

**JACKSON SCHOOL
HOMEOWNERS ASSOCIATION**

ARCHITECTURAL REVIEW GUIDELINES POLICY
CC&R Article V, Section 5.1 (a); Article VIII 8.1.1

1. Architectural Review Committee's Role and Responsibility

- 1.1. ARC assists the JSHOA Board of Directors** in administering their CC&R defined responsibility of keeping new construction, additions, and alterations in the neighborhood up to prevailing JSHOA standards.
- 1.2. ARC is composed of up to five (5) volunteers** from the neighborhood, including one JSHOA board member. The JSHOA Board of Directors has ultimate responsibility and authority to define ARC policy and guidelines.
- 1.3. Appeal of an ARC decision** must be made in person within 60 days of the issuance of the decision by contacting the JSHOA manager to have the appeal added to the JSHOA Board of Directors monthly meeting agenda.

2. General Architectural Review Guidelines

All improvements, additions and construction that is set in concrete, makes use of a foundation, shoring or anchoring requires ARC approval before construction.

The Board has determined that owners may make improvements to their properties, which are not set in concrete, without ARC approval. Those improvements include, but are not limited to, bird baths, wind chimes, birdhouses, yard art, landscape lighting, building mounted flag staffs and edging without board approval.

- 2.1. City of Hillsboro and / or Washington County permits.** The homeowner is responsible for obtaining all necessary building permits, and must be obtained to validate ARC approval.
- 2.2. City of Hillsboro Ordinances.** Owners must comply with all city, county or other applicable laws. ARC approval is issued separately and distinctly from city law.
- 2.3. Proposals must be submitted on the JSHOA ARC form** and include the project's purpose or goal, site plan, drawings, building material description (include vendor brochure, if applicable), anticipated start & completion dates, and other information pertinent to the nature of the proposed project. If the project is not completed in the stated time, the owner must obtain an extension from the ARC. A project whose extension is not requested or not approved is in violation of the CC&Rs and subject to CC&R enforcement.

2.3.1 A complete application is necessary for the ARC to make recommendations to the Board. If the application is incomplete, the application will be denied until such time that the information is submitted.

2.4. Proposals must conform to existing CC&Rs and strive to minimize any negative impact (visual, drainage, sunlight) upon neighboring properties.

2.5. Proposals must be discussed with (not approved by) affected neighbors prior to the submission of the application of any proposed changes. This should be indicated in the application.

2.6. Proposals for temporary structures (defined as existing for more than ten days and less than 60 days) must be submitted for ARC review.

2.7. Projects must begin and be completed within the timeframe proposed and approved by the ARC. If the project is not completed, then ARC approval is automatically withdrawn and a new proposal or request for extension must be submitted.

2.8. No changes to the originally approved construction plan are allowed until the owner resubmits a new application for consideration prior to the construction beginning. Changes to the construction are not approved until approval is obtained by the ARC.

2.9. Quality of construction and materials used must be comparable & compatible with existing property structures, prevailing construction standards, and the neighborhood overall.

3. Example Criteria and Projects Subject to Architectural Review

The following are examples of projects and their characteristics that are subject to ARC review.

3.1. New additions / extensions (patio covers / shade arbors) / outbuildings (sheds)

Proposed additions, extensions, or outbuilding must be of similar style, material, color and construction as existing property structures and visually fit the property and neighborhood. No more than one outbuilding is allowed on a lot.

3.1.1. Metal sheds are not allowed.

3.1.2. Residents will obtain the necessary permits before they start building, and after obtaining the Architectural Review approval.

- 3.1.3.** Other criteria used in evaluating proposals include the materials used, roof angles, siding design, door / window location relative to neighbors, siding / roofing color match with the existing structure, setbacks from property lines, and assuring existing lot “open space” is not reduced by more than 30%.
- 3.1.4.** For outbuildings, the maximum height approved is ten (10) feet from the existing elevation of the surrounding ground. This includes the foundation and/or footings. This is measured from the ground to the highest point of the structure.
- 3.1.5.** The intended use of the outbuilding will be included in the application with specific attention given to impact of neighbor’s livability.
- 3.1.6.** The maximum size of an outbuilding or shed allowed will be no more than 144 square feet, with a maximum length of any wall of no more than 12 feet. The building must not reduce open lot space by more than 30%.
- 3.1.7.** Portable sheds are considered a temporary structure and may be installed without ARC approval provided they meet the following criteria. Portable sheds shall not exceed 40 sq. feet in floor space, and must be moveable by two people. Portable sheds may not be visible from the street.
- 3.1.8.** An owner may elect to have one outbuilding (shed) or one temporary structure, but not one of each.

3.2. Fencing and walls

Owners must review specific city requirements on fencing before submitting proposals to the JSHOA ARC. Beyond city requirements, the following guidelines apply:

- 3.2.1.** All owner fences must be constructed of wood or vinyl except the four (4) foot black chain link fence around the natural areas perimeter with a four (4) foot wood fence facing Tract K.
- 3.2.2.** Front yard fencing (forward of the leading edge of the house), either along property lines between lots or across the front yard, should not exceed three (3) feet in height measured on the outward facing side.
- 3.2.3.** Fences or walls must be set back a minimum of two (2) feet from sidewalks.
- 3.2.4.** Concrete or rock retaining walls must meet the above set back guideline, but may be angled away from the walkway to meet the set back measured 18 inches above the walkway.

3.2.5. Fence, wall, and gate design must be in harmony with existing fences, walls, or gates and with the neighborhood, as determined by the ARC. This includes a variety of styles and designs, with “good neighbor” fencing being especially favored.

3.2.6. In the interest of providing a uniform look at the entries to the neighborhood, new/replacement fences along Harewood, and those along Estate across from Jackson Elementary School, have been standardized to six (6) foot fence with 6-inch boards facing the street with a 2x4 cap.

3.3. Decks / Gazebos

3.3.1. Decks and Gazebos are subject to ARC review and approval.

3.3.2. Proposed material and design must be in keeping with the neighborhood, as determined by the ARC.

3.3.3. Size, height, location, and design must not have a negative drainage or visual impact on neighboring property.

3.4. Patio / Deck Covers and Shade Canopies

3.4.1. Permanent window awnings, patio / deck covers, or shade arbors are considered “new additions / extensions” subject to the relevant ARC guidelines, review, and approval as described above in section 3.1.

3.4.2. Temporary free standing canopies in good condition are permitted for the summer season only (May 1 through October 31) and do not require ARC review; no free standing temporary structures are permitted during November 1 through April 30, without prior approval of the ARC.

3.4.3. Temporary window mounted air conditioners are permitted for the summer season only (May 1 through October 31) and do not require ARC review; no window mounted air conditioners are permitted November 1 through April 30. Additionally, mounting boards, inserts, and fillers around the air conditioners must be visually matched to the house – by painting or coloring the same color as the house or trim. Aluminum foil and bare plywood are prohibited.

3.4.4. Retractable awnings mounted to the house are considered special “additions” subject to ARC review and approval.

3.5. Flag Poles (ground mounted)

3.5.1. Poles must have a minimum 3-foot setback from all sidewalks and property lines. Poles shall not exceed the peak of the roof or 20 feet, whichever is lower.

3.5.2. Pole and flag hardware must not create undue noise. Items flown from the pole must be maintained in good condition.

3.6. Driveways, walkways, and patios

3.6.1. In order to maintain and enhance the overall neighborhood visual appeal and property value, proposals should minimize the extent of “hardscape” (concrete, paving stone, etc.) visible from the street. The ARC will especially seek to enhance the green space visible between adjacent properties in the area of the properties between the house and the street.

3.6.2. Driveway, walkway and patio design must be in harmony with existing property items and with the neighborhood, as determined by the ARC.

Concrete additions to properties must be approved by the ARC.

3.7. Satellite Dish and Antenna Placement

3.7.1. Definitions

- 3.7.1.1. Antenna and Satellite Dish** – any device used for the receipt of video programming services, including direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS). A reception Antenna that has limited transmission capability designed for the viewer to select or use video programming is a reception Antenna provided that it meets FCC standards for radio frequency emission. A mast, cabling, supports, guy-wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception Antenna shall be considered part of the Antenna or Satellite Dish.
- 3.7.1.2. Transmission-only Antenna** – any Antenna used solely to transmit radio, television, cellular, or other signals.
- 3.7.1.3. Mast** – structure to which an antenna or satellite dish is attached that raises the antenna or satellite dish height.
- 3.7.1.4. Telecommunications signals** – signals received by DBS, television broadcast, and MDS Antenna.
- 3.7.1.5. Homeowner** – shall include a renter that has exclusive right to possession of the residence.

3.7.2. Installation Requirements

- 3.7.2.1. Antenna and Satellite Dish Size and Type**
- 3.7.2.2.** DBS and MDS Antennas and Satellite Dishes that are one meter (39.97 inches) or less in diameter may be installed. Antennas and Satellite Dishes that are larger than one meter in diameter are prohibited.
- 3.7.2.3.** Installations of Transmission-only Antennas are prohibited.
- 3.7.2.4.** All Antennas and Satellite Dishes not covered by FCC rule (47 C.F.R. Section 1.4000) are prohibited.

3.7.3. Location

- 3.7.3.1.** Antennas and Satellite Dishes shall be installed solely within the boundaries of a Homeowner's Lot.

3.7.3.2. Antennas and Satellite Dishes shall be installed where they are not visible from the street. If the placement interferes with an acceptable signal quality or causes unreasonable delay or expense, then placement may be moved to the least visible location that provides an acceptable signal quality.

3.7.3.3. Antenna and Satellite Dish Camouflaging – Antennas and Satellite Dishes shall be ordered in a color, or painted to match the color of the structure to which they are attached, or colored or painted so that the Antenna or Satellite Dish blends into the background against which it is mounted, so long as painting the Antenna or Satellite Dish will not void any warranties or prevent the reception of an acceptable quality signal.

3.7.4. Notification Process – Any owner desiring to install an Antenna or Satellite Dish must notify the Association of their intention to install an Antenna or Satellite Dish, in writing. If the installation is routine, conforming to all of the above restrictions, the installation may begin immediately.

3.7.5. Enforcement

3.7.5.1. If the Homeowner is found in violation of these rules, that Homeowner shall have a minimum of twenty-one days to remove and/or relocate the Antenna or Satellite Dish to conform to these rules.

3.7.6. Severability – If any provision of these rules is found to be invalid, the remainder of these rules shall remain in full force and effect.

3.8. Solar panels

Proposals for solar panel additions should be submitted on the solar installation application. Primary consideration will be the visual impact from the street and neighboring property. Best case designs will have a low profile and will lie parallel with the roof surface.

3.9. Siding replacement

3.9.1. If the only change proposed is siding replacement and the replacement material is on the pre-approved list, the JSHOA manager can approve the proposal without ARC review.

3.9.2. If proposed siding material is not on the pre-approved list, then product information (brochure, website link) and a sample should be made available along with the proposal so an informed decision can be made by the ARC.

3.10. Play structures

Swing sets, tree houses, and other permanent (intended to be in place for more than 30 days) recreational structures must be submitted for approval.

Location relative to neighbors, size, height, set back, material, and visual impact will be considered in reviewing the proposal.

3.11. Landscaping

3.11.1. No plants may impinge upon public or common areas including sidewalks. Landscape Designs must consider the need to maintain overhang clearance of eight (8) feet above the public or common area.

3.11.2. Any garden edging, walls, brick, blocks, railroad ties, etc. along greenway paths and sidewalks must have a 2 foot minimum setback if these materials are taller than 6 inches from the ground.

3.11.3. Front yard design and plants must be in harmony with the Northwest Oregon environment and the overall neighborhood.

Proposals for artificial turf (Turf) additions must be submitted to the ARC prior to installation. At this time, Turf remains as a minority installation in the Portland metropolitan area, and as such, will be reviewed on a case-by-case basis. Primary consideration will be the visual impact from the street and neighboring properties. Turf installations will also conform to the following criteria:

- Professionally installed;
- Minimum 5-year, no-fault, replacement warranty by chosen installer;
- Minimum 15-year life expectancy;
- Minimum 70 oz per square yard material weight;
- Acceptable UV protection statement (10% color reduction after 10 yrs?);
- Compacted sand (gravel)-over-ground substrate beneath Turf (some brands require concrete substrate);
- Glued seams;
- 100% water-permeable backing;
- Acceptable pet waste statement / treatment;
- Minimum 1.75" "blade" length;
- Crumb rubber or sand infill required;
- Fire retardant;
- Owner must provide Turf sample & manufacturer's specifications of exact product to be approved and installed; and
- Additional additions / modifications to specifications may be considered as Turf technology and/or local acceptance increase.

4. The CC&Rs exclude roof replacement material and exterior paint color from ARC review.

August 2003, Reviewed November 2008, November 2013, July 2014, August 2014
Satellite Policy folded into this policy November 2013 (May 2009)
Air Conditioner Policy folded into this policy November 2013 (May 2002)
Fence Policy folded into this policy November 2013 (September 1994, January 1998,
March 2002, July 2000, October 2008, January 2001, March 2001, September 2001,
October 2001, March 2002, April 2002, January 2003, Reviewed November 2008)