

**Coast Village Property Owners Corporation
Architectural Review Committee (ARC)
Policies and Procedures**

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Policies and Procedures

These Policies and Procedures are applicable to all Coast Village Property owners, residents, guests and visitors. All previous editions of Architectural Review Committee (ARC) Policies and Procedures are hereby amended. Changes to the Policies and Procedures made in this amendment supersede all previous ARC Policies and Procedures.

This amendment amends only the ARC Policies and Procedures. They in no way amend or supersede any portion, or portions of the Declaration of Covenants, Conditions and Restrictions (CC&R's).

The ARC will review and recommend to the CVPOC Board of Directors changes to their Policies and Procedures as necessary. The ARC Policies and Procedures, any augmentations or amendments can only be approved or repealed by the CVPOC Board of Directors.

Purpose

The purpose of the ARC Policies and Procedures is to provide the lot owner(s) with minimum rules, procedures, and architectural standards to enable them to achieve their desired level of individual lot improvements, while maintaining the quality development originally planned for Coast Village.

The Committee

The Architectural Review Committee was established as a permanent committee via the declaration. **CVPOC Bylaws § 7.4**

The ARC shall act as a review, inspection, and approval body to foster an environment that preserves and enhances the character and quality of Coast Village. **CVPOC Bylaws § 7.4.a**

The ARC shall keep written minutes of their proceedings. **CVPOC Bylaws §7.5**

Instance of non-compliance shall be presented to the Board of Directors for action on Form ARC-R1 (ARC Review of Conditions)

Definitions

Dwelling Unit: Is any structure which contains sleeping, and/or cooking, and/or bathing facilities, and which is occupied by an individual(s) for more than six (6) months in any twelve (12), consecutive month period. **(CVPOC CC&Rs § 1.20)**

Greenbelt: An area on the lot, of five (5) feet extending from the property line on each side and the rear of the property for "natural vegetation" to grow, to serve as a visual screen and to protect privacy between adjacent lots. **(CVPOC CC&Rs § 10.2 A)**

Natural Vegetation: Vegetation indigenous to Coast Village and the Florence City environment which is drought tolerant; those wood plant species native to this region which includes, but is not limited to: Shore Pine, Fir, Hemlock, Spruce, Cedar, Rhododendron, Wax Myrtle, Manzanita, Madrone, Kinikinic, and Salal. **(Florence City Code 4-6-2 Definitions)** Non-natural vegetation that is equal in drought tolerance *may* be allowed with ARC committee and/or CVPOC Board of Directors approval.

Recreational Vehicle: A unit with wheels, motorized or non-motorized, primarily designed as temporary living quarters for recreational, camping or travel use.

Screening or Buffering: Screening or buffering shall be a sight-obscuring evergreen, or other suitable planting at least six (6) feet high **(Florence City Code 10-12-3-2-M)**

Procedures for the Application Process

The lot owner(s) completes the ARC *Request for Approval of a Project*, ARC Form 001, (Application), which is available from the CVPOC office, 131 Rhody Loop, Florence, OR 97439; Phone 541-997-3312.

The lot owner(s) prepares a *current* plot plan of the property, which shows to scale the location and **dimensions** of all structures, sheds, ramadas, and permanent driveways and walkways in relation to the lot's property lines. The plot plan will also show proper setbacks. This plot plan is attached to the application.

The lot owner(s) will inspect greenbelt areas to insure they meet the requirements stated under Greenbelt Restrictions. No application will be approved by the ARC until the greenbelt areas meet these requirements, or the owner(s) sign a statement that the greenbelt will be replaced within 30 days of completion of the project, or the expiration date on the ARC *Construction Permit*, whichever is sooner

Unless a written property survey showing the exact location of the corner markers is on file, in the Coast Village office, the lot owner(s) will insure that the corner property markers are located and visible prior to submitting the application.

Application must be submitted along with appropriate supporting documents for approval, prior to starting work.

Applications must be submitted at least seven (7) days prior to ARC meeting to allow the committee time to examine the application request and supporting documentation.

The ARC reviews applications twice monthly, on the 2nd and 4th Thursday of the month, at 1:00pm. *(Unless this falls on a holiday)*

It is highly recommended that the lot owner/contractor be present for the ARC meeting should additional information be required.

A copy of the application and the CVPOC building permit will be available for the lot owner(s) at CVPOC office the day after the ARC meeting.

Upon approval by the ARC, owner will be issued a Coast Village Building Permit (yellow) that will be posted in an area that will be visible from the street. The purpose of this permit is to provide visual confirmation to your neighbors that you have complied with the Rules and Regulations of Coast Village.

Once ARC has issued a building permit no deviations or changes are permitted without first obtaining approval from the ARC. Approval for any change is obtained by following the same procedures as the original building permit.

A STOP WORK ORDER (red) shall be issued if: (a) any lot owner is found to be constructing without approval from the ARC or (b) any lot owner is found to be removing or cutting any vegetation in any area that is a greenbelt. Any representative of the ARC has the authority to issue a STOP WORK ORDER pursuant to violations of CVPOC governing documents.

Prior to obtaining a building permit from the City of Florence, the lot owner(s) will have had their application approved and obtained the ARC *Construction Permit*.

The lot owner(s), contractor(s), and/or agent(s) are responsible for obtaining the appropriate City of Florence permits and for complying with all applicable local, state, and Federal ordinances and regulations.

NOTE: Obtaining a City of Florence Permit does not eliminate, or supersede the lot owner(s)'s responsibility to comply with all ARC Policies and Procedures, CVPOC CC&R's, Rules and Regulations and Bylaws.

NOTE: The application to, and the review and approval by the ARC and/or the Board of Directors of any materials, whatsoever, shall in no way be deemed to be satisfaction of, or compliance with any building permit process, or any other governmental requirements, the responsibility for which shall lie solely with the respective lot owners (*CVPOC Bylaws § 7.4c*)

Procedures for ARC Review and Approval of Applications

The ARC will not review applications that are submitted within the 7 days of a scheduled ARC meeting. The ARC will hold these applications for the next meeting and inform the lot owner(s) of this action.

The ARC will review the lot owner(s) application to insure that it is completely and properly filled out. The ARC will insure that the required plot plan contains the required information, and is attached to the application.

Using the information contained in the application and the plot plan the ARC will check the following:

- Check for conformance with City of Florence setback requirements. (*See ARC Rules and Regulations*)
- Check for conformance with CVPOC height restrictions. (*See ARC Rules and Regulations*)
- Check for greenbelt preservation and drainage implications from excavation or filling (*See ARC Rules and Regulations*)
- Check to insure that lot coverage limits are not exceeded. (*See ARC Rules and Regulations*)

When feasible, the ARC will physically check the actual size of any structure being placed on a lot owner(s) property.

The ARC will physically check for the lot owner(s) survey markers (i.e., Corner Markers). Using these markers the ARC will inspect the lot's greenbelt areas. If any of the greenbelt areas are deficient the ARC will:

- Notify the lot owner(s) that any deficiencies **MUST** be corrected before a permit will be issued.
- Establish a schedule and commitment in writing with the owner for the restoration of the greenbelt prior to granting application approval.

The ARC will make all approvals conditional to the lot owner(s) satisfying all local, state and federal building codes, and CVPOC CC&R's and Rules and Regulations.

If all requirements are met, the ARC will approve the application, create a CVPOC ARC construction permit, and forward both to the CVPOC business office.

If all the requirements are *not* met, the ARC will postpone or reject the application. The ARC will note all deficiencies and forward the application to the CVPOC business office for return to the lot owner(s). Further, the ARC will attach to the application a notice that the lot owner(s) have the right to request a variance from CVPOC Board of Directors, and that it is the responsibility of the lot owner(s) to request their Sector Director submit their request for the next Board of Directors meeting agenda.

Standards of Review and Acceptability for Dwelling Units

Design Standards

Any dwelling unit must conform to the CVPOC CC&R's Article 5, Oregon Building Codes and City of Florence Zoning Regulations for single family residences (RS) and/or mobile home residential (RMH).

Manufactured homes, park models with holding tanks, trailers, fifth wheels and other forms of recreational vehicles must have RVIA and/or UL certifications attached to the units.

Age

Any new installation, including replacement of an existing dwelling unit, not having a holding tank(s) may not be older than 5 years, unless otherwise allowed by the CVPOC Board of Directors by means of appeal. *(CVPOC CC&R's § 10.2 C)*

Dwelling units that are equipped with holding tanks can not be older than 12 years, unless otherwise allowed by the CVPOC Board of Directors by means of appeal. *(CVPOC CC&R's § 10.2 C)*

Dwelling units of conventional construction must conform to all local, state and federal building codes, ordinances, rules and regulations.

Right to Inspect

The ARC reserves the **Right to Inspect** any proposed dwelling unit it feels may be a hazard to Coast Village, or its property owners, either physically or fiscally. It may do this on its own, or by requiring the lot owner to provide a home inspection done by a certified home inspector. Should the lot owner(s)/applicant(s) refuse to provide this inspection, then the application will be denied, and the lot owner(s)/applicant(s) will be notified that they may appeal this decision through the Board of Directors at their next scheduled meeting. It will be the responsibility of the lot owner(s)/applicant(s) to work with their sector director to get this appeal onto the Board of Directors agenda.