

MONTHLY REPORT (Revision 1)
Architectural Review Committee
Stoneybrook Village Owners Association (SVOA)
April 1, 2019 – April 30, 2019

1. The Architectural Review Committee (hereafter Committee) met for its regular monthly meeting on April 1, 2019. The Committee met again on April 16, 2019, to address ongoing and emergent matters.

2. The Committee requests that the Board of Directors include in its next issue of Association News the following brief primer about changes to residential properties in Stoneybrook Village:

In its preceding monthly report to the Board of Directors, the Architectural Review Committee shared its perspective that most Stoneybrook Village residents are familiar with—and routinely and willingly comply with—SVOA requirements for making changes (improvements) to our houses or to the lots on which our houses are located. Such changes include activities as diverse as building a patio cover in the back yard, painting the exterior of a house, putting on a new roof, updating landscape plantings, altering the topography or the finished grade elevations of a lot, building a fence, modifying the drainage system, or erecting a privacy screen. Whew!

These representative changes—and a host of others—can be implemented only after a homeowner has received prior written approval by the Committee. Paragraph 7.1 of the *Amended and Restated Declaration of Protective Covenants, Conditions, Restrictions and Easements for Stoneybrook Village* (commonly known as the CC&R) provides prescriptive guidance: “No Improvement (including fences) shall be commenced, erected, placed or altered on any Lot ... until the construction plans and specifications showing the nature, shape, heights, materials, colors and proposed location of the Improvement have been submitted to and approved in writing by the Architectural Review Committee.” A copy of the CC&R is posted on the SVOA website (<http://www.svoa-corvallis.org/>).

So, then, how is one to proceed if one has a change to propose? Well, once again, Paragraph 7.1 of the CC&R points the way: “The procedure and specific requirements for review and approval of residential construction may be set forth in Design Guidelines adopted from time to time by the Architectural Review Committee.” And, indeed, the Committee has written—and from time to time has revised—a document entitled, *Stoneybrook Village Procedures, Standards, and Guidelines of the Architectural Review Committee* (commonly known as the PS&G). Like the CC&R, a copy of the PS&G is posted on the SVOA website.

In a nutshell, a resident who desires to propose a change to her property—let’s call it a project—should go about it in the following manner:

Monthly Report for April 1, 2019 – April 30, 2019

Architectural Review Committee

- Plan the project. Be thorough; prepare a complete description of the proposed project, including specifications, drawings, photographs, or samples that are relevant to the project. Tip #1: Review Article 7 of the CC&R and the entirety of the PS&G before starting to plan. Tip #2: Start early, and don't hesitate to contact a member of the Committee to help you think through the planning process; the Committee has up to 30 days to review and approve proposed projects, and the clock will reset if the Committee returns planning documents to a homeowner for revision and resubmission. Tip #3: Contact the Development Services Division of the City of Corvallis if you are planning to construct, enlarge, alter, repair, move, or convert a structure that is regulated by the State Building Code; a permit may be required.
- Request approval for the project. Prepare a Request for Change Form; paper copies of the form can be obtained in the lobby of the SVOA Clubhouse, and pdf copies of the form can be downloaded from the SVOA website (click on the tab labeled *More...*, then click on the link *Rules and Regulations*, and, finally, click on the link *ARC Request for Change Form* to access the pdf). Place the completed Request for Change Form in the "ARC Mailbox," which is mounted on the West wall of the lobby of the SVOA Clubhouse. The Committee will notify a homeowner—typically by email—when their Request for Change has been approved; the Committee regularly meets on the first Monday of each month. Tip #1: If you like, schedule a presentation to the Committee for a project that is complex or would require variance (see Paragraph 7.4 of the CC&R for a discussion of variances).
- 1. Execute the project. Go ahead, dig, plant, remove, erect, build! The Committee may (and probably will) visit a project site during the work phase to ensure compliance with approved plans and specifications. If such a visit requires access to a property, e.g., to a homeowner's back yard, the Committee—as a routine matter of courtesy—will normally notify the homeowner in advance of the visit and will always "knock before entering." Tip #1: Be advised that if a City of Corvallis permit is required for a project, the permit must be issued and posted at the worksite, and a copy of the permit must be provided to the Committee, *before work begins*. Tip #2: Build what was approved; the Committee has the authority to stop work if the project is not in compliance with what the homeowner proposed and the Committee approved [a recent case in point: a homeowner who built a major structure subsequently took it down pursuant to (a) a formal Notice of Noncompliance that was issued by the Committee and (b) a subsequent, unsuccessful appeal of the Notice of Noncompliance to the Board of Directors]. Tip #3: The Committee will not entertain a petition for a variance after the fact; variances are integral to the approval process rather than an excuse for noncompliance (see recent case in point, above).
- Close out the project. Homeowners must report completion of approved projects by submitting a Project Completion Form, which is really the last page of a Request for Change Form.

Monthly Report for April 1, 2019 – April 30, 2019

Architectural Review Committee

The Committee hopes that this brief primer about the obligations of homeowners and the role and responsibilities of the Architectural Review Committee is helpful. Final Tip: help us to help you by contacting us or coming to see us or asking us to come see you when your next project is but a gleam in your eye. We can help you to avoid some of the common pitfalls and planning shortfalls that can derail, at least temporarily, the best of ideas.

Thanks, and have a great summer!

3. With respect to park strips, the Committee has not yet received feedback pursuant to its March 2019 request that the Board of Directors task the Community Manager to obtain from the current landscaping contractor a quote for two services: (a) reseeding the areas from which nonconforming plantings or other landscaping features would be removed as well as the areas from which trees have been permanently removed by the City and (b) repairing or restoring irrigation components that may have been disabled or removed pursuant to placing plants or other architectural elements in the affected park strips.

4. The Committee respectfully requests that the Board of Directors task the Community Manager to coordinate with the managers of the Stoneybrook Lodge and the Assisted Living Center to discontinue the practice of setting major appliances, upholstered furniture, and other large items for disposal outside their facilities for extended periods. Documentation of large-scale trash, including photographs, has previously been provided to the Community Manager; however, recent Committee walkabouts continue to note the presence of large-scale trash.

5. Original copies of meeting minutes and other Committee documents have been archived in the Stoneybrook Village Owners Association Clubhouse; electronic copies of designated documents, including monthly reports, will be forwarded to the Community Manager.

Respectfully submitted:

/s/
David Stewart, Co-chair
Architectural Review Committee
May 7, 2019

/s/
Clark Williams, Co-chair
Architectural Review Committee
May 7, 2019

Cc: Kurt Powell, Community Manager, Willamette Community Management
Gerald van Belle, Secretary, SVOA Board of Directors