

## **Guidelines for Oak Hills Homeowners Exterior Improvements**

This guide is intended to help homeowners request and receive approval from the Architectural Review Board.

### **INTRODUCTION**

Oak Hills is a planned community consisting of 650 homes sited amidst wide-open landscaped areas on approximately 32 acres of open space. The Association facilities include a large and small swimming pools, gymnasium, community room, playground area, tennis courts, play fields, parks, walking trails, and RV parking lot. Construction began in the mid-1960s with the final completion of the last phase in the late-1990s. On July 10, 2013, the U.S. Department of the Interior, National Park Service signed the document that placed Oak Hills on the National Register of Historic Places. At that time, Oak Hills was the youngest historic district in Oregon and one of the youngest nationwide to be added to the Register. Oak Hills was cited for setting precedents for implementing self-governance in suburban developments through the homeowner association, progressive master planning, and flexible land use codes. Oak Hills was also the model when Washington County developed its land-use regulations.

These Guidelines have been prepared to direct future changes and continue the tradition of our neighborhood that resulted in our placement on the National Register. Oak Hills epitomizes the best in post-war, mid-century development, emphasizing varying residential densities, mixed uses, the incorporation of open space, and land conservation. These guidelines are intended to ensure excellence by establishing principles and standards regarding structures and harmonious exterior colors within our neighborhood. The exterior of your home may be the strongest indicator that you are the caretaker of an architecturally eclectic design aesthetic. The Guidelines are not meant to address every contingency or circumstance, but to establish general principles.

The Guidelines are not meant to restrict, but to **guide**, allowing individuality to be expressed within the culture of Oak Hills. We ask your assistance and cooperation in following these Guidelines to ensure that Oak Hills continues as a unique and beautiful community.

### ***Structure of the Community and Development of the Design Guidelines***

The Guidelines are a companion document to the Amended and Restated Declaration of Restrictions for Oak Hills Homeowners Association adopted by at its May 2013 Annual Meeting. A copy of that document may be found on the Association's web site, [www.oak-hills.net](http://www.oak-hills.net). These Covenants, Conditions and Restrictions ("the CC&Rs"), are a legal document of the homeowner association that is accepted by each owner at the time the property is purchased. Each homeowner should become familiar with all applicable CC&Rs as well as with these Guidelines.

These Guidelines have been developed over time by the Architectural Review Board, which is also responsible for reviewing requests and enforcing the applicable standards in the CC&Rs. The Guidelines have been approved by the Oak Hills Homeowners Association Board of Directors.

The Architectural Review Board, also known as the ARB, is composed of volunteer homeowners appointed by the Board of Directors. The ARB reviews applications for all exterior changes to homes within Oak Hills. The types of changes or improvements that require approval include house and trim paint colors, concrete work, replacement of sliding doors or windows, roof replacement, structural modification to the home, deck or fence additions or replacement, front and garage door replacement

and requests to for a shed or outbuilding. While the ARB is responsible for approving these changes or improvements, the Board of Directors is the final authority on the CC&Rs. Should the ARB deny approval of a request for change or improvement to a home, the applicant may appeal that decision to the Board of Directors.

### ***Use of the Guidelines***

The requirements, objectives, standards and procedures contained in these Guidelines are intended to maintain the harmonious, mid-century image of Oak Hills. Through these Guidelines and the Architectural Review process, a consensus is achieved between individual aesthetic judgment and the broader interests of community standards.

As stated in Article VII, Section (2) (g) “No dwelling house, garage, fence, wall, outbuilding or other structures shall be erected or constructed upon any portion of said property and no alterations which would materially alter the exterior appearance of any such structures or improvements shall be made unless approval is first obtained in writing from the Architectural Review Board.” Simply stated, no new construction or modification of an existing structure is to occur on any lot or to the exterior of any residence without the prior approval of the ARB. The ARB’s charge is to ensure that the architectural integrity, harmony and quality of Oak Hills is maintained, as well as to protect property values within the community.

The CC&Rs also state in Article VII, Section (2) (h) “A complete set of plans, drawings and specification showing in sufficient detail of the proposed improvements alterations, including the exterior materials and color scheme, together with a scaled site plan indicating the exact location on the building site, shall have been submitted to and approved in writing by the Architectural Review Board in advance of any construction or alteration.” This information enables the ARB to accurately determine the scope, layout, design, and impact of proposed changes.

### ***Design Review Process***

In order to obtain the ARB’s review of a proposed modification or addition, the homeowner must complete an Architectural Review Form and submit it to the committee. Submission of the form can be by mail, electronically, or delivering it to one of the members of the ARB. The form asks for a description of the improvement as well as plans, drawings, other additional information that will enable the ARB to assess the application. Additionally, the signature and address of other property owners who are most affected because they are adjacent and/or have a view of the proposed change must be obtained prior to submitting the form. The purpose of this action is make affected homeowners aware of the applicant’s intent. It does not imply approval or disapproval by the affected neighbor. Should any neighbor object to the proposed change or improvement, they must notify the ARB within 10 days of signing the Application form.

Many requests are quickly reviewed and approved without a site visit. Examples of these approvals include painting your house with pre-approved paint colors maintained in books at both the local Sherwin-Williams and Miller Paint Stores or replacing a fence with similar materials. Other requests require a site visit to insure the proposed structure is appropriate. Requests typically take no more than ten days for review. The applicant is notified of the decision either by email or by telephone. A record of the action taken by the ARB is maintained on an electronic database. The ARB formally meets on the second Tuesday of each month. However, ARB application determinations (approvals/denials/requests for additional information) can be made by the ARB at any time prior to the formal meeting.

### ***Design Guidelines: General Principles***

The Architectural Review Board's role in the community is to ensure consistent application of the Association's CC&Rs as well as these Guidelines. The Guidelines are designed to promote the mid-century character of Oak Hills that will bring value to individual properties and will promote the attractiveness of the community.

Prospective homeowners and visitors alike are attracted to Oak Hills because of its well-maintained and harmonious homes along with expansive open spaces owned by the Association. New homeowners should be aware that the ambience isn't something that "just happened." It is the result of careful planning, monitoring, and enforcement of the CC&Rs and Guidelines, which are intended to protect individual homeowners' property values.

***The guiding principle in planning for exterior structural changes is: Look at your property with your neighbor's eyes while following the Associations CC&Rs and Guidelines.***

#### ***Design Guidelines: What You Can do Without ARB Approval***

The following types of changes, alterations or additions do not require the approval of the ARB. Although these activities are exempted from the approval process, all must comply with all state, county and local building codes and other construction requirements:

- Placing the following kinds of signs and decorations. 1. A sign with the occupant's name and the house number on it. 2. No more than one temporary "for sale" or "for rent" signs (no larger than 18"X24"). 3. A temporary "commercial" sign placed by a home improvement contractor who is working on the house – to be removed promptly upon conclusion of the work. 4. A flagpole attached to the house. Free-standing flagpoles must be approved in advance by the ARB. 5. Seasonal decorations that are removed within three weeks after the holiday. 6. Political signs, which are to be removed immediately after the election. No other signs are permitted on houses or lots, or on sidewalks, streets, or common property, unless approved by the ARB. 7. Interior remodeling of the house.

#### ***Design Guidelines: What is Not Allowed (Prohibited Uses)***

Residences are to be used for residential purposes only.

- In order to maintain the attractive appearance of our neighborhood and the value of the homes activities which are commercial in nature and are evident to neighbors are not permitted. Some examples of these prohibited commercial activities are those that are unsightly, such as auto repair services; business requiring heavy equipment such as landscaping services; and those services for pay, which regularly increase neighborhood traffic or street parking such as schools, hairdressing salons and home rentals other than for residential purposes.
- No tent, shed, or other temporary structure, shall be erected or maintained for dwelling purposes on either Residential or Association Property. Nevertheless, these prohibitions shall not apply to the occasional use of camping tents for overnight campouts in Residential backyards.
- No garage shall be used for dwelling purposes.

#### **REVIEW OF SOME REQUIREMENTS AND RECOMMENDATIONS**

The following is a review of the specific requirements in Oak Hills CC&Rs and Guidelines for Exterior Improvements that have evolved over time. It was the intention of founding Oak Hills builders to create

a community that is cohesive in both appearance and quality. Homes are intended to blend together and complement each other.

A. House Alterations, General

1. Any exterior remodeling of the house that incorporates add-on features not of the original design must be approved by the Architectural Review Board.
2. Any significant changes to the yard regarding fences, wall, patios, patio covers, arbors, outbuildings and sheds must be approved by the Architectural Review Board.
3. Any exterior remodeling of the house that includes the replacement of doors, both house and garage, roof, siding, windows, driveway and repainting the house and garage must be approved by the Architectural Review Board
4. The focus on new additions is to ensure that they preserve the character of existing homes. The addition should be harmonious with the old in scale, proportion, materials, and color.
5. The new addition shall be compatible with the massing, size, scale, and architectural features to protect the integrity of the property and the neighborhood.
6. Generally speaking, maintaining our historic neighborhood inherently implies minimal change to that part of the building that is visible to the public, which is generally the front of the house. Consequently, a new addition must retain the essential form and integrity of the existing property. The addition should be kept smaller and the addition located at the rear or on a side elevation.
7. A rooftop addition is generally not appropriate for a one or two story house in Oak Hills.

B. House Alterations, Specific

- **Exterior Painting:** When repainting a house, approval by the Architectural Review Committee is required, even if the same or similar color is proposed to be used. Color choices of siding and trim will be addressed on a case by case basis. The exterior paint colors should be muted and align with a natural, earth-toned palette. Exterior paint should complement neighboring homes. The intent of the Association is to maintain a presence that is neutral and compatible with the existing and approved colors in the neighborhood. Approved exterior colors are maintained by the ARB as well as the local Miller and Sherwin-Williams paint stores. Homeowners should consult these approved color books prior to painting the exterior of their residence. Colors used without prior approval from the Architectural Review Board and which do not fall within their guidelines are subject to disapproval, in which case the homeowner may be required to repaint the residence in colors that are acceptable. As a guideline, please consider the overall appearance of your home in relationship to those around it. Avoid bright colors such as bright yellow, light or bright blue, reds or pinks. Siding and trim colors should contrast yet complement each other. Door colors may be painted a contrasting and bold color. It is strongly preferred that gutters are painted to match siding, trim color, or to match roof color. It is requested that garage doors be painted to match siding or trim paint. Please see Resolution Number 2013 P3 – 001.
- **Fences:** The purpose of these guidelines is to ensure fences are constructed and maintained in a manner that enhances the character of Oak Hills. Fences should be constructed with natural looking material such as wood or manufactured products that look like wood. Thin rod iron is acceptable, with many existing examples located on the greenway. Homeowners may also fence their yards with natural growing hedge material. Fences will not be built from cinder block, brick, stone, chain-link, or other

material deemed inappropriate by the ARB. Fences in Oak Hills may be located on or inside back and side property line, and continue into the front yard up to the front of the home. Front yard fences are not permitted. Maximum fence height is 6 feet tall when measuring from the ground. The top of the fence post should be no more than 4 inches above the top of the fence. The purpose is to ensure that the fence looks compatible with other fences in the neighborhood. The fence can be built no less than 18 inches from the street curb. The purpose is for safety as well as to enhance sight lines throughout the neighborhood. Retaining walls are included in the overall height calculation when measuring from inside the property line. All fences must meet Washington County building requirements. Please see Resolution Number 2013 P3-002.

- **Sheds:** The purpose for this policy is to provide guidelines for sheds that provide convenient outdoor amenities for homeowners without detracting from the overall character and attractiveness of properties in Oak Hills. Sheds may be placed in the back or side yards of a property. Maximum shed size shall not exceed 8 feet by 9 feet tall. Sheds may be constructed in any shape within those dimensions. Shed space visible over a 6-foot fence must be screened from view from the street or common areas, unless approved by the Board. It is desirable that shed siding match or compliment siding on the main home in material, shape and pant color. Drainage must be considered, and constructed in a way that minimizes negative impact on neighboring properties. Electricity may not be run to sheds. Sheds may not be constructed or places in a manner that is obnoxious. The ARB will consider application to place a shed within view of the street or common areas. Sheds most likely to receive approval will be constructed of like siding and roof material to the primary residence. Sheds constructed of plastic, tin, or that are otherwise deemed to be unappealing by the ARB will be required to sit behind screening or vegetation, concealed from view of street or common areas. Please see Resolution Number .....
- **Decks and Patios:** The purpose of this policy is to ensure that decks and patios are constructed and maintained in such a manner that will enhance the character of Oak Hills. The Association believes decks and patios should be approved by the ARB, constructed and maintained to improve the home’s livability and will be an attractive addition to the residence and neighborhood. Decks will be constructed of natural looking materials such as wood or manufactured products that look like wood. Residences located on sloping terrain may require supports for decks built off first or second floor rooms. These supports will also be made from natural or natural looking material. Decks and patios in Oak Hills will generally be constructed at the back or along the side of the residence. There are existing decks located on the front of homes, either at the ground/first or second level. Ground level decks at the front of the home must be attached to the home and be attractive in design and construction. Decks in the front of the home shall be of a size that will not overwhelm the front of the house or take up a substantial portion of the front yard. Benches, planter boxes and other such features should also be constructed from similar material as the deck. Please see Resolution Number .....
- **GARAGE DOORS:** When replacing garage doors, approval by the Architectural Review Board is required, even if a similar door is to be used. Solid garage doors made of wood or metal are preferred because they reflect the time period of our community. On a case aby case basis, small windows incorporated into the garage door may be acceptable, but the windows must be small square or rectangular in shape. “Sunburst”

window mullions in the garage door will not be approved as they are not harmonious with the neighborhood. Decorative hardware attached to the garage door will also not be approved since they are not harmonious with the neighborhood. It is preferred that the garage door should be painted the same color of the house to minimize the visual impact of the door. On a case by case basis, the door can be painted the same color as the house trim. Please see Resolution Number .....

- **Roofs:** The purpose of this policy is to ensure that replacement roofs should be consistent with existing roofs in the neighborhood and that they are of cedar shingle, composite or ceramic tile. When replacing existing roofs, approval by the Architectural Review Board is required, even if a similar roof is to be installed. It is important that the color and roofing material selected should be compatible with your home and of the highest quality.
- **WINDOWS:** The purpose of this policy is to convey the overall desired look and feel of homes in Oak Hills. Replacement windows will be compatible in size to existing windows. Often made of custom wood, aluminum, or metal framing, it's not unusual to find large expanses of glass windows in Oak Hills homes. If your home has original windows and you are concerned about energy efficiency, there are some alternatives that can maintain the original detail your period windows. Windows may be retrofitted or replaced in kind to contain high efficiency double-pane glass. Vinyl is frequently the go-to choice for window replacement and should you select vinyl material it is likely that material will be approved. Nevertheless, new aluminum or wood windows will preserve the aesthetic integrity of your home while still meeting all efficiency standards.
- **FRONT DOOR:** The purpose of this policy is to convey the overall desired look and feel of homes in Oak Hills. The front door replacement should be consistent with existing front doors in the neighborhood that are solid in appearance without windows. When replacing the front door, approval of the Architectural Review Board is required, even if a similar door is to be installed. An attractive modern door sets the tone for the rest of your home and can add enormously to curb appeal. If your home has the original door, it is recommended to keep it and refinish or paint it as necessary. Front doors are an ideal spot for a pop of bold or saturated color. If unable to keep the original door, new reproductions are available. Most homes built in Oak Hills included front doors that were characteristic of that time and it is recommended that when selecting a replacement door that you match the door with the style of your home. For example, a Victorian style door, with a large oval glass window, would not be compatible with a home in Oak Hills.
- **SOLAR PANELS:** The purpose of the policy is to convey the overall desired look and feel of homes in Oak Hills. Solar panels installed on a home in Oak Hills must be in a location that cannot be seen from the ground and generally will result in approval by the ARB. Conversely, an installation that negatively impacts the character of the home will not meet the standard and not be approved for installation.
- **GARDEN BOXES AND DECORATIVE WALLS**
- **DRIVE WAY:**
- **DECORATIVE ROCK AND BRICK:**

