

ARCHITECTURAL GUIDELINES



for the Olivia Beach Community

Approved by the Olivia Beach Homeowners Association

Board of Directors

Version 1.0

Date: July 2020

Architectural Guideline Versions

Version Number	Summary of Changes	Date of Board Approval
V 1.0	Initial Architectural Guidelines version	July 2020

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I. PURPOSE AND POLICY

In a planned community such as Olivia Beach, the question naturally arises as to how to maintain a harmonious and aesthetically pleasing 'feel' and coastal environment as the community matures. The following guidelines attempt to provide a common ground between private interests and the broader interest of the Olivia Beach Community as a whole. As such, the Olivia Beach Architectural Guidelines are intended to serve as a foundation for a consistent set of guidelines for the planning of any exterior changes to any Home or Lot within our community. These guidelines provide a better understanding of the Covenants, Conditions and Restrictions (CC&Rs) of our community. This document does not replace or supersede the CC&Rs. The Olivia Beach CC&Rs are the legal and binding authority and take precedence over any of the following stated guidelines. For items not specifically mentioned in this document, please refer to the CC&Rs.

Article VI in the CC&Rs established an Architectural Review Committee (ARC) to be composed of 3 or more but not greater than 5 volunteer homeowners appointed by the HOA Board. The term of office for each member is one year unless lengthened by the Board. The Board may appoint an architectural firm to serve as the ARC as well as appoint one or more members who are not homeowners but who have special expertise in ARC related matters. Article VI requires the ARC's prior written approval for any exterior change, addition or alteration to any Lot or Home. Such changes include (but are not limited to) any building, fence, wall, structure, color change, or landscape design that may be added or altered. It further requires that the plans, specifications and location showing the nature, kind, shape, height, finish(es), colors, and/or materials be approved in writing and be harmonious with external design and location in relation to surrounding structures, topography and general plan of development for the community.

II. ARCHITECTURAL REVIEW PROCESS SUMMARY

The architectural review process is administered through a management company on behalf of the HOA. Property owners with questions or needing help with applying for architectural changes or the review process should contact the management company. **The HOA's management company is The Management Trust which may be contacted at:**

Email: info@managementtrust.com

Mail: Management Trust – Northwest

P.O. Box 23099, Tigard, Oregon 97281-3099

Phone: 503-670-8111

Owners are responsible for any and all needed maintenance or repairs to any existing structures or landscaping on their Lot. ***No ARC request form is needed to effect minor maintenance, repairs and restoration to the original condition.*** If you are unsure or have questions about when to complete an ARC request form, please contact the HOA's management company for guidance.

The ARC is charged with conducting the review of all applications for exterior changes, making site inspections of requested modifications (before and after if required), offering recommendations or changes to the Board of Directors with regard to the Architectural Guidelines, and rendering a decision to the applicant in writing in a timely manner. Per the CC&Rs, the Committee is allowed up to 30 days to act on a request; however, most requests should be processed within 15 days of receipt. As fellow residents, the Committee understands the need to review and process applications in an efficient and consistent manner. Homeowners are encouraged to plan for a 30-day review process and should not commit to labor or materials until they have received written approval.

Your cooperation with and adherence to these guidelines is appreciated. It is imperative that each homeowner plan in advance to allow for the ARC to evaluate each request based on this timeline. The ARC will hold meetings as needed to review requests. The ARC will communicate its decision and explanation via email or letter.

Each ARC request will be reviewed and approved on its individual merits. Previous approval of a similar request does not guarantee future approvals on current or additional properties. The ARC will notify the homeowner of the approval or denial of the request. The ARC will also provide completed and approved or rejected requests to the HOA Board for permanent filing.

An exterior change made without the required approval of the ARC, or the Board on an appeal, constitutes a violation of the protective Covenants and may be subject to correction or fines.

This document, the association management company used by the HOA to administer the HOA, and the CC&Rs themselves may be modified from time to time. It is the responsibility of the owner to ensure that they are relying on the most current version of this document which has been dated and versioned for convenience.

III. REVIEW CRITERIA

The intent of the ARC and these Architectural Guidelines is to continue to build our unique Oregon coast community that will allow freedom for individual tastes, while maintaining the overall aesthetic and harmony of a vibrant, engaged, supportive and welcoming coastal neighborhood. Each ARC request will be evaluated on its individual merits.

In general, the ARC's decisions are based on the following standards as guidelines:

- **Aesthetic Considerations:** The color, form, shape, style, scale, size, and material, will be included in consideration.
- **Validity of Concept:** The basic idea of the exterior change must be sound and appropriate to its surroundings.
- **Landscaping and Environment:** The exterior change must not adversely impact the natural landscape or any man-made environment.
- **Relationship of Structures and Adjoining Property:** The proposed change must relate harmoniously to its surroundings and to other existing homes and terrain that are visually related to the change.
- **Protection of Neighbors:** The interests of neighboring homeowners must be protected by making reasonable provisions for such matters as water drainage, sound and sight buffers, privacy, preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property.

- **Design Compatibility:** The proposed change must be compatible with the design characteristics of the home and the general community setting. Compatibility is defined as harmony in design, style, scale, materials, finish(es), color and construction details.
 - **Scale:** The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and its surroundings.
 - **Materials:** Continuity is established by use of the same or compatible materials as used in the home.
 - **Color:** Must be consistent with the community's color scheme, and different from the neighboring house colors.

- **Workmanship:** The quality of work must be equal to or better than that of the existing structures.

- **Project Completion / Timing:** An approved property change may be installed either by the owner or by a contractor. In the unlikely event that a project significantly exceeds the stated design, scope, or time period, the homeowner should communicate in writing by either email or USPS to the ARC regarding these changes and provide additional information. Projects that remain uncompleted for a long period of time, are visually objectionable, or can be a nuisance and safety hazard for fellow homeowners and the community, may be subject to HOA Board action. All ARC requests should contain a proposed maximum time period from start to completion of the project. If the proposed time period is considered unreasonable, the ARC may not approve the request or recommend the project be broken up into phases. When the work is complete, the homeowner should notify the ARC. A follow-up inspection may be performed.

IV. APPLICATION, REVIEW, APPEAL, and CORRECTION PROCEDURES

Objectives

The ARC, in examining each request form for approval, considers whether or not the exterior change is in compliance with the CC&Rs for Olivia Beach and the Architectural Review Guidelines as outlined in this document.

The main objective of the Committee and these guidelines is to preserve and enhance property values in the coastal community and to maintain a harmonious relationship among all homes and structures, vegetation, topography and the overall design of the community.

ARC Application Procedure (How to submit an ARC request)

As stated in the CC&Rs (amended and restated 2020) the following procedures shall be utilized:

1. Complete the ARC request form. A blank copy is available on the Olivia Beach Homeowners portal located at <https://weblink.managementtrust.com/login.aspx>. For assistance in completing the form, please contact the HOA's management company. Make certain to attach all required exhibits. A sample form can be found in ATTACHMENT 1: SAMPLE ARC FORM of this document.

- Include full details of the proposed change. If the change is structural, fencing, or grading, submit a sketch or plan and outline specifications. Be sure to include such information as type of material, size, height, color, location, etc. The inclusion of color samples (e.g., paint chips) and relevant photographs/pictures are encouraged whenever possible to help ARC members understand your vision.
- Provide a sketch of the location of the improvement as it relates to your Home and Lot.
- Notification of your adjacent neighbors is required if the change will impact your neighbor in any way. Attaching an email from your neighbor acknowledging and accepting the proposed project is important. No ARC request will be considered complete until there is evidence that any neighbor who may be affected has been made aware of the proposed change.

- No changes to any Home or Lot will be accepted for consideration if not submitted on an official ARC request form and accompanied by appropriate exhibits.
- Email, mail or hand-deliver the completed request form to the HOA's management company for tracking and distribution to the ARC.
- Incomplete forms will require the homeowner to submit additional information before they are accepted and reviewed.
 - It is the responsibility of the homeowners to ensure the ARC request form is received by the HOA's management company. The HOA management company's contact information is located on the Olivia Beach HOA Portal. If the homeowner does not receive a confirmation via email, please do not assume your application has been received.
 - If the ARC has any questions, or needs clarification, the questions will be sent to you via email.
 - When the final result has been determined, you will receive your official letter via e-mail.

Review Procedures

During the ARC's consideration process, ARC member(s) may wish to view the site and talk to the homeowner or neighbors regarding the proposed change. Neighbors do not have "veto" authority but may submit any concerns or objections in writing to the HOA Board or ARC for consideration. The ARC may inspect work in progress and request (either orally or in writing) that the homeowner correct any noncompliance.

The ARC will vote on all requests, rendering one of three possible decisions: Approved, Approved with Conditions, or Denied.

If the application is "Approved with conditions" or "Denied", the ARC will provide in writing the reason(s) why the project was not approved as submitted. Requests that are "Approved with

Conditions" may proceed only if the noted conditions are completed and addressed. All submitted applications and decision are to be retained and archived by the HOA Board via the HOA's management company.

Appeal Procedure

If a homeowner disagrees with the decision of the ARC, the following appeal process is to be used:

- A written appeal by the homeowner to the HOA Board should be sent within ten days after receipt of a notice of denial.
- A final decision shall be made by the Board within 15 days after receipt of the appeal by the homeowner. A majority decision of the Board is required to reverse an ARC decision. The determination by the Board shall be final.

Correction Procedure

Reports: The Committee may inspect projects in process and/or the community in general to identify violations although they are not required to do so. All Olivia Beach homeowners have the right to bring to the attention of the ARC or HOA Board any apparent violation of any provision of these guidelines or the CC&Rs. When the ARC or HOA Board receives a violation report, the violation will be verified and, if necessary, the homeowner and the Board will work together towards a resolution.

Noncompliance: Should a homeowner fail to follow through on the agreed resolution, the homeowner may be requested to attend a Hearing with the HOA Board in order to determine the final resolution. Due process hearings may result in fines and/or the HOA Board may take action on the homeowner's behalf, for which the homeowner would be financially responsible.

In the unlikely event a homeowner chooses, after sufficient warning, to ignore the Guidelines or CC&Rs and refuses to pay any associated fines, legal action may be undertaken. These very serious steps will be entered into only in the most extreme cases.

V. DESIGN AND CONSTRUCTION GUIDELINES

This section of the guidelines provides specific guidance regarding particular design situations that have been or may be encountered in Olivia Beach. These guidelines are not meant to be exhaustive or all-inclusive. They represent generally acceptable methods for achieving the required objectives and standards necessary for project approval. For items not specifically referenced, please refer to the CC&Rs - Article IV.

Routine Maintenance and Repairs

Homeowners no longer need to complete an ARC request form for routine maintenance and repairs as long as the Home or Lot complies with guidelines as outlined herein. If a homeowner is uncertain as to whether an ARC request form is necessary, an email to the ARC committee via the HOA's management company is suggested.

- Examples of when an ARC request form is needed, and when it is not, are outlined in the table below. This table is to show examples only and should not be considered inclusive in any way.

	ARC Request Form Not Needed	ARC Request Form Needed
Decking	Replacement of several dry rotted deck boards	Complete replacement of deck due to dry rot
Exterior Painting	Touch up railing of porch with exact color paint previously used on home	Repaint all trim on exterior of home with color of paint previously used or with new color
Landscaping	Replenish paths or driveway with oyster shells	Replenish paths with new material such as pebbles or gravel

Animals, Habitats and Structures

Dog pens and dog runs are not permitted. Dog houses are discouraged and will be considered for approval on a case-by-case basis.

Antennas and Satellite Dishes

Homeowners need to place any antennas or satellite receiver at the rear of the home so as not to be seen from the street. If reception is not available when the dish is placed out of view from

the street, the homeowner should contact the ARC and propose an acceptable location and screening to soften the visual impact. (CC&R Article 4.17)

Barbecue Grills

Barbecue grills may be used and stored in side and back yards, porches and decks. They may be used on a front porch or deck; however, they should not be permanently stored there. Homeowners should utilize fire precautions when barbecue grills are utilized on the deck or porch of their home.

Basketball Goals

Basketball goals shall not be mounted on any home or garage within Olivia Beach. Portable goals are allowed on driveways as long as they are removed from sight at the end of every day. Portable goals may not be placed on any street within Olivia Beach.

Decks and Patios

Except for minor repairs, new construction and major repairs of all decks and patios require the prior approval of the ARC. The proposed structure should be consistent with the size of the home and yard and must not be unduly out of proportion with the rest of your home.

All first level decks should be constructed of cedar in order to maintain the harmony and aesthetics of the community. Second and third story decks can be made of other material including man-made material. A neutral color scheme for second and third story decks is preferred.

Railings that add to the unique character of each home should be maintained as originally designed (cedar, pressure treated wood, glass or wire). If a homeowner wishes to change the design or material of a railing, an ARC request form is needed.

Exterior Painting

Except for routine touch-up painting, all exterior painting projects require approval from the ARC. On the application, explain (in detail) for each paint color: the manufacturer, the sheen and the location where the color will be applied. Paint swatches (paint chips) must be included.

The ARC reserves the right to further designate an official color palette and color scheme for the community. Primary and trim colors should be consistent with the community and homeowners may not repeat color schemes of adjacent homes.

If you are repainting your home in the exact same colors as it was originally painted, the ARC request is simply a formality. As painting the exterior of a home is an expensive project, the ARC wishes to assist the homeowner in ascertaining the correct colors to avoid any unnecessary expense if the colors do not match. The ACE Hardware store located on the south end of Lincoln City at 4910 SW Highway 101 maintains a database of exterior paint colors used in Olivia Beach. Homeowners who wish to access the database for their home can request assistance from ACE by providing the lot number of the home. In the event that you wish to change the color(s) of the exterior of your home, the database at ACE Hardware may also be helpful as it will show what colors were previously approved by the ARC.

All paint colors currently used on homes are available for use by any homeowner. The ARC will approve all colors that are currently in use within the community, however keep in mind the ARC takes into consideration several factors when exterior paint colors are changed. For example, the ARC will not approve two blue houses next door to each other. The ARC will also not approve trim colors that are greater than two in number.

Fences/Retaining Walls/Hardscape Borders

The cedar picket fencing and open trellises found throughout the community are a major contributor to the harmony and aesthetics of Olivia Beach. Except for routine repairs to a homeowner's fence, trellis or gate, any type of fencing must be approved by the ARC. Cedar is the material of choice although pressure treated posts may be used. The covering of the pressure treated posts with cedar is encouraged. Metal, chain link and vinyl fencing are not permitted. Additionally:

- Homeowners who share a fence with a neighbor have equal responsibility to maintain the fence. The cost for repairs and/or replacement should be equally divided between the homeowners unless other arrangements have been agreed upon by the two homeowners.

- All fences, screens and similar structures shall not obstruct any Lot's view. Maximum height of the fence is 6'-0".
- The bottom of the fencing should touch the ground or be very close to the ground. Hanging fences are not permitted on any Lot.
- Shrubbery planted in a row which creates a natural fencing or barrier between properties requires architectural approval. The two homeowners will be responsible for the maintenance and encroachment of the live shrubbery.
- Retaining walls, hardscape borders, and patios require approval of the ARC.
- Exceptions to height and/or fencing material requirements may be submitted to the ARC which may grant a variance from these guidelines, in its sole discretion. Fences must be maintained regularly and replaced as necessary.

Fire Pits or Portable Fireplaces

Homeowners may have personal fire pits and portable fireplaces. New fire pits must be approved by the ARC. Fire precautions should be used. City or state ordinances regarding seasonal fire bans must be followed.

Flagpoles and Exterior Lighting

Flags, not to exceed approximately 3' x 5', are allowed only when flown from holders attached to the front of the house. Free standing flagpoles will no longer be approved for use anywhere within the community. Lawn flags are allowed but may not be excessive in number, and must be appropriate to their surroundings. Under no circumstances are flags with obscene or inappropriate wording or images allowed. Flags displayed must be maintained and worn flags should be disposed of properly.

Exterior lighting must be attractive in appearance, be maintained in working order and not create a nuisance by shining directly into a neighbor's window. Replacement of weathered or broken exterior lights with similar fixtures do not require ARC approval. High quality plastic fixtures are allowed.

Garage Doors

An ARC request form is required for the replacement of any garage door. Homeowners are discouraged from having doors open for long periods of time for safety and aesthetic considerations.

Garbage Corral and Design

The containment of trash is an important responsibility for all homeowners for both themselves and our community. By responsibly managing and controlling garbage containers and the trash they are designed to contain, homeowners assist in maintaining the aesthetics of the community and the property values for all homeowners. Uncontained trash also attracts pests to the neighborhood and presents a health and safety issue. The ARC finds it is in the best interest of all homeowners to present the following recommended guidelines and designs.

The Olivia Beach CC&Rs (Rubbish and Trash 4.14) require and assure every homeowner that all other homeowners will keep all trash, yard waste, recycling and other debris out of view. To achieve this, the ARC offers the following recommended guidelines to the Board:

1. Garbage containers should not be visible from adjoining streets, alleys and sidewalks. The exception to this is on the evening before and the day on which they are made available for collection or disposal.
2. When garbage containers are exposed and made available for collection, they must be secured from the coastal wind gusts that can surge to storm levels and scatter garbage.
3. When garbage containers are not made available for collection, they should be kept either in a garage or garbage corral.
4. A utility corral may be used for garbage containment by the homeowner provided the corral is located on the homeowner's property and the homeowner has agreed to maintain the corral at the homeowner's expense.
5. Shared utility corrals may be used by both neighbors provided it is located on both properties and a mutual agreement is in place to repair and maintain the corral at both homeowners' expense.

Currently there are several types of garbage corrals in use throughout the Olivia Beach community: owner dedicated corrals and utility corrals. ARC members inspected and found that many of the utility corrals that contain garbage containers are in disrepair due to age and rough

handling and recommends they be repaired. In doing so, ARC recommends the following garbage corral design styles.

Garbage Corral Design Styles:

Cedar Picket Designs:

This is the most common utility/garbage corral in the community (Commonly seen in Phase I and II). Many of these corrals currently have two gates which swing open to park garbage containers. Homeowners who choose to continue to use utility corrals must repair and maintain the corrals.

The ARC recommends two Cedar Picket design styles: Grandfathered or Out of Sight.

Regardless of which design is chosen, we recommend the homeowner who desires to utilize the utility corral to store their garbage container must agree to maintain the corral in good working condition.

- A. Grandfathered: A homeowner may choose to restore their corral to the exact specifications of the original corral as the current structure has been grandfathered in for ongoing use. Original corrals were built with stainless steel nails and/or screws.
- B. Out of Sight: A new corral may be installed using cedar pickets that are a minimum of four (4) feet tall so the top of the garbage container is not visible. They can be made with either cedar or pressure treated posts for longevity. We recommend stainless screws. We recommend an optional 30 to 45-degree angle be cut at the top of the posts, to discourage rain retention and rot.

Horizontal or Vertical Cedar Board Designs:

This newer type of corral was introduced in the upper sections of Phase II, Phase III and the Highlands. This corral can have three (3) or 4 (sides). Three sided corrals allow for easy access and need less repair. Pressure treated posts hidden by cedar boards, with one (1) inch gaps between boards are optimal. Boards may be of varying widths to allow for a difference in visual design or to match fencing used elsewhere on the property. Screws should be used to secure the boards versus nails in the event the utility company needs additional space to access and

repair their utility box. Regular and Galvanized screws will rust from the ocean air. Stainless Steel screws are required; they will not stain the wood with rust streaks and will last longer.

Some homes within Olivia Beach do not have utility corrals and have very limited space for the placement of a trash corral. A small blind or fence on the side of the house may be constructed using pre-treated posts and cedar boards. This structure may be two sided if the exterior side of the home will serve as the third side.

For a small fee, the local sanitation company, North Lincoln Sanitary, will retrieve garbage cans that are on the property and hidden behind fences or blinds. However, the company does not allow its employees to climb steps or go under porches to retrieve containers, so designs need to consider this.

As homeowner's old trash and utility corrals, blinds and fences are replaced, new structure designs require an ARC request to review the changes for approval. Once approved, the homeowner may make repairs to the structure without submitting an ARC request.

When reviewing a homeowner's request, the ARC will consider the following in regard to a new trash corral or replacement/repair of a utility corral:

- Does the design follow the design styles described above?
- Is the placement and visibility on property compatible with the above guidelines?
- Does the size of the corral match the size of the home? Does it adequately cover the containers?
- What construction material is proposed?

Grading

Major changes to the topography of your lot, including but not limited to: lot clearing, tree removal, addition or removal of fill, etc. require approval prior to being started. Neither the Board nor the ARC accepts any liability for any damage caused by such grading action, whether approved by the ARC or not.

Holiday Decorations

Consideration of neighbors should be exercised when decorating for any occasion. All holiday lighting should be considered temporary and may not be installed prior to (45) forty-five days before the holiday and must be removed within 14 days after the holiday. Decorations with sound must be turned off at night and must not be so loud as to disturb neighbors.

Landscaping

Committee approval is not required for most plantings or biodegradable landscaping treatments (for example: mulch, oyster shells and bark dust) as long as the existing landscape scheme is maintained. In the case of mulch and bark dust, only natural colors are permitted (i.e. brown or black dyed mulch is OK, but bright red is not). If in doubt, please submit an application for review by the ARC.

- Significant changes to the existing landscape scheme require ARC approval.
- Mulch, bark dust and oyster shells are the ground cover of choice within the community. The use of river rock, white rock, gravel or wood chips is not permitted.
- The CC&Rs Article 4.4 offer specific detail with regard to landscaping and trees.
- Homeowners are responsible for the maintenance of their yard. There are currently several excellent landscaping contractors and gardeners who service homes in our community, For a referral, please contact the HOA's management company. Homeowners should plan to weed and trim their yard on a regular basis, particularly during the spring and summer growing seasons.
- Lawn Art or Water Features Permanent (or semi-permanent – “lasting longer than 30 days”) yard features must be submitted to the ARC for approval.

Noise

Out of consideration of your neighbors, please do not allow any construction project that produces noise to commence prior to 7:00 a.m. or after 9:00 p.m. (City of Lincoln City quiet hours).

Play Equipment

All stationary play equipment (i.e. swing sets, play structures, playhouses, sandboxes, trampolines, etc.) must be submitted to the ARC for approval.

Rain Barrels

Rain barrels require ARC approval.

Roof

Emergency or minor repairs of a roof do not require ARC approval. When a total replacement of the roof is required, ARC approval is needed. Asphalt shingles are the material of choice. Color of shingles should blend with the exterior color of the home. Metal roofs may be used as an architectural detail only.

Shared Carriage Houses

Shared carriage houses need to appear as one house. To achieve this, owners who share a carriage house are required to work together to maintain the look as though it is one small house.

- Owners who share a carriage house have equal responsibility to maintain the carriage house. A Board approved Party Wall and Maintenance Agreement is available on the Olivia Beach Home Owner Association portal.
- Both halves of the carriage house are to be painted at the same time and with the same color.
- If replacing the roof on a carriage house, both halves of a carriage house are to be replaced at the same time and the normal ARC review process is followed.
- Exterior lighting needs to match on both halves of a carriage house.

Sheds/Storage Buildings/Enclosed Structures

Sheds and storage enclosures must be repaired and painted by the homeowner on a regular basis. Any new structure being built on a homeowner's Lot must have ARC approval.

Siding

All exterior siding shall be constructed, repaired or replaced with material which preserves the overall aesthetics and harmony of Olivia Beach. Cedar shingles, board and batten, cedar

beveled lap siding, or smooth cement board siding either painted, stained or with respect to cedar, left natural, may be used. Minor repairs to the siding of a home may be done without ARC approval as long as the home is restored to its original exterior finish. If a homeowner wishes to change or replace the exterior siding of the home, ARC approval is needed. The ARC shall take into consideration the quality of the material as well as whether the proposed replacement siding will be complementary to neighboring homes.

Signs

Except as may be required by legal proceedings or noted below by exception, no sign shall be erected or maintained on any property without prior approval by the Board. The Approved exceptions:

1. Each home that is used as a Vacation Rental must be licensed by the city of Lincoln City and display in a front-facing window the name and local contact information for the home. Neighbors and police should have immediate access to this information in the event assistance is needed.
2. A single real estate or management property sign of not more than six square feet may be placed in a front-facing window. Artificial lighting or illumination of the sign is not permitted.
3. "Open House" signs are permitted only during the hours that the premises are open. This includes all such signs anywhere within the borders of Olivia Beach, its entrances and streets, but not located on the property of another homeowner without his or her permission.
4. A single sign with only the house name is permitted provided it is unlighted and placed near the front door.

Homeowners may request signage for their home by writing directly to the Board in care of the HOA's management company. The request should include the wording for the sign, the size of the sign and rationale for the need of the sign. Once approved, the Board will assist the homeowner in designing the sign and having it produced by a preferred vendor who has the

Olivia Beach colors and logo. The homeowner will be financially responsible for the cost of the sign and installation.

Spas and Hot Tubs

Spas and hot tubs must be maintained according to state and local health requirements. Quiet hours by homeowners and guests should be observed. Homes that currently have a hot tub and spa may replace it without an ARC approval. The installation of a new spa or hot tub must be approved by the ARC.

Street Right of Way Obstructions

Olivia Beach and the City of Lincoln City prohibit the parking of any vehicle that obstructs the ability of another vehicle to safely pass. Homeowners and their guests are encouraged to park “off street” in designated parking spaces or driveways. Any vehicle that obstructs the safe passage of any other vehicle may be towed. No placement of any obstructions in the street right-of-way is permitted. Such barriers include posts and/or chain/rope or basketball or other recreational items. Construction equipment, materials, mulch, pavers, etc. should be delivered and placed entirely within the borders of the homeowner’s property and not stored on the street during any project.

Tree Removal

Except in cases of an emergency that does not permit delay, no living tree larger than 6” in diameter at a point measured 3’ off the ground shall be removed from any Lot without ARC approval. Re-planting to replace lost trees is encouraged.

Under Porch or Deck Spaces

When visible from the street or alley, the space under porches or decks should not be considered as storage areas. Lawn mowers, trash and recycling containers, garden equipment, and any other large items should be stored in a home’s crawl space or garage. The aim is to eliminate the possibility of runaway outdoor storage that could create a visual and aesthetic eyesore for the community.

If there is no possibility to avoid storing items under a porch or deck, then suitable screening will be required. Addition and type of screening should be approved by the ARC. Examples include lattice or the use of shielding plant material.

VI. PENALTIES FOR NONCOMPLIANCE

The HOA and ARC will make its best efforts to find solutions to all proposed ideas. In addition, the HOA and ARC will enforce these rules fairly and uniformly. When compliance is not followed, HOA Board action may be necessary.



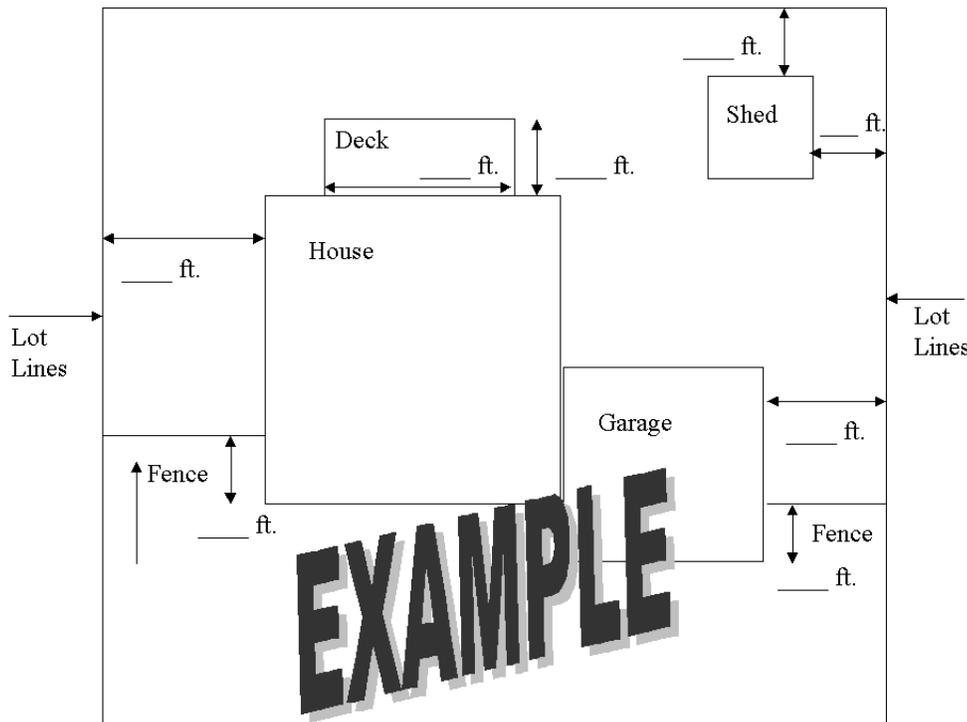
Architectural Review Application Form

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 enhance property values. As a member, it will be your obligation to comply with all of the documents for your community.

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/nw

- 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: 503.670.8111 FAX: 503.670.0775 managementtrust.com/nw

Community: **OLIVIA BEACH HOA, Lincoln City Oregon**

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

PHONE: (503) 670-8111 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: [See attached description, drawings and pictures](#)

Please include along with this application, a simple footprint 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 as the COLOR TO BE APPLIED, and SHOW THE DESIGN of the structure.

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 review, nor an approval, for compliance with any local, state, or federal building or land use regulations.

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: _____