



# Mountain Park Home Owners Association Architectural Application

2 Mt. Jefferson Terrace, Lake Oswego, Oregon 97035

Phone: 503.635.3561

Fax: 503.635.0971

Email: [steve@mtparkhoa.com](mailto:steve@mtparkhoa.com)

## Architectural Committee Application

### **Please read the following notes before submitting an Architectural Application.**

These notes are to assist you in completing the attached application form for submission to the Architectural Committee.

The criterion used by the Architectural Committee is that any work involving a change to the exterior appearance of the property requires an application. This is for your own protection to ensure that changes to Mountain Park property will not lead to a visual deterioration of our community.

The provision of an e-mail address will make it easy for us to contact you with any enquiries during the application process.

The Architectural Committee meets on the third Tuesday of each month. The decisions of the Committee are taken to the Board for approval on the fourth Monday of each month, and applicants are notified of the outcome of their applications within two or three days. Due to conflict, meetings may be delayed, but this is not usual, and we do everything possible to avoid hold-ups in the process.

For certain applications such as re-roofing, where the material and color is on the list of approved materials, prior approval will be given, usually by e-mail. A standard letter of approval will be issued in due course, but work may be commenced as soon as prior approval is given in writing.

Please submit your application on or before the second Thursday of the month to ensure them being placed on the Agenda, submissions received afterwards will be added to the agenda of the following month. For legal reasons, applications can only be approved or denied. However, applications denied due to missing information or the like, will normally be re-submitted to the next month's meeting if the missing information (i.e. paint color, paint chip, sample of building material, accurate color photo of material, and manufacturer's name and specs, etc.) is supplied by the applicant. It is therefore important to complete the application in full detail. All appeals to the board of directors will need to be submitted in writing. The only exceptions that will be considered are those that present an extremely hazardous condition.

In the case of any structures involving changes to the original, scaled drawings should be attached to the application. A site plan should be included, particularly in the case of walls or fences. For new construction, drawings must be of good, professional quality, showing all details and finishes.

Please note that applications will be granted only for the structures and changes requested on the application form, and that all work must be carried out to the best possible standard of workmanship, using good quality materials. Where applicable, only approved materials and colors may be used. Changes to the original application must be approved by the Architectural Committee.

Our aim is to assist the residents of Mountain Park maintain their property, and make any changes necessary, as simple a process as possible, while ensuring that the benefits of other residents are not infringed. We welcome all suggestions to help us achieve this goal.



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*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.)

- Attached architectural drawing:
- 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: \_\_\_\_\_
- Specific color, stain, or finish of material with paint chips or color sample card attached to application:
- Draw the dimensions and set-back 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.)

- Attached paint chips or color sample card:
- Specific brand and name of paint(s): \_\_\_\_\_
- Where each color will be applied: \_\_\_\_\_

\_\_\_\_\_

Roof, etc.

- Specific name material(s) to be used: \_\_\_\_\_
- Are the materials on our pre-approved list?: yes no

*Application continued on other side*

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Driveway, Steps, etc.

- Specific name 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 Other (e.g. signs, etc.) Please describe the work, material, and colors proposed and attach drawing and color chips: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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For Office Use Only

Date of Architectural Committee Meeting: \_\_\_\_\_

Approved       Denied       Re-Submit       Board Approved

Date: \_\_\_\_\_