

Creekside Homeowners Association
Mail or email completed Application form to:
Community Management Inc
2105 SE 9th Ave.
Portland, OR 97214
joelm@communitymgmt.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): _____

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: _____

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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: _____

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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: _____

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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: _____