nature of approval requested): \_\_\_\_\_

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Improvements to be constructed by: \_\_\_\_\_

\_\_\_\_\_

- |   |             |
|---|-------------|
| • Complete House & Landscaping Plans                      | \$750.00    |
| • New Home Construction Deposit                           | \$10,000.00 |
| • (conditionally refundable)                              |             |
| • Additions or other Major Remodel/Improvement Plans      | \$250.00    |
| • Additional Review (If plans submitted are not complete) | \$100.00    |
| • All other exterior building and property modifications  | \$ 0.00     |

(Re-painting and re-roofing of the same color may be administratively approved by Community Management Inc. following receipt of an application.)

Make checks payable to the Creekside Homeowner's Association. Double fees are required if any construction is begun prior to obtaining ARC approval.

**Notice: Failure to submit an application and receive approval in advance of alterations is subject to a \$250 fine. If this occurs, the owner is expected to submit an application to be reviewed at the next scheduled ARC meeting. Failure to submit an application and obtain approval at the next ARC meeting will result in an additional \$250 fine and a fine of \$15 per day until the corrections are made.**

**Notice: Changes made to new home construction and associated landscaping plans without the approval of the ARC will result in a forfeiture of 50% or more of the New Home Construction Deposit.**

The undersigned state that they are the owner(s) of the property described herein and agree to complete construction as presented in the attached plans when approved by the ARC and according to all guidelines:

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Creekside Homeowners Association**  
Mail or email completed Application form to:  
Community Management Inc  
2105 SE 9<sup>th</sup> Ave.  
Portland, OR 97214  
[joelm@communitymgmt.com](mailto:joelm@communitymgmt.com)

***Indemnification Agreement***

I (we) hereby acknowledge that we are the owners of the lot/home located within Creekside and are applying for an architectural review of the building plans by the Architectural Review Committee (ARC) of the Golf Course Estates at Creekside Homeowners Association, Inc. I (we) further acknowledge that I (we) have carefully read, understand and agree to comply at all times with all the requirements of the CC&R's, the Standards of Design and Construction and any other reasonable directives of the Golf Club Estates at Creekside Architectural Review Committee.

I (we) further agree that the development of this lot/property shall conform to all development plans submitted and approved by the ARC and that any and all changes to the approved plans must be submitted to and approved by the ARC before any altered plans are implemented. I (we) further understand that until approval has been received from the ARC, building may not commence on this lot/property even if the City has issued a building permit.

All requirements of any law, ordinance or regulation of the State, County or City and any other government entities shall be complied with as far as the building process is concerned.

Landscaping with irrigation systems shall be installed within thirty (30) days of the issuance of the city occupancy permit. Street improvements and tie-in paving shall be installed along the full frontage of the lot prior to the final inspection.

Once plans have been approved, inspections may be made at any time to ensure compliance. By signing this agreement, specific permission is hereby given to the ARC/ Association and/or its agents to enter the property at reasonable times to make said inspections. Failure on the part of the contractor and/or owner to strictly adhere to the CC&R's, the Standards of Design and Construction, and the plans approved by the ARC, will force the Association to take all steps necessary to remedy such noncompliance. If the undersigned are notified that they are not in compliance with this agreement, they agree to stop construction, to pay fees as required by the ARC to review revised plans, and to pay the costs of the Association in enforcing compliance, whether or not any legal action is taken.

I (we) hereby acknowledge that this agreement is binding on all parties.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Creekside Homeowners Association**  
 Mail or email completed Application form to:  
 Community Management Inc  
 2105 SE 9<sup>th</sup> Ave.  
 Portland, OR 97214  
[joelm@communitymgt.com](mailto:joelm@communitymgt.com)

***Architectural Review Checklist***

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lot # & Phase #: \_\_\_\_\_ Address \_\_\_\_\_

Submit this completed checklist and an *Architectural Review Application* when requesting ARC approval for changes or small additions to existing property exterior or landscaping (decks, patios, awnings, spas, play equipment, satellite dish, fences, screening, landscape additions or any other change to the exterior of home or landscaping). In order to expedite approval, please insure that all items on this checklist have been completed and all information requested is attached. You may also include any other information that would help the ARC understand the proposed changes.

A letter may be used when requesting approval for replacement of siding and/or repainting.

**General Requirements:**

Review the *Standards of Design and Construction*. Changes must comply with those requirements and the provisions of the CC&R's. Submit plans detailing the proposed changes, including dimensions, materials, color samples and an indication of how the change affects or ties in with the existing structure. If changes are to landscaping, include scaled drawings showing location and type of plant materials etc. Professionally drawn plans are not required.

OWNER'S CHECK LIST	HOA Use
1. Signed Application Form Dated _____	Rec'd _____
2. Fee Submitted \$ _____	Amt. _____
3. ___ Plans (two copies)	_____
4. ___ Materials detailed	_____
5. ___ Dimensions detailed	_____
6. ___ Color samples	_____
7. ___ Current photo or drawing of home showing area to be added to or changed.	

The undersigned state that: we are the owner(s) of the property described and acknowledge and understand that it is our responsibility to comply with all the terms of the CC & R's as applicable to this lot. We also agree to complete construction as approved by the ARC. We understand that if any changes are made from the plans submitted to and approved by the ARC, those changes must be re-submitted prior to any work being commenced.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Creekside Homeowners Association**  
Mail or email completed Application form to:  
Community Management Inc  
2105 SE 9<sup>th</sup> Ave.  
Portland, OR 97214  
[joelm@communitymgt.com](mailto:joelm@communitymgt.com)

***Landscape and Irrigation Plan Checklist***

- \_\_\_ 1. Name, size and quantity of plants include the minimum required including at least:
  - a. 2" caliper trees. Required # \_\_\_\_\_ Actual # \_\_\_\_\_
  - b. 5 gallon plants. Required # \_\_\_\_\_ Actual # \_\_\_\_\_
  - c. 1 gallon plants. Required # \_\_\_\_\_ Actual # \_\_\_\_\_
- \_\_\_ 2. Automatic irrigation system showing equipment to be installed including timer
- \_\_\_ 3. Grass and ground cover. Beds must contain significant plantings.
- \_\_\_ 4. All features of landscaping and grounds shown.
- \_\_\_ 5. Fencing location, materials and heights.
- \_\_\_ 6. Distance between the patio/deck and finish grade along the patio/deck perimeter (Underside of decks must be 2/3rds covered when there is no living space below.)
- \_\_\_ 7. Plans are shown to scale.
- \_\_\_ 8. Material samples, manufacture's product sheets, photos of proposed materials.

\_\_\_\_\_  
\_\_\_\_\_  
Please provide any other information that you would like in regard to this request:

\_\_\_\_\_  
\_\_\_\_\_  
The undersigned agree to complete all construction as shown on the attached plans and not make any changes or additions to the approved plans without obtaining prior approval from the ARC.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Architectural Review Committee Use**

Architectural Reviewer Recommendation attached: \_\_\_\_\_

ARC Meeting Date: \_\_\_\_\_

Committee Action: Approved/Declined \_\_\_\_\_

Comments/Conditions/Follow-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_