



MOUNTAINPARK
Nature's Neighborhood

Mt. Park Architectural Review Packet

www.mtparkhoa.com / steve@mtparkhoa.com / (503) 635-3561

This packet is intended as a guide for Mountain Park Home Owners Association members planning new construction or property improvements/modifications. The Architectural Committee of Mountain Park is tasked by the Board of Directors with reviewing applications for property alterations to ensure that all proposed work will further the “harmony of external design” that has characterized our neighborhood since its inception, thus maintaining property value and livability for all members. Please assist us in preserving our reputation as “Nature’s Neighborhood” by sharing relevant areas of these policies and procedures with your builder or contractor.

Any work involving a change to the exterior appearance of an individual property (structure or landscape) requires an application and ARC approval prior to start of work. This is true even if the work to be completed is an identical replacement of what currently exists. (For example, repainting with the same colors or replacing a deck or fence to existing specifications.) Work may commence as soon as approval is given verbally or by email; an approval letter will be issued for your records. Failure to follow the procedures may mean being required to modify or remove work that does not meet with ARC approval.

Please feel free to reach out to Mt. Park staff with any questions regarding your property or the application or procedures of the Association.

This packet contains:

Policy and Procedures Document

Application



Mountain Park Architectural Policies and Procedures

*Revised by the Architectural Committee on March 20, 2018
Adopted by the Board of Directors on April 24, 2018*

Please read the following information before submitting an Architectural Application.

NO structures of any nature may be constructed on the Common Properties.

- I. AUTHORITY TO REVIEW – All property in Mountain Park is subject to the Declaration of Restrictions of Mountain Park Corp. Article VIII, Section 2, Subsection A states:

“No building, fence, hedge, wall or other structure shall be commenced, erected or maintained upon The Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, color, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the board of directors or the Architectural Committee. In the event the board or the Architectural Committee fails to approve or disapprove such design and location within thirty days after such plans and specifications have been submitted to it, approval will not be required and this article will be deemed to have been fully complied with.”

These restrictions provide that all projects of new construction and improvements or changes to the exteriors of existing properties are subject to review and approval by the Mountain Park Home Owners Association. An Architectural Committee has been appointed to assist the Board of Directors in reviewing the plans and specifications for new construction and modifications to existing structures. Applicants must not begin projects until a letter of approval has been received. If they do, they run the risk of having to modify or remove the projects to comply with the Architectural Committee’s decision.

II. APPLICATION PROCEDURES

- A. The Architectural Committee meets the third Tuesday of each month at 7:00 p.m. at the Mountain Park Clubhouse. Project plans and requests must be submitted by noon on the Wednesday before the monthly meeting. Plans received after the deadline may be deferred until the meeting the following month. Applicants are welcome to attend meetings to ask questions and provide clarification. Due to legal reasons, applications must be either approved or denied.

Applications must be accompanied by graphics which show the site and measurements of the intended alteration, and indicate the location of lot lines. Various other information may be required, such as paint chip, samples of materials, photos, or manufacturers name and specifications. Additions and changes to the original application must be approved by the ARC.

The ARC maintains a list of material and colors that are already approved. Projects that use only these materials will be approved more quickly, usually by e-mail. Work may commence upon receipt of verbal or e-mail approval, which will be followed by a written approval letter for your records.

Approval of this application will expire 12 calendar months from the date of the approval letter. After this date, the project will be inspected for completeness and compliance with the approved plans. If the project is not completed, an extension request must be submitted to the ARC. Upon completion, please notify the Association to make a final inspection.

Applicants dissatisfied with the committee's decision may appeal the decision in writing to the Board of Directors. Board of Directors meetings are held on the fourth Tuesday of each month at 7:00 p.m. in the Clubhouse unless rescheduled. The only exceptions that will be considered are those that present an extremely hazardous condition.

- B. New Home Construction – Submit a completed application along with one set of architectural plans and a site plan, drawings must be of good, professional quality, showing all details and finishes. The drawings will be retained for the permanent records. Include a landscape plan to be completed less than one (1) year after receiving a certificate of occupancy. Application forms are available at the clubhouse.
- C. Exterior Modifications – Submit a completed application along with a description and drawing of the modification. Be sure to show relationship to existing structures and property lines (setbacks). Describe materials, size, color, etc.

III. EXPECTATIONS OF THE ASSOCIATION

- A. The owner or contractor shall be responsible for complying with, and will comply with, all applicable federal, state and local laws; codes; regulations; and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for the work. I understand and agree that MPHOA, its Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors' or its designated committee's approval of this request shall not warrant that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
- B. **RIGHT OF ENTRY OF ASSOCIATION REPRESENTATIVE.** Any agent or officer of the Association may at any reasonable hour or hours during construction or remodeling, enter and inspect any of said property as to its maintenance or improvements to determine if there has been compliance with the provisions hereof. The Association, and any agent, or officer thereof, shall not thereby be deemed guilty of any manner of trespass for such entry or inspection. The Association may issue a certificate of completion and compliance as to any property so inspected.
- C. If you reside in a condominium, townhome or other HOA within MPHOA; written approval by that ARC or Board of Directors is required for any changes prior to the Mt. Park ARC reviewing the application.
- D. Construction Materials
 - Construction or demolition materials, equipment and debris must not be stored alongside the garage or house in a position so as to be visible from public view or neighbors for longer than 24 hours unless explicitly approved as part of the ARC application process.
 - During construction projects, materials, equipment, trailers, vehicles and debris must be placed as neatly as possible and must at no time become an obstacle to pedestrians or other vehicles in that area.
 - Temporary dumpsters to collect, for example, remodeling debris, are allowed on private property for up to 30 days. If more time is needed, approval of the Association is required.
 - Chemical toilets used during construction are permitted in a discreet location and must be removed as soon as possible.
 - Tarps are required to be a neutral color such as brown, gray or dark green and must not be visible from the front street. Blue or other brightly colored tarps are not permitted.

E. Construction Times

- The erection, excavation, demolition, alteration or repair of any building or structure and deliveries of materials shall be allowed during the hours of 7:00 a.m. and 6:00 p.m. Monday thru Friday and 9:00a.m. and 4:00p.m. on weekends.

F. After Receiving Approval

- The work must be completed as submitted on your Architectural Application, using the materials and designs specified, unless the Architectural Committee requests otherwise. Any deviation from the approved plans will result in a penalty as outlined in the Mt. Park Enforcement Policy.
- Please inform your contractor that **NO SIGNS** are permitted anywhere in Mountain Park.

III. RESTRICTIONS ON NEW HOME CONSTRUCTION AND MODIFICATIONS TO EXISTING STRUCTURES – Mountain Park contains residences of varied architectural styles. No particular style is prohibited; however, the Architectural Committee judges each new residential plan in terms of its harmony of external design and location in relation to surrounding structures. In making its decision, the Committee may evaluate the nature, kind, shape, height, color, materials and location of the structure.

The plan review process includes an opportunity for comment by surrounding neighbors. The opinions of residents regarding new construction and modifications to existing structures is, as in other matters, given the fullest consideration, but the final decision for approval or disapproval of an application, based on the applicable criteria, is the responsibility of the Architectural Committee.

A. Height Limit

1. Two stories consisting of one story at street level and one story above that. Garages below the lower story are normally acceptable, provided that the overall height does not exceed City Code. (Currently 35 feet above natural grade at any point.)
2. City code determines actual height in feet.

B. Floor Area

1. 1 story – minimum 1200 sq. ft. on main level.
2. 1 ½ - 2 story minimum 1000 sq. main level. (Square footage is exclusive of porches, patios, basements and garages)

C. Setbacks (Mountain Park restrictions are generally more restrictive than City requirements).

1. Front – minimum of 20 feet from the street curb to garage to ensure ample off street parking.
2. Side street – minimum 15 feet from the property line. (Architectural Committee may adjust front and side street setbacks to account for individual site characteristics.)
3. Side – minimum 7 feet.
4. Rear – minimum 20 feet.
In determining setbacks all projections from the structure except eaves, uncovered front porches, or steps are included.

D. Colors – All paint colors require an architectural application with the following information: paint brand, color name and number, and color chip. It is recommended that structures be painted in “earth tones.” This is understood to mean colors which blend in well with the surroundings. Trim colors should complement the siding color of the house.

E. Materials

1. Approved Siding – The following siding materials are approved in advance by the Architectural Committee. New construction plans should use one of these materials. It is necessary to submit applications for re-siding of existing homes with an approved material. Approved materials are:
 - a) Cedar
 - b) Redwood
 - c) Stone
 - d) Brick
 - e) Stucco
 - f) Hardy-plank
 - g) Louisiana Pacific Inner seal
 - h) Cedar shingles
2. Other Siding Materials - Other siding materials must be submitted to, and be approved by, the Architectural Committee before they can be used in Mountain Park. These materials will be judged on their aesthetic harmony with surrounding structures. Note: Aluminum and vinyl siding have both been disapproved in the past.
3. Approved Roofing – The Architectural Committee has approved a number of different roofing materials for single-family and other residential units with pitched roofs. Plans for new construction should incorporate one of the approved materials. It is necessary to submit applications to re-roof existing structures with one of the approved materials.

Before having any roofing work done, you must submit an application to the Architectural Committee, showing clearly the type and color of roofing material you intend to use.

Approved Roofing Materials for Pitched Roofs – Approved roofing materials for pitched-roof structures (3/12 pitch or more) are:

- 1) cedar shakes and cedar shingles
- 2) tile (including cement/wood-fiber combination products) in natural, or colors similar to those approved for other roofing materials.
- 3) Decra-Bond Roofing Systems (stone-coated steel) – approved colors are Weathered Timber, Teak, Shadowood, Charcoal, Coffee Brown, and Granite.
- 4) Architectural Grade Asphalt Shingles - specific manufacturers, grades and colors listed below

CertainTeed Grand Manor Roofing Shingles (approved January 2003)
approved colors are Brownstone, Gatehouse, Pearl Black, and Tudor Brown.

CertainTeed Landmark TL Ultimate Shake (approved May 2005)
approved colors are Aged Bark, Chestnut, Country Gray, Moire Black, Mountain Timber, Old Overton, Platinum, and Shenandoah.

CertainTeed Landmark TL Ultimate Roofing Luxury Shingle (approved May 2005)
approved colors are Aged Bark, Chestnut, Country Gray, Moire Black, Mountain Timber, Old Overton, Platinum, and Shenandoah.

CertainTeed Presidential 50-year guarantee (approved June 2001)
approved colors are Aged Bark, Autumn Blend, Charcoal Black, Chestnut, and Shadow Gray.

CertainTeed Presidential TL (approved October 2014)
Aged Bark, Autumn Blend, Charcoal Black, Country Gray, Platinum, and Shadow Gray.

GAF Grand Canyon (approved August 2003)
approved colors are Black Oak, Mission Brown, and Sedona Sunset.

GAF Grand Sequoia (approved August 2003)
approved colors are Autumn Brown, Cedar Blend, Charcoal, Mesa Brown, and Weathered Wood.

PABCO Paramount (approved January 2007)
approved colors are Antique Black, Driftwood, Oakwood, Pewter Gray, and Weathered Wood.

Malarkey Windsor – Heavyweight Shingle (Approved March 2015)
approved colors are Midnight Black, Natural Wood, Storm Grey and Weathered Wood.

Malarkey Windsor XL – High Profile Design (Approved September 2017)
approved colors are Midnight Black, Natural Wood, storm Grey and Weathered Wood.

- 5) Country Manor Aluminum Roofing Shakes (approved May 2003)
approved colors are Colonial Gray, Walnut Brown, and Seal Brown.

4. Other Roofing Types Requiring an Application

- a. Flat Roofs – Roofing materials for flat-roof structures (2/12 pitch or less) will be judged on their individual merits including structural design and harmony with surrounding structures. Standard built-up roofs (with or without gravel cover) and standing-seam metal (see below) have been approved in the past. Mechanical equipment on flat-roof structures must be enclosed and special attention must be given to the roof appearance from neighboring residences that may look down on it.
- b. Standing-seam Metal Roofing –Each proposed application will be judged on its individual merits and subject to the following conditions:
- (1) Standing-seam sheet metal panels; 12 to 18 inches between seams; 24 to 26 gauge.
 - (2) Colors that may be approved are: Weathercote or equivalent, Architectural Bronze, Storm Gray, Charcoal Gray, Koala Brown. Other colors will be judged on their individual merits. Reflective characteristics will be considered.
 - (3) A sample of the sheet metal roofing must be submitted with the application and house plan to the Architectural Committee.
 - (4) Other metal roofing considerations will include (1) area impact and compatibility with the surrounding environment and (2) location.

5. Other Roofing Materials - Other roofing materials must be submitted to, and approved by, the Architectural Committee before they can be used in Mountain Park. These materials will be judged on their aesthetic harmony with surrounding structures and must meet the minimum standards set by the Architectural Committee. Those minimum standards are:
- a. minimum weight standard is 225 lbs. per square (1 square equals 100 square feet)
 - b. minimum air resistance of at least 110 mph
 - c. meet UL certified to meet at least ASTM D3462 and ASTM D3018 Type I
 - d. conform to CSA standard A123.5

6. Doors, Windows and Exposed Metals

- a. Vinyl clad windows - are approved for use in Mountain Park. The color of the vinyl frames should complement the exterior color scheme of the house.
- b. Aluminum sliding glass doors and windows - must have an anodized, or powder coated finish. Mill finish aluminum frames and screens are not allowed.
- c. Wood frames - must be stained or painted to blend with the structure.
- d. Other exposed metals - such as flashings, plumbing stacks, flue pipes, etc. must be painted flat black or a color suitable to the Committee. Metal chimneys must be boxed with brick or wood unless otherwise approved by the Committee.

IV. FENCES, DECKS AND OTHER STRUCTURES

The structural side of a fence and all supports shall face the owner's property.

A. Fences and Walls – All fences and walls, new or replacement, require approval by the ARC. City code limits fence and wall heights to six feet above the ground in backyards and four feet above the ground in the front yards. When backyards back up to streets the maximum height is four feet unless approved by the City of Lake Oswego and the Mountain Park Architectural Committee. Berms, when used in conjunction with fences and walls are included in height determination. On corner lots, the wall and fence height is limited to 30” within a vision triangle as defined by the city of Lake Oswego ordinance. Fences may be placed on property lines and a site plan should be included.

1. Fencing materials generally approved by the Architectural Committee include:

- a. cedar board
- b. split-rail cedar
- c. lattice cedar
- d. up to 3” x 5” wire mesh with decorative wood stringers
- e. black vinyl-coated chain link - may be approved on condition that, at the time of installation, evergreen plantings are placed on the outside of fence sections that parallel streets and/or abut common property or street rights-of-way. Plantings should be placed at each post with other shrubs placed along the outside of the fence to screen it from street view. Plants should be at least 60% of the height of the fence at the time of planting. It is not necessary to screen fence sections along property lines between private properties.

The Committee will consider other styles and materials on a case-by-case basis.

2. Landscape Walls —Keystone, cinder block, or similar type retaining walls are reviewed on a case by case basis. Rock walls are preferred where retaining walls are necessary. Approved materials for walls are:

- a. stone,
- b. re-cycled stone (“The Wall”)
- c. timber
- d. Other materials will be considered on a case by case basis.

B. Decks – Deck and patio additions over 30 inches above the ground level are subject to the same setback requirements as the residence to which it is appurtenant. Decks and patios under 30 inches above the ground may extend within three feet of the property line.

C. Other Structures – Other structures such as garden sheds, tool sheds and children’s play structures may be placed on the property with the approval of the Architectural Committee. Generally, these kinds of structures must be sited to minimize any negative impact on surrounding residences and be finished in a manner that complements the residence.

D. Flags

1. Flags, including U.S., national, seasonal and decorative varieties, suspended from an attachment to the home is permitted.
2. Flags flown on residential properties should be no larger than 4ft. by 6ft.
3. Flags displaying suggestive themes that neighbors could potentially find offensive, e.g. skull and crossbones, are not permitted.

V. LANDSCAPING – Landscape plans should be submitted with new home construction plans. Owners have up to one year after completion of the residence to complete the landscaping. Until final landscaping is complete owners are required to keep grass and weeds under control so as not to spread undesirable seeds to adjacent properties or otherwise have a negative impact on the neighborhood.

VI. MULTI-FAMILY AND COMMERCIAL PROPERTIES – Multi-family properties and commercial developments are reviewed in terms of their impact on the community. In lieu of general restrictions on multi-family and commercial new construction, remodeling, additions, landscaping and other improvements, each development is reviewed on a case-by-case basis by the Architectural Committee. To the extent possible, building material restrictions applicable to single-family residences are applied to multi-family projects. The Board of Directors has set a density goal of 17 units per acre or less.

VII. SATELLITE DISHES AND OTHER ANTENNAS – Satellite dishes with a diameter of one meter or larger require the approval of the Mountain Park Home Owners Association prior to installation. The concern of the Association is to minimize the aesthetic impact of the dish on the neighborhood. FCC regulations have nullified Mountain Park conditions placed on smaller satellite dishes and other communications antennas. However, owners are asked to voluntarily place dishes and antennas in inconspicuous locations, without sacrificing signal quality, in order to minimize the negative impact on the neighborhood. Painting the dish, a dark gray color does not affect the reception and renders the dish inconspicuous. Mountain Park is appreciative of residents who carry out this simple modification.

VIII. SOLAR PANELS

A. Proposed installations of solar collectors of any types must be approved by the ARC.

B. Design Requirements: The application for the installation of any solar collection system must be accompanied by professional, to scale construction drawings that include the name of the installation contractor. The plans shall show the exact location and number of collectors, means of attachment to the roof structure and location of all exterior components. The ARC Application and subsequent installations shall adhere to the following requirements:

- 1) A sample of illustrated brochure of the proposed solar unit clearly depicting the unit and defining the material used, must be submitted with the application.
- 2) Solar units must be mounted on the roof and professional installed in accordance with the local building codes. Homeowner is responsible for getting all required permits.
- 3) Aluminum trim, if used, must be anodized or otherwise color treated to match the homes roof color (preferably dark).
- 4) Collection panels shall be contiguous without gaps.

IX. OTHER RESTRICTIONS AND GUIDELINES – No building may be occupied during original construction. Construction of new buildings must be prosecuted with reasonable diligence continuously from the time of commencement until fully completed. The Architectural Committee has defined “reasonable diligence” as one year from the commencement of construction to completion. No buildings constructed elsewhere may be moved onto a Mountain Park lot except with the prior written approval of the Board of Directors. All electrical, telephone, cable TV and other outside wiring must be underground. No overhead wiring or poles are allowed.



Mountain Park Home Owners Association Architectural Application

2 Mt. Jefferson Terrace, Lake Oswego OR 97035
Phone: (503) 635-3561 Fax: (503) 635-0971
Email steve@mtparkhoa.com

A completed Architectural application is required for any exterior improvements.

Date: _____

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Name, Address & Telephone number of Contractor

This application is for (Please fill out the pertinent fields):

New Structure (e.g. home, garage, etc.)

- Attach architectural drawing
- Provide set-back information via plans or drawing

External Change (e.g. porch, deck, fence, walls, dog run, windows, external remodel, etc.)

- Specific materials to be used: _____
- Attach paint chips or color sample card or specific color, stain or finish of material
- Draw the dimensions and set-backs from lot lines
- Design of the project (e.g. "good neighbor fence, double-hung windows):

- _____
- | | | |
|---|-----|----|
| • Are the materials on our pre-approved list? | Yes | No |
|---|-----|----|

Paint (siding, trim, doors, outdoor structures, etc.)

- Attach paint chips or color sample card
- Specific brand, name and color code of paint(s): _____
- Where each color will be applied:



Mountain Park Home Owners Association Architectural Application

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A completed Architectural application is required for any exterior improvements.

Roof, etc.

- Product name of manufacturer material(s) to be used: _____
- Specific color to be used: _____
- Are the materials on our pre-approved list? Yes No

Driveway, Steps, etc.

- Specific name of material (s) to be used: _____
- Dimensions and set-back from lot lines: _____
- Specific color, stain, or finish of material with color sample card or visual depiction:

- Are the materials on our pre-approved list? Yes No

Landscape or Other (e.g. signs, etc.) Please describe the work, material, colors proposed and attach a drawing and color chips:

_____ **Please Initial:** I have read, acknowledge and enter into an agreement with MPHOA to ensure that the contractor meets the Expectations of the Association per Section III of the Architectural Policy and Procedures throughout the duration of this project.

Expected Completion Date: _____

Applicant's Signature: _____

For Office Use Only

Date of Architectural Committee Meeting: _____

Approved

Denied

Re-Submit

Board Approved

Date: _____