

# **STONEYBROOK VILLAGE**

**Procedures, Standards, and Guidelines**

**Architectural Review Committee**

**November 14, 2018**

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## **SUMMARY OF REQUIREMENTS**

### **CHANGE REQUEST FORMS ARE REQUIRED FOR THE FOLLOWING:**

- 1) External construction on the house, poured concrete 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.
- 8) All exterior painting.
- 9) Exterior antennas and TV dishes.
- 10) Redesign/extension of sprinkler system.
- 11) Tree removal; replacement 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 water retention issues which could affect drainage of the owner's lot and the adjacent owner's lot.)
- 14) Railings and Hand Holds.

### **B-CHANGE REQUEST FORMS ARE NOT REQUIRED FOR THE FOLLOWING:**

- 1) Modification of sprinkler heads to drip systems.
- 2) Stand-alone fountain or bubblers.
- 3) Bark dust application.
- 4) Same color touch up painting.
- 5) Individual stepping stones.
- 6) Screen doors. (See p. 19 for specific requirements)
- 7) Tree removal, replacement on back yard, and tree pruning on owner's lot.
- 8) Minor and SVOA community compatible landscape and foundation planting, including shrub removal, pruning, and replacement. (Note: Tree and Plant Material caution, p. 7)

**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. These Procedures, Standards, and Guidelines (hereafter called “Standards”) address these areas of use. The following information will provide all owners with detailed information for equal treatment under the ARC Standards. The SVOA Board of Directors concurred with these standards which can be found at <http://www.svoa-covallis.org/> under the ARC menu. These Standards 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 Standards is to maintain the positive enhancement, beauty, and character of our community. In addition to new construction and changes, this document serves as the standards that define how property within Stoneybrook Village is to be maintained, as called for in CCR Article 9.7, Owner’s Responsibility.

ARC members walk our property regularly 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 acceptable) 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 singlefamily lots, multi-family lots and a 2-acre RS-12 lot (possibly for condominiums or apartments) that are all governed by CC&R Article 7 and these ARC standards.

With full recognition of the individual and collective property investments represented by the diverse membership of the Stoneybrook Village Owners Association, the 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, and 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 ARC to be an Owner modification.

### **Procedure for Architectural Review Application**

Section A of the standards outlines the process. ARC Change Request Forms are available in 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.

Because some ARC change requests are more complicated than others and because it is not possible to include every detail for every project type in the PSGs, the ARC encourages residents to discuss their projects with the Committee at its regularly scheduled monthly meeting or contact the ARC Chair to set up an appointment. At times residents have found it helpful to bring their contractor along with them to the ARC meeting to help address details of a complex project. Through these discussions, the Committee is better able to arrive at a mutually acceptable approval of the project.

To preclude any possible conflicts, the Owner should discuss with adjacent neighbors the proposed improvements.

### **Timeline for ARC Application**

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

### **Rules, Regulations, and Common Structural Standards**

Section C of the standards 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 (See also ‘Basis for Approval’ section on page

4). 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.

### 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 which is posted on the SVOA website <<http://www.svoa-corvallis.org/>> and the Clubhouse. 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 standards. 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. Stoneybrook Village was constructed over time and comprises several sections, each with a different but quality curb appeal. ARC is charged to preserve that difference and overall neighborhood appeal.

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.

### 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 an ARC Request, including plans and drawings. If the Owner does not comply and the work completed is disapproved, the Owner will be issued a Notice of Noncompliance and/or Stop Work Request. 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 Clubhouse and at the SVOA website <<http://www.svoa-corvallis.org/>>.

#### 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 Stoneybrook Clubhouse. Applications must have all of the abovementioned 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 concrete 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.
- 8) All exterior painting.
- 9) Exterior antennas and TV dishes.
- 10) Redesign/extension of sprinkler system.
- 11) Tree removal; replacement 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.
- 14) Railings and Hand Holds

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

- 1) Modification of sprinkler heads to drip systems.
- 2) Stand-alone fountain or bubblers.
- 3) Bark dust application.
- 4) For minor touch up - painting with the result being a match to existing color
- 5) Individual stepping stones
- 6) Screen doors. (See p. 19 for specific requirements)
- 7) Tree removal; replacement on back yard and tree pruning on owner's lot
- 8) Minor and SVOA community compatible 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 AND ACTIVITY**  
**Owner Request for an Improvement**

**All ChangeRequests:**

1. Process begins on the date Owner’s application is received by the ARC. If adequate material is provided, the ARC will render a decision within 30 days. The ARC Chair may consider “urgent” or “like for like” replacements sooner than 30 days.
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 the Event of Noncompliance**

1. Date of ARC’s Notice of Noncompliance and/or Stop Work Request begins the noncompliant process.  
Conditions that trigger noncompliance are typically:
  - A. Work is not in substantial compliance with the ARC Procedures, Standards, and Guidelines or,
  - B. Work was performed without ARC approval.
2. If possible to remedy, Owner has 30 days from date of Notice of Noncompliance to become compliant.
3. If unable to become compliant, the ARC notifies the Board of noncompliance circumstances and requests the Board to issue Notice of Hearing.
4. Date the Board Issues Notice of Hearing. Date set for hearing must provide Owner with at least 15 days advance notice.
5. Date of the Board hearing. Board renders decision (in writing) by determining if damages and/or violation have occurred and takes such action as may be appropriate.
6. Owner has 60 days after hearing to remedy or remove noncompliance issue.

7. Date after 60 days (plus any extension), if the Board establishes Owner's response is unsatisfactory; the Board authorizes remedy/removal with expenses charged to Owner as Reimbursement Assessment.

## **SECTION C – DEFINITIONS**

**Awning** – A roll-up structure of canvas to extend over a patio or deck as protection from the sun and rain.

**Fence**– A maximum of 4 feet from finished grade high, property line boundary barrier.

**Grade** – The ground level at any location on a building site or lot.

**Landscaping Screen (Hedge)** - A series of individual trees, shrubs or bushes incorporated into the yard designed to screen an area. Maximum height 6 feet; maximum width 8 feet.

**Measurement standard for fence, privacy screen, trellis, arbor** – Such structures are measured for compliance with height requirements from the ground to the top of the frame, excluding the height of the cap.

**Paint Wood Siding** – Because of the process the developer undertook with the wood siding, the wood siding requires preparation prior to painting. To prevent peeling paint, discoloration bleed through, and mold, wood siding preparation must include priming the wood siding with an oil-based primer, with or without sanding. After the priming, apply two coats of satin finish paint.

**Patio Deck Cover** – A cover assembled of solid material to protect a deck or patio from the elements.

**Pavers**– Shaped and nested concrete stones placed on a crushed rock or sand bed and enclosed with an edge retaining strip.

**Pergola** – A cover with an open roof of cross rafters or lattice work supported on posts or columns; typically covering a deck or patio area.

**Privacy Screen** – An open lattice freestanding upright construction to provide line of sight privacy between homes to screen from contiguous neighbor's windows. May also be randomly placed in back yards around patios and decks to screen. Maximum height

of 6 feet above finished grade, maximum width of 8 feet unless screening a contiguous window or a set of windows more than 8 feet, follow the slope of finished grade, and approximately 50% air (open style). Material – lattice, cedar, PVC, or metal. Not allowed in front yard, swale, or common drain. Must be at least 2 feet from property line or association fence. For decks and patios, must not exceed height of 6 feet measured from the surface of the deck or patio and meet width, material, and style requirements above.

**Raised Flower Beds (flower boxes)** – A shaped area of material (concrete blocks, bricks, wood planks, etc.) designed to contain planting soil above finished grade. All of the sides are above the surrounding finished grade level. Must be engineered and certification of design will be required.

**Stepping Stones** – Shaped stones, randomly placed on the surface of a landscaped area for access to or through a garden, planting area, etc. Material may be concrete, natural stone, flagstone, slate, granite, etc. Stones must not impede swale or drainage.

**Retaining Wall** – A stable wall made of concrete block, poured concrete, rail ties, bricks, etc. in an approved design to hold back a bank of earth and support against slippage a bank of earth. Must be engineered and certification of design will be required.

**Swale** – The swale area is the rocked line that runs between homes (also sometimes known as a French drain). The maintenance of the swale area is defined as the following: Plants are allowed to hang over the swale and grow directly adjacent to the swale, but the top rocked area of the swale must be clear of all debris and plant material. The swales between homes are maintained by owners; and the swales in the front area are maintained by the landscape contractor who will spray to kill out grasses and the plantings will be trimmed so that they do not overhang or grow into the swale. SVOA was built in a wetlands area and past heavy rains have proved the value of the rock swales between homes to drain excess water away from the homes and into the central drainage system. Owners need to follow these standards to keep the swales clear at the sides and backs of their property. A secondary function of controlling the growth around the side swales is for easy access to the side and rear yard in emergency situations.

**Tree Stump Removal** – For trees removed in the front or side yards, stumps must be either removed below sight level or removed. If tree stumps are too close to the foundation of a home for a grinder to access them, cut the stump as low as possible, drill holes in the stump for application of full-strength chemical stump remover to kill the roots. This process will not prevent planting around the stump. An alternative is to dig up the stump.

### Yards –

- **Front Yard** (from corners of the residence to both the side and front property lines)
- **Side Yard/Corner Lot** (from front corners of the residence to the rear property lines on the street side)
- **Side Yard/Inside Lot** (from front corners of residence to rear corners of residence)
- **Back Yard/Corner Lot** (from inside rear corner of residence to side and rear property lines and from street side rear corner of residence to rear property line)
- **Back Yard/ Inside Lot** (from rear of residence to both side and rear property lines)

## SECTION D

### 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.

### Fencing

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

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. Backyard and property line fences can be 4 feet high. 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 49<sup>th</sup> Street, north side Country Club Drive, and eastside 45<sup>th</sup> Street will be 4 feet white PVC solid panel fencing. Southside fencing will be 5 feet cedar boards alternating with face side boards. Chain link fencing will be for sides of walking paths only.

### Railing and Hand Holds

ARC approval is required for both railings and hand holds at entry ways. Railings on rear patios also require ARC approval. As railings basically function as a barrier, they shall be constructed of black iron, 3 feet in height. This also applies when used on external stairways as a safety feature. A hand hold's only function is safety and is normally attached to doorways or on the dwelling for stairs. In other words, they are not free standing. They may be black iron, or a color matching/coordinating with the surrounding home color, preferably powder coated, for external durability.

### 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 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

The following items are authorized to be placed between homes with an approved ARC request:

- Low shrubs which do not impact the swale and/or drainage
- Privacy screens
- HVAC and other utility units such as gas meters
- Property line fences
- Properly placed storage cabinets

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.

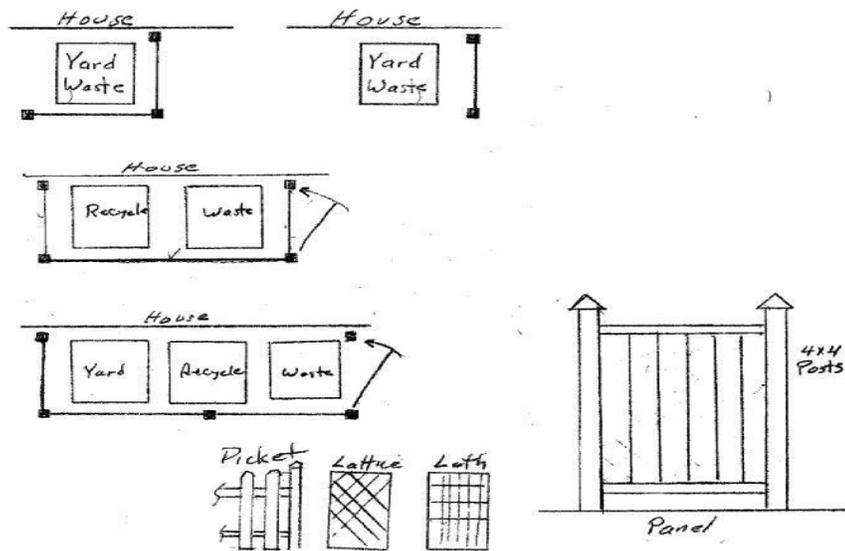
Garden items, such as shovels, rakes, wheelbarrows, ladders, other large tools, bags of fertilizer, bark dust, barbeque grills shall be kept and stored in garages or other enclosed storage areas approved by the ARC.

Miscellaneous items, such as building materials, pile of bark 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.



**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 front corners of the residence to both the side and front property line, excluding the driveway, front walk, front steps, and sidewalk. Given the home setback configurations, several calculations may be required to determine the total front yard dirt area of a lot's landscaping.

### 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 singlefamily front yards and street-side corner yards is the responsibility of the Association. Accordingly, side yard grass to the sidewalk in corner yards shall not be removed (in accordance with CCR Article 6, Restrictions on Use, 6.15 Landscape).

### 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.

### 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.

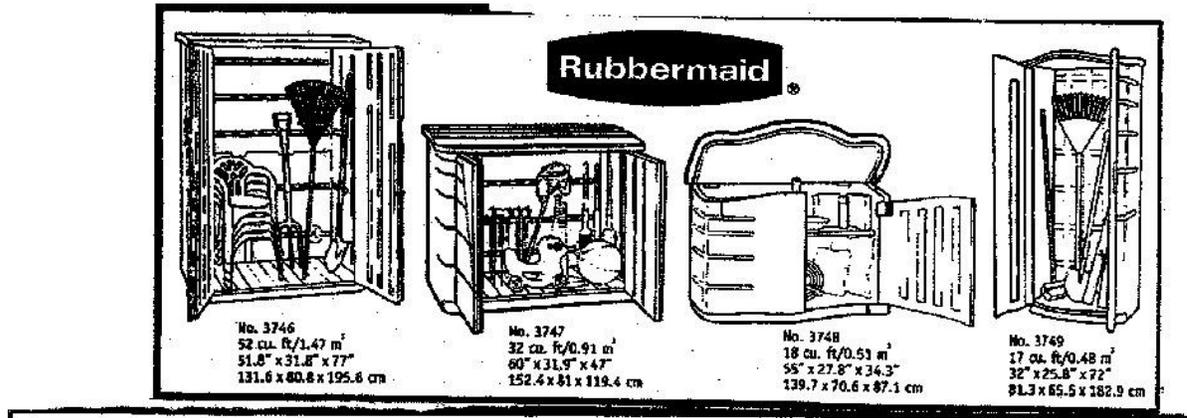
Criteria for Placement:

1. Shall 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/garage. Side

yard placement cannot extend beyond the property line when the doors are fully open.

2. Should not cover any window.
3. Only a neutral color scheme that blends with the exterior colors should be used.
4. 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.



For clarity: the above Rubbermaid measurements are repeated; from left to right:

Large Vertical Storage Shed, No. 3746

Height = 6'5"

Width = 4'8"

Depth = 2'8"

Horizontal Storage Shed, No. 3747

Height = 3'6"

Width = 4'3"

Depth = 2'

Horizontal Storage Shed, No. 3748

Height = 3'

Width = 2'4"

Length = 4'7"

Vertical Storage Shed, No. 3749

Height = 6'

Width = 2'1"

Length = 2'6"

Storage Buildings, Dog Houses

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

Antennae and Satellite Dishes

All antenna and satellite dish installations require ARC approval. The ARC request must identify and map the proposed location and include neighbor's written consent to the proposed location. The installation must meet the following criteria:

1. Not pose a safety concern.
2. Not be visible from the street, if possible.
3. Not obstruct a neighbor's view.
4. All cables and wiring must be installed with the contour of the structure.

Privacy Screens

(See also p. 4 'Basis for approval' and p. 8 'Measurement standard and definitions')

In general, all privacy screens must meet specific design and construction requirements:

1. May be no higher than six (6) ft above grade profile.
2. May be no greater than a width of eight (8) ft unless screening a contiguous window or a set of windows greater than eight (8) ft.
3. Must be constructed in a uniform "partial open style" with approximately "50% air" appearance. Lattice, louver, or slats of appropriate wood, PVC, or other material may be considered.
4. Must be separated by a minimum of 2 ft so as not to collectively create the appearance of a fence.
5. Must have construction and materials of high quality and be sufficiently robust to be a permanent addition to the property.

**A. Side yard** shall mean from the front corners of the residence to the side and rear property lines for corner lots and front corner of the residence to rear corner of residence for inside lots. [See Single Family Resident Lot Types at the end of this document.] Side yard privacy screens:

1. Must be at least two (2) ft away from the side property line parallel to either the residence or side property line.
2. Must also be no closer than two (2) ft from the home.

**B. Back yard** shall mean from the rear of the residence to both the side and rear property lines unless a corner lot. [See Single Family Resident Lot Types at the end of this document.] Back yard privacy screens must:

1. Be at least two (2) ft from the property line and not in a swale or over the common drain.
2. For corner lots, a street side backyard screen may be no closer to the side property line than the residence (this side area is SVOA-maintained).
3. For decks and patios – must not exceed six (6) ft in height measured from the surface of the deck or patio and meet the other privacy screen requirements.

**C. Front yard** shall mean from the corners of the residence to both the side and front property lines. Privacy screens are not allowed in front yards.

**D. Screening landscape**

(See also p. 4 ‘Basis for approval’ and p. 8 ‘Measurement standard and definitions’)

1. Series of individual trees or shrubs incorporated into the yard designed to visually screen an area placed so that total growth remains inside the property line.
2. Landscape screens cannot be placed on the property line to form a property line barrier.
3. These plants must be maintained at a height not to exceed 6’ from finished grade level.

**Patio Covers & Pergola**

(See also p. 4 ‘Basis for approval’ and p. 8 ‘Measurement standard and definitions’)

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

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.
- F. Conversions of a pergola to a patio cover must be sloped to a rain gutter and otherwise conform to patio cover requirements.

#### Awnings –

(See also p. 4 'Basis for approval' and p. 8 'Measurement standard and definitions')  
 SVOA ARC-approved palette colors retractable fabric awning type covers are allowed. They may only be installed over deck or patio areas.

#### Trellis/Arbor –

(See also p. 4 'Basis for approval' and p. 8 'Measurement standard and definitions')

A trellis is typically a latticework built to support climbing plants or vines.

An arbor usually incorporates a trellis into its structure, creating a tunnel-like passageway of climbing plants. Arbors have a continuous run of latticework from one side of the "tunnel" to the other, often in an arched shape.

- An ARC standard conforming privacy screen may be used as a trellis.
- An ARC standard conforming fence may be used as a trellis but growth height must be maintained at fence height.
- An open pergola may be used as an arbor.
- Back yard pass-through arbors must be a minimum two (2) feet from property lines, free standing and a maximum of seven (7) feet in height.
- A side yard trellis must conform to ARC standard privacy screen standards with the exception if placed in front of a window, and then not to exceed six (6) feet or the height of the window.
- A side yard arbor will require more than five (5) feet from home to swale or property line. It may start one (1) foot from the home but not end in the swale, common drain or over the property line.

**Note: Measurement standard for fences, privacy screens, trellises, and arbors:**  
Such structures are measured for compliance with height requirements from the ground to the top of the structure, excluding the height of the cap.)

### 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.

### 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 retention 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

(See also p. 4 'Basis for approval')

The installation of solar panels must conform to the Oregon Solar Installation Specialty Code adopted October 1, 2010 (or currently approved version), and the SVOA ARC Design standards 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.

**Single Family Residence Lot Types**

Single family residence lots are either inside or corner lots. Inside lots have other singlefamily lots on both sides (Figure 1). Corner lots have another single-family lot on one side and a street on the other side (Figure 2).

Figure 1 Single Family Residence Inside Lot

Street Park	Front Yard	Side Yard	Back Yard
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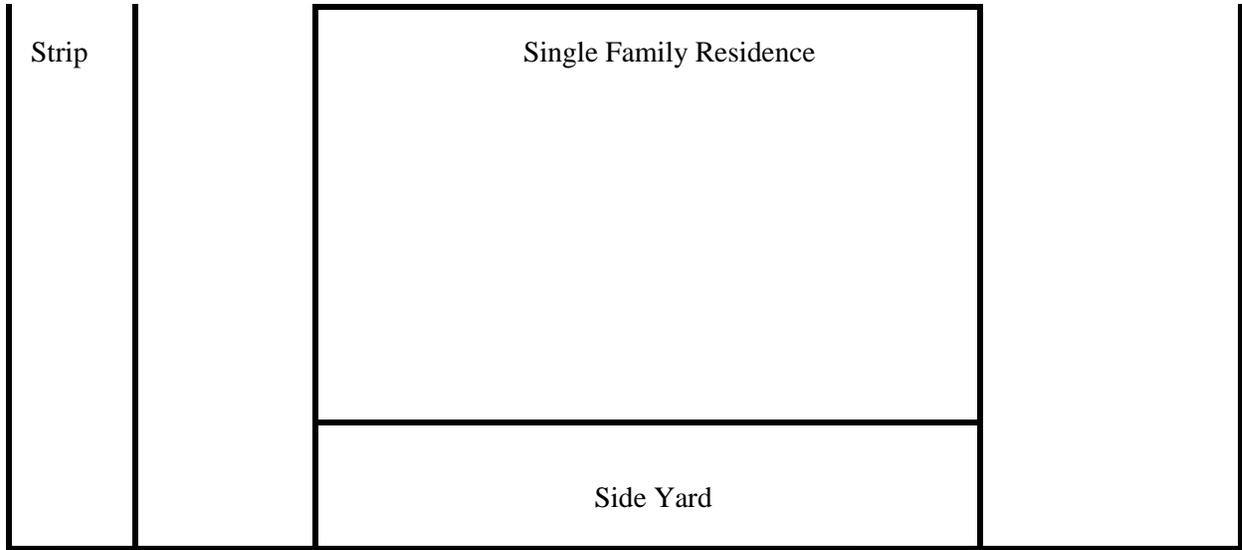


Figure 2 Single Family Residence Corner Lot

