

McNARY ESTATES ARCHITECTURAL REVIEW APPLICATION PROCEDURES

In accordance with Article 2 of the McNary Estates Architectural Design & Review Manual, all proposals for construction or alteration of any structure or landscape, or improvement on any lot must be submitted to the Architectural Committee in the form of a complete application at least 30 days prior to the start of the proposed action.

There are two categories of review, Qualifying New Construction, and Exterior Changes and Improvements.

- a. Qualifying New Construction means a new home start, major home addition or exterior alteration, and addition of a porch, deck, patio cover, sunroom or solarium.
- b. Exterior Changes and Improvements include fences and walls; alteration of porches, decks and patios; gazebos; retractable awnings, sunscreens; replacement of faulty siding; repainting existing structures a different color; all items listed under section 3.13 service areas; satellite dishes; new mailboxes; golf ball screens; and alterations or improvements to existing landscaping including plantings, ponds/fountains, statuary, and irrigation systems.

A complete application means:

- a. For Qualifying New Construction (see Appendix A)
 - i. Two copies of construction documents (plans and specifications) complying with the published checklists of the Committee,
 - ii. Two copies of landscaping plans demonstrating compliance with the Minimum Landscaping Standards,
 - iii. Two completed application forms and two completed checklists,
 - iv. Two copies of the Construction Agreement , and
 - v. Fees and Deposits Submittal forms
 - vi. Application Administration Fee, Plan Review Fee, and if applicable, Conditionally Refundable Deposit.
- b. For Exterior Changes and Improvements (see Appendix B)
 - i. One copy of the Architectural Review Application Form
 - ii. One copy of the project description, site plan and material samples as described on the Architectural Review Application Form
 - iii. Application Administration Fee

The Committee shall have thirty days to review an application, and will respond to the applicant in a letter indicating: Approved – project approved as submitted, Approved as Noted – approval contingent on applicant’s acceptance of conditions noted, or Not Approved – reasons for not being approved noted on drawings and/or forms, resubmittal required.

An incomplete application will not be reviewed and will be returned to the applicant marked “Not Approved.” There will be a charge for each additional Qualifying New Construction review if the returned application is marked “Not Approved.” It shall be the owner’s responsibility to apply for and pay all fees for permits and inspections required by the governing authorities and codes.

Please mail or email Architectural Review application forms to

The Management Trust
P.O. Bo 23099
Tigard, OR 97281-3099
arc@nwcommunity.com

McNARY ESTATES ARCHITECTURAL COMMITTEE

APPENDIX A

ARCHITECTURAL REVIEW APPLICATION PROCESS FOR QUALIFYING NEW CONSTRUCTION

New Construction that requires payment of the Plan Review Fee and a Construction Deposit

All construction that requires new poured in place concrete foundations, solid roofing, mechanical equipment (heating/cooling), and electrical work such as New Home Starts, and Additions or Exterior Alterations to existing living units.

New Construction that requires payment of the Plan Review Fee Only – No Deposit

All construction that requires new exterior walls and/or solid roofing, but not new foundations, mechanical equipment, or electrical work (i.e. Porch, Deck and Patio Covers, and Sunrooms or Solariums).

Submittal Process for Qualifying New Construction

Submit “A Complete Application” (two copies) as outlined in ARTICLE 2 in the Architectural Manual. Make separate checks in the appropriate amount for the Application Administration Fee, the Non Refundable Plan Review Fee and the Conditionally Refundable Deposit (if required), payable to McNary Homeowners Association.

Mail or deliver plans, materials lists, application forms, samples, deposits, etc. to the Community Manager at least seven days prior to the next Architectural Committee meeting. After the plans have been reviewed, the Architectural Committee will schedule the mandatory pre-construction meeting.

Submittal for Plans Review will not be reviewed until the Architectural Committee has received payment of fees and deposits. **NOTE: Fees and deposits will double if any construction is begun prior to obtaining Committee approval.**

McNARY ESTATES ARCHITECTURAL COMMITTEE

QUALIFYING NEW CONSTRUCTION

APPLICATION AND SUBMITTAL FORM

The Architectural Committee, as provided for in the CC&Rs recorded in Marion County, exists to maintain high standards for design, development and maintenance of Living Units and Lots. When an Owner wishes to construct a Living Unit or remodel an existing Living Unit, application is made to the Committee using this form. (Two copies are required.) Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Architectural Design & Review Manual and the CC&Rs.

Lot Number _____ Street _____ New Address (if known) _____

Submittal Date _____ Anticipated Start Date _____

Square footage of Lot _____ Square Feet of Living Unit _____

Property Owner(s) _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Architect/Designer _____ Business Phone _____

Contractor/Builder _____ Business Phone _____

Type of Submittal () New Construction () Including Landscaping () Alterations

Description of Proposed Work _____

McNARY ESTATES ARCHITECTURAL COMMITTEE

QUALIFYING NEW CONSTRUCTION

SUBMITTAL CHECKLIST

The following is a list of items which must be included in Submittals for review by the Committee. Applications must be submitted to the Committee 30 days prior to the anticipated start date. Please check off each item. If an item is not included, it may be necessary for the Committee to reject your entire submittal and require a re-submittal.

A. SITE PLAN (Include the following information)

- Check 1. Minimum Scale 1 inch = 8 feet.
2. Building location(s) using perimeters of buildings greatest extension, such as overhangs. Show all detached houses, garages, decks and patios.
3. Property lines – and distances to structures.
4. Tree locations – sizes, species, those to be removed.
5. Topography – existing and proposed changes with drainage improvements if any.
6. Utility service locations – TV, telephone, water valves, hydrants, gas meters.
7. Driveways, walks and parking. Indicate material/finish/color.
8. Privacy screening, fences and walls. Indicate materials/finish/color.
9. Outdoor lighting.
10. North Arrow.
11. Special setbacks or easements.
12. Construction staging and access areas.
13. Temporary structures locations.
14. Service areas and permanent outdoor furniture and accessories. (See Section 3.13, Architectural Design & Review Manual)

B. FLOOR PLAN(S)

- Check _____ 1. Minimum Scale $\frac{1}{4}$ inch = 1 foot.
- _____ 2. Exterior door and window openings.
- _____ 3. Exterior walls and partitions.
- _____ 4. Exterior stairways.
- _____ 5. Exterior lights.
- _____ 6. Decks, patios and porches.
- _____ 7. Electrical meter location (recessed base and approved enclosure required).
- _____ 8. North arrow.
- _____ 9. Trash receptacles (location, how screened and access).
- _____ 10. Type and location of heating and cooling system, location of outdoor unit.

C. ELEVATIONS

- Check _____ 1. Scale: front (street) elevation, minimum $\frac{1}{4}$ inch = 1 foot
All others, $\frac{1}{8}$ inch = 1 foot.
- _____ 2. All exterior features: doors, windows, roof, siding, trim, foundations, railings, house numbers, etc.
- _____ 3. Note all materials, finishes and colors.
- _____ 4. IMPORTANT: Show proposed finish floor line and elevation, and proposed finish grade elevation. Indicate height of roof from finish grade (maximum of 30 feet).

D. TEMPORARY STRUCTURES to be used during construction.

- a. Temporary storage, dumpster, construction shack _____

- b. Temporary toilets _____

- c. Temporary staging and materials storage areas _____

E. SITE WORK

- a. Walks and drives; material, finish and colors _____

- b. Plantings; provide landscaping plans demonstrating compliance with Minimum Landscaping Requirements _____

F. BUILDING MATERIALS

- a. Exterior siding, dimension to the weather and pattern _____

- b. Trim materials _____
- c. Brick, stone, stucco – color and pattern _____
- d. Roofing – type, material and color _____
- e. Exterior openings:
 - 1. Doors (materials, finish) _____
 - 2. Window (materials, finish) _____
(no mirrored glass)
 - 3. Skylights (materials, finish) _____
 - 4. Garage doors (materials, finish) _____
- f. Exterior: paint, stain, type-finish, color (provide color chips)
 - 1. Siding _____
 - 2. Trim _____
 - 3. Garage Doors _____
 - 4. Swing Doors _____
 - 5. Exterior light fixtures (vendor description, name) _____

 - 6. Heating/Cooling system (include type and location if using solar panels or other exterior equipment)

McNARY ESTATES ARCHITECTURAL COMMITTEE

QUALIFYING NEW CONSTRUCTION

CONSTRUCTION AGREEMENT

As a McNary Estates property owner and/or prospective homeowner, I/We have read the current Architectural Design & Review Manual and the application forms and fully understand the requirements contained therein.

I/We understand that any external changes to the approved plans must be submitted to and approved by the Architectural Committee prior to implementing the change.

I/We understand that by signing this agreement, specific permission is granted to the Architectural Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I/We understand that We may not disturb the surface of the Common Property or Golf Course during construction, or use any portion of same for storage or other activities relating to construction without the written permission of the Homeowners Association and the Golf Course owners.

I/We understand that if mud or debris is allowed to accumulate on the street, adjoining Lots, Common Property or Golf Course as a result of the construction, I/We must remove it on demand of the Homeowners Association. We further understand that if it is not removed promptly, the Association may have it removed and the cost thereof charged to Me/Us as Owners, and the Association may place a lien on My/Our property if said costs are not paid promptly.

I/We understand that to enforce its standards, the Association may seek injunctions from a court of law and pursue other legal remedies.

Lot number_____

SIGNATURES

(all Owners' signatures required)

Owner_____ Date_____

Owner_____ Date_____

Owner_____ Date_____

REPRESENTATIVE OF PROPERTY OWNER

I certify that I am a duly authorized representative of the above named property Owner and have the power to act in his/her/their behalf. In addition, I have made the Owner(s) aware of all the above stated requirements.

Signature_____ Date_____

McNARY ESTATES ARCHITECTURAL COMMITTEE

QUALIFYING NEW CONSTRUCTION

NON-REFUNDABLE PLAN REVIEW FEE

Detach this page and enclose with appropriate fee(s) Make check payable to McNary Estates Architectural Committee. Mail to: The Management Trust – Northwest, P.O. Box 23099, Tigard, OR 97281-3099.

Owners Name (print) _____ Phone _____

Current Address _____ City _____ State _____ Zip _____

New Address (if known) _____ Lot # _____

Brief description of proposed work _____

Contractor/Builder Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

<u>Type of Submittal</u>	<u>Plan Review Fee</u>
() New Home Start.....	\$500.00
() Major Home Addition, Exterior Alteration.....	\$250.00
() Add On – Porch, Deck or Patio Cover, Sunroom, Solarium.....	\$100.00
() Additional Review..... (When submittal returned “Not Approved”)	\$50.00

FOR COMMITTEE USE ONLY	
Fee \$ _____	Rcvd. _____
Fee \$ _____	Rcvd. _____
Fee \$ _____	Rcvd. _____
Fee \$ _____	Rcvd. _____

I/We, the undersigned, understand and agree to all provisions and requirements of the Covenants, Conditions and Restrictions of McNary Estates, with emphasis applied to Article IV, Architectural Control. I/We, the undersigned, understand and agree to comply with all provisions and requirements of the Architectural Manual.

SIGNATURES

Owner(s) _____ Date _____

Owners Representative _____ Date _____

McNARY ESTATES ARCHITECTURAL COMMITTEE

QUALIFYING NEW CONSTRUCTION

CONDITIONALLY REFUNDABLE DEPOSIT

Detach this page and enclose a separate check for Conditionally Refundable Deposit. Make check payable to McNary Estates Architectural Committee. Mail to: The Management Trust – Northwest, P.O. Box 23099, Tigard, OR 97281-3099.

Lot # _____ Street Address (if known) _____

Owner(s) _____ Address _____ Phone _____

Builder _____ Address _____ Phone _____

<u>Type of Submittal</u>	<u>Deposit</u>
() New Home Start.....	\$500.00
() Major Home Addition, Exterior Alteration.....	\$250.00

FOR COMMITTEE USE ONLY	
Deposit \$ _____	Rcvd. _____
Deposit \$ _____	Rcvd. _____

Enclosed is a check in the amount of \$ _____ for the above (checked) required conditionally refundable deposit.

When all construction including landscaping has been completed, the Owner/Builder shall request a final inspection by the Architectural Committee. If no forfeiture has been imposed due to violations (see Conditions of Forfeiture, page 30), and the Final Inspection is approved, the full deposit amount will be refunded to the deposit payer within 15 days of Final Inspection.

I/We, the undersigned, understand and agree to construct the proposed project in accordance with the approved plans and the designated time limit, and that any deviation from the approved plans or time limits must be approved by the Architectural Committee in writing prior to implementation. I/We understand and agree to keep the construction site and streets clean, and in a neat and orderly condition at all times during the construction process, and that all adjacent lots used during construction will be left in a clean and neat condition after construction is completed. **I/We, the undersigned, further agree that if any of the aforementioned terms and conditions are not fully complied with, the entire deposit amount may be forfeited.**

SIGNATURES OF THE OWNER AND BUILDER (required)

Owner(s) _____ Date _____

Builder _____ Date _____

RECEIPTS

Your canceled check(s) will be your receipt. If you wish separate written receipts for Fees or Deposits, please enclose a self addressed stamped envelope.

McNARY ESTATES ARCHITECTURAL COMMITTEE

APPENDIX B

ARCHITECTURAL REVIEW APPLICATION PROCESS FOR EXTERIOR CHANGES AND IMPROVEMENTS

Use the instructions and form on the next two pages for Exterior Changes and Improvements.

Exterior Changes and Improvements include fences and walls; alteration of porches, decks and patios; gazebos; retractable awnings, sunscreens; replacement of faulty siding; repainting existing structures a different color; all items listed under section 3.13 Service Areas; satellite dishes; new mailboxes; golf ball screens; and alterations or improvements to existing landscaping including plantings, ponds/fountains, statuary, and irrigation systems.

Mail or deliver the forms, samples, and Application Administration fee to the Community Manager at least seven days prior to the next Architectural Committee meeting. Large samples can be delivered in person to any Architectural Committee member.



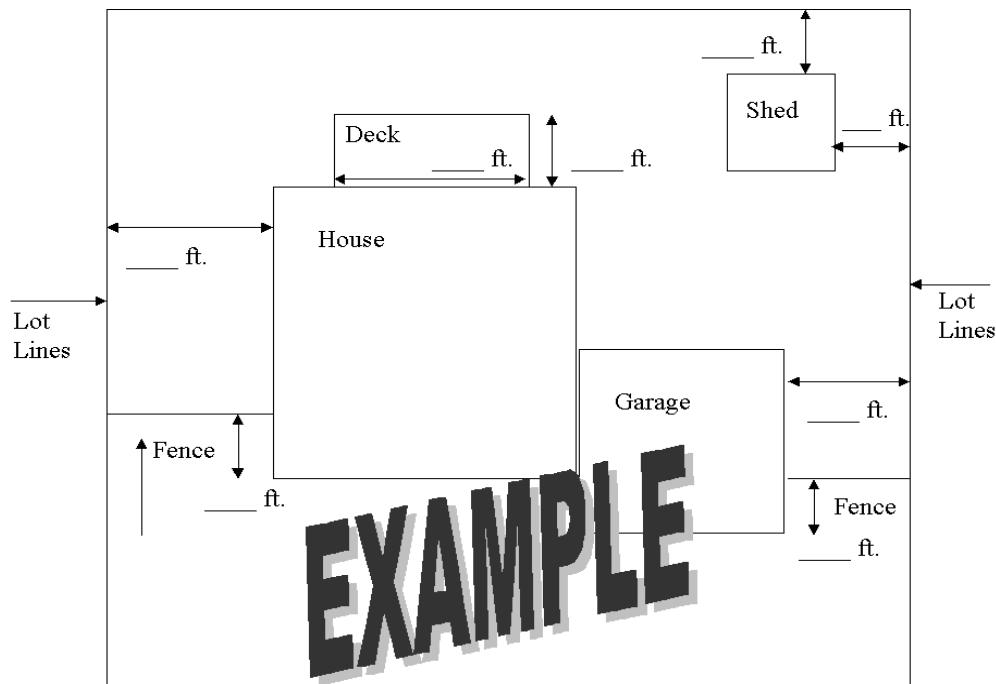
Architectural Review Application Form

Dear Homeowner,

Some necessary regulations have been incorporated into the Association's Covenants, Conditions, and Restrictions (CC&R's) to protect the harmony and tranquility of the community. In addition, these rules help maintain the curb appeal, which helps to enha

As a reminder to new members, the Architectural Review Committee (ARC) must approve any exterior improvements (including back yard renovations and satellite dishes), prior to commencement of work. Additional forms are available at www.managementtrust.com/

- Application:** Please complete the attached application
- Description of the project(s):** This will need to include a complete description of the materials to be used and the finished dimensions. Also include a color description and sample if your project includes painting/staining.
- Site Plan (see example below):** This will need to include but is not limited to, location of project(s), dimensions, distances in conjunction with other items on the Lot, and setbacks from the Lot line.
- Submit:** You can mail, fax, or email the completed application along with any additional items. If being sent by way of email, the available programs are Microsoft Word, Works, Publisher, Corel Word Perfect, and Adobe Acrobat.



CONNECTING PEOPLE TO THE PROMISE

17700 SW Upper Boones Ferry Road, Suite 120, Portland, Oregon 97224
MAIL: P.O. Box 23099, Tigard, Oregon 97281-3099
PH: 877-852-8100 FAX: 503.670.0775
managementtrust.com/nw

Community: 925 McNary Estates Homeowners Association, Inc.

TO AVOID DELAY, PLEASE BE SURE TO ENTER YOUR COMMUNITY NAME IN THE SPACE GIVEN ABOVE

Architectural Review Application Form

c/o The Management Trust - Northwest
P.O. Box 23099 Tigard, OR 97281-3099

TOLL FREE PHONE: 877-852-8100 FAX: (503) 670-0775 E-MAIL: info@managementtrust.com

Date Submitted _____

Applicant Name _____

Address _____

Lot # _____ Phase _____

Day Phone _____ Fax _____ E-Mail Address _____

Modification Type Landscape Construction Other: _____

Expected Completion Date _____

Additional Information _____

Please include along with this application, a simple foot print drawing of where the work will be located on your lot in relation to your lot lines and home. If you plan to build any structures, please LIST THE TYPES OF MATERIALS you plan to use, as well

Note that all construction and installation of any improvements shall comply with local, state, and federal building and land use regulations. Compliance with these regulations is the responsibility of the homeowner. This review and approval is not a re

Building, electrical, or plumbing permits may be required. The determination of the necessity of any permits is the responsibility of the homeowner. Obtaining any necessary permits is the responsibility of the homeowner.

Changes to the proposed plan necessitated by permits or compliance with local, state, or federal building or land use laws are subject to additional review by the Architectural Review Committee (ARC).

Please submit this application to the Management Company 30 days prior to beginning your project. The ARC will do all it can to have your application reviewed in a timely manner so as not to impede the timely completion of your project.

Homeowner -- do not write below this line.

Architectural Review Decision

Approved

Approved w/conditions

Disapproved

Comments or Conditions to Approval:

SIGNATURE: _____

DATE: _____

McNARY ESTATES ARCHITECTURAL COMMITTEE

APPENDIX C

SCHEDULE OF FEES AND DEPOSITS

NON REFUNDABLE PLANS REVIEW FEES

ALL APPLICATIONS Application Administration Fee.....	\$40.00
New Home Starts (including landscaping).....	\$500.00
Major Home Additions or Exterior Alterations	\$250.00
(Any structure requiring new foundations, mechanical or electrical work)	
Porch, Deck and Patio Covers, including Sunrooms & Solariums.....	\$100.00
(Not requiring new foundations, mechanical or electrical work)	

CONDITIONALLY REFUNDABLE DEPOSITS

All New Home Starts.....	\$500.00
Major Home Additions or Exterior Alterations.....	\$250.00
(Any structure requiring new foundations, mechanical or electrical work)	

CONDITIONS OF FORFEITURE

Of Conditionally Refundable Deposit

All or a portion of the Conditionally Refundable Deposit may be declared forfeited by the Architectural Committee upon a finding by a majority of the Committee, that the Owner and/or Builder has materially violated the terms and provisions of the Owner and Builder covenant signed at the time the deposit was made. Such violations shall include unauthorized changes (from the “Approved” Construction Documents) during construction, including landscaping. When violations are noted during construction, the Committee will notify the Owner and Builder verbally and in writing of the specific violation and the remedy required. The violation must be remedied with five days of written notification or risk forfeiture. Should the violation be significant, “that which would cause irreversible damage to adjacent properties or be detrimental to the health, safety, and welfare of the community,” the Committee may, in addition to declaring forfeiture, issue a “Stop Work Order.”

For violations noted during Final Inspection, the Owner (and Contractor if applicable) shall have 30 days to complete or remedy the violation without forfeiture.

The Owner may seek appeal and review of a forfeiture decision of the Architectural Committee only as provided in and limited by Section 2.04 of the Architectural Manual. Otherwise, the decision of the Architectural Committee shall be final.