



SKYLINE

— R A N C H —

B E N D , O R E G O N

DESIGN GUIDELINES

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1. Building at Skyline Ranch

1.1 Introduction

Skyline Ranch is a unique community, which preserves the natural beauty and site integrity of individual home sites, while allowing diversity in individual residences. Skyline Ranch does not have a particular architectural theme; homes in Skyline Ranch represent a variety of styles and unique architectural design approaches. This diversity in home design contributes to the quality of the community environment as well as to the individual characteristic of its residences.

Within this diversity of design approaches, the buildings and landscapes in Skyline Ranch are expected to employ high design standards that are appropriate for the community, considerate to the site, and respectful to neighbors.

The information in this chapter is intended to help you, as well as your designer, architect, builder, or landscape professional understand the rules, guidelines and architectural standards relating to home design and landscaping in Skyline Ranch, and to acquaint you with the necessary approval process required for each stage of your project. We want to ensure that the design review and approval process is administered fairly and effectively, for the benefit of individual property owners and for the Skyline Ranch community.

We urge you to contact the Skyline Ranch Homeowners Association prior to filing any application to be sure you have the most current application form(s).

1.2 Construction Modification Standards

The Architectural Review Committee (ARC) exists for the purpose of maintaining the high standards of design development, and to oversee the appropriate building and property use in Skyline Ranch.

1.2.1 Deschutes County Building Requirement.

Deschutes County has adopted the State of Oregon's Low Rise Residential Dwelling Code and related specialty codes. The County requires that a building permit be obtained prior to beginning construction of any improvement or making additions or changes to an existing structure. The County's adopted building codes may have requirements that are more restrictive than those published herein; in this case the most restrictive requirement would prevail. Applications with the intent of circumventing the County height restrictions or ARC height restrictions (30' average height above the existing natural grade) will not be approved. See Section 3.2 Exhibit B for building height restrictions.

Please verify all County regulations with:

1. Deschutes County Building Safety at (541) 388-6574 or at <https://www.deschutes.org/cd/page/building-safety-documents>
2. Deschutes County Land Use Planning at (541) 388-6560 or at <https://www.deschutes.org/cd/webform/land-use-planning>

1.3 Architectural Review Committee (ARC)

The Board of Directors of Skyline Ranch (the Board) has established an Architectural Review Committee to oversee the application of all construction and modification procedures at Skyline Ranch. The ARC shall exercise these functions as provided in the Covenants, Conditions & Restrictions (CC&Rs) regarding the modifications, dissemination and enforcement of its rules governing the use and maintenance of home sites and the improvements thereon.

The ARC shall approve the installation of all buildings (including finishes and colors), fences, landscaping (including fountains, furniture and permanently placed play equipment), exposed solar devices, air conditioning, mechanical equipment, antennas, satellite dishes, utility meters, exposed site and building non-architectural components, and all other improvements.

1.3.1 ARC Membership.

The ARC shall consist of at least three persons appointed by the Board. Members of the ARC may be removed and replaced at any time by the Board.

1.3.2 Maintaining High Standards.

The ARC exists for the purpose of maintaining high standards of design development, and overseeing appropriate building and property use on the Ranch. Except as noted on the following pages, the ARC's submittal reviews, and subsequent rulings supersede all prior rulings.

The ARC specifically reserves the right to make subjective, as well as objective, determinations of whether the goals of the Architectural Design Guidelines and the community have been met for a particular application and lot. These Design Guidelines may include requirements and limitations that are more restrictive than the provisions of the CC&Rs. In such instances, the terms, provisions, restrictions and procedures of the Design Guidelines shall govern.

1.4 Minor Improvements Submittal and Checklist

The Minor Improvements Submittal and Checklist may be submitted for minor improvements in lieu of the Final Review Requirements. Minor improvements include: solar devices; fences; heating & air conditioning equipment; satellite dishes; landscape modifications; antennas; patios; retaining walls; outdoor lighting; and permanently placed equipment. The Minor Improvements Submittal and Checklist requirements include:

1.4.1 Site Plan. Drawn to scale (indicating the location of the proposed improvement on the property).

1.4.2 Specifications. Specifications and/or manufacturer's data describing the physical characteristics of the proposed equipment.

1.4.3 Scale Drawing. Detailed, scaled drawings, as necessary, to describe the physical size and configuration of the proposed improvements. These drawings should also illustrate the improvements in relation to the existing home.

1.4.4 Written Description. A brief written description of the improvements, including proposed purpose, materials, and color.

1.5 Fees & Deposits

Fees and deposits are required for most proposed improvements.

- 1.5.1 Application Fee.** The Application Fee of \$4,000 is non-refundable and must be in the form of a check made payable to the Skyline Ranch Homeowners Association, Inc. No fee is required for the Preliminary Review. The Application Fee includes payment for one Final Inspection and one Follow-up Inspection.
- 1.5.2 Additional Inspection Fee.** A fee will be charged for additional inspections and for re-inspections due to non-compliance with the prescriptive requirements at a per hour consulting fee.
- 1.5.3 ARC Deposit for New Construction.** In addition to the Application Fee a refundable deposit is required for new construction in the amount of \$5,000. The deposit must be paid in the form of a check made payable to the Skyline Ranch Homeowners Association, Inc.
- 1.5.4 Alteration Deposit.** Alterations and additions also require a refundable deposit. The purpose of the ARC deposits is to ensure compliance with all applicable requirements. The deposit will be refunded when the building and landscaping are completed and meet all ARC requirements, standards, CC&Rs and Design Guidelines.

1.6 New Construction or Addition Process Overview

The following 17 steps are to be completed when doing new construction or any addition to a dwelling at Skyline Ranch. The responsible party for each step is identified. The Preliminary Review is optional but highly recommended. Step one and all other steps beyond the Preliminary Review are REQUIRED.

Overview

1. Request Submittal Form and Application - Owner

Preliminary Review

2. Develop Proposal - Owner
3. Submit Application to ARC - Owner
4. Complete Preliminary Review (30 days) - ARC
5. Create any revisions necessary based on ARC response and repeat Steps 3-4 as needed for revisions - Owner

Final Review

6. Develop Proposal - Owner
7. Submit Application and Final Review Documents to ARC – Owner
 - a. Application
 - b. Architectural Drawings
 - c. Exterior Color and Materials Board
 - d. Landscape and Irrigation Plans
8. Final Review - ARC
9. Create any revisions necessary based on ARC response – Owner
10. Final Review: Approval - ARC
11. Appeals – Owner

Construction

Construction must start within one year after approval and be completed within 24 months of commencement.

12. Start Construction - Owner
13. Request Final Inspection - Owner
14. Complete Final Inspection - ARC
15. Complete any revisions requested by the ARC from the Final Inspection - Owner
16. Approve Final Inspection - ARC
17. Refund Deposit – ARC

1.6.1 Request Submittal Form & Application

Request a current copy of the Association ARC Construction Submittal Form and Application. Owner(s) and agent(s) should read and understand the following documents prior to making a submittal to the ARC:

1. CC&Rs for Skyline Ranch Homeowners Association;
2. ARC Construction Submittal Form and Application;
3. Timetable and Checklist Outline; and
4. Architectural Rules and Standards.

Applicable Laws, Codes, and Ordinances. Property development and home construction at Skyline Ranch is subject to all applicable codes and ordinances for the State of Oregon and Deschutes County, as well as all other pertinent regulations. The most stringent regulations shall apply in the event of a conflict.

Disclaimer. The Skyline Ranch and its ARC are not responsible for reviewing, inspecting, approving, or certifying property development as it relates to any local, state, and federal codes and ordinances. ARC review and approval is limited solely to the design guidelines contained herein. Recommendations by the ARC or independent architectural consultant that the Owner comply with all applicable codes and ordinances shall not constitute review nor endorsement of said codes and ordinances.

1.6.2 Develop Proposal for Preliminary Review

General. The Preliminary Review (PR), a conceptual design review, is intended to give an owner feedback early on in the design stage. While the PR is strongly encouraged, it shall not be mistaken as Final Approval for the construction of the improvement(s).

Advantage of the Preliminary Review. The Preliminary Review (PR) provides Owner(s) and agent(s) an opportunity to have the conceptual design reviewed, and to receive ARC advice about the proposed improvement at an early stage of the project, before more costly construction drawings are prepared and/or application for building permits has been made. The PR is a free service.

Before Starting. Check with the Skyline Ranch manager to make sure you have the most recent edition of the Skyline Ranch Design Guidelines (all copies are dated).

Preparation for Preliminary and Final Review Submittals. The Preliminary and Final Review processes are similar, and require the same amount of time for completion. Alterations, additions and entirely new buildings also require the same amount of time for the review process. Preliminary Review is recommended for both additions and new construction.

Requirements. At a minimum the ARC recommends the PR submission contain: a site plan and exterior elevations (both drawn to scale); and 8 ½" x 11" reductions of these drawings. No fee or application is required for the preliminary review.

1.6.3 Submit Application for Preliminary Review

Timeline. The third step is to submit your application. Your submittal will take up to 30 days to review.

Authorized Inspections. (as provided under Article VI, Section 6.6, of the CC&Rs) – upon receipt of an application and submittal to build, the ARC and/or its representative(s) shall be authorized to make on-site inspections of the proposed construction site at any time.

Requirements for Submission. The Construction Submittal Form and Application is available on the association owner portal (www.apreriomgmt.com). This form is periodically revised and updated. Submittal requirements identified in the current Construction Submittal Form and Application supersede those identified herein.

At a minimum the ARC recommends the PR submission contain: a site plan and exterior elevations (both drawn to scale); and 8 ½" x 11" reductions of these drawings. No fee or application is required for the preliminary review.

Timeline. The completed Construction Submittal Form and Application must be received by the ARC a minimum of 30 days in advance of the actual review meeting.

1.6.4 Complete Preliminary Review

The ARC shall complete the Preliminary Review and provide the applicant with feedback and requested revisions within 30 days.

1.6.5 Revise and Repeat Preliminary Review

Create any revisions necessary based on ARC response.

1.6.6 Develop Proposal for Final Review

General. The Final Review is a comprehensive review by the ARC and the retained architectural professional. The Final Review Application must be reviewed and approved by the ARC prior to commencement of construction. Regardless of whether or not a Preliminary review was performed by the ARC, a Final Review is mandatory.

Requirements.

1. **Application Form.** The Owner(s) must sign and date the signature page. All pages must be completed.
2. **Cover Sheet.** A Cover Sheet must be completed with pertinent addresses, phone numbers, legal description, street address, building area in square feet, etc.
3. **Existing Conditions Site Plan.** (topographic and boundary survey) with the following:
 - 3.1. Prepared, stamped & signed by a licensed Oregon surveyor;
 - 3.2. Drawing scale at 1"=10' or similar;
 - 3.3. North arrow and graphic scale;
 - 3.4. Title block with lot number and property address;

- 3.5. Property legal description;
- 3.6. Property and boundary lines;
- 3.7. All setbacks and all easements identified;
- 3.8. Existing contour lines with elevations indicated at one (1) foot intervals;
- 3.9. Existing tree survey indicating location, type, and size (in calipers);
- 3.10. Existing rock outcropping locations;
- 3.11. Existing roadways with street name;
- 3.12. Existing sidewalks and pathways;
- 3.13. Points of connection for all utilities;
- 3.14. Adjacent lots including lot number. If lot is developed, provide approximate outline of home, appurtenant structures, and driveway.

4. Site Plan. (1 copy - drawing scale at 1" = 10' or similar). The Existing Conditions Site Plan shall serve as the base for the Site Plan and shall include:

- 4.1. A grading & drainage plan (professionally engineered is encouraged and may be required) accurately reflecting the existing contours of the site slope, and proposed contour changes (both at 1' maximum intervals), as well as any boulder retaining walls;
- 4.2. Property lines, setbacks, sewer, and all other easements (if any);
- 4.3. Building site stake location and setbacks clearly identified;
- 4.4. Building footprint location, roof plan including overhangs, and driveway (including material of driveway) clearly marked;
- 4.5. All tree and rock outcropping locations (trees which are proposed for removal must be clearly designated as such on the plan);
- 4.6. All utility stub locations and their proposed routing to the home;
- 4.7. Clearly marked locations of walkways, decks, patios, fire pits, boulder retaining wall(s), parking areas, proposed utility lines, service yard/trash storage, spa/hot tub facilities, utility, mechanical equipment, fencing (including height), etc.;
- 4.8. Identify proposed screening and exterior enclosures for utility meters, HVAC equipment, and trash/recycling bins that are exposed to neighboring properties or public streets;
- 4.9. The location of construction staging/access areas and temporary structures;
- 4.10. The location of homes on adjacent home sites (if they exist);
- 4.11. The elevation of the first floor of home (in relation to existing grade);
- 4.12. The highest ridge elevation of the home (in relation to existing grade); and
- 4.13. Existing and proposed "spot" grade elevations at all corners of the foundation;
- 4.14. Notes indicating method(s) for protecting existing trees during construction;
- 4.15. Dimensions for any roof overhangs that extend into any setbacks;
- 4.16. Clearly marked locations for storm water retention areas;
- 4.17. Clearly marked locations of primary and secondary drain fields, septic tanks, and any ejectors/pumps required for on-site sewage system.

5. Exterior Elevations. (1 copy - drawing scale at 1/4" = 1') to include:

- 5.1. All major sides of the home shall be elevated. Portions that are not visible on the primary elevations can be elevated separately, indicated on building sections, and/or shown on 3D views;
- 5.2. All exterior building features clearly identified including all materials and finishes; (e.g. windows, doors, exterior lighting, roof, siding, railings, trims, patios, porches, decks,

foundation stairways, storage & trash enclosures, masonry, garage doors, meter housings, spa facilities, etc.);

- 5.3. The correct image orientation (stock plans reflecting mirror image will not be accepted);
- 5.4. The proposed structure's main floor line drawn with its elevation in relation to the existing grade in compliance with design guidelines;
- 5.5. The elevation of the highest point of the roof ridge in relation to the existing grade;
- 5.6. Accurate finished and existing grades drawn and noted on all elevations;
- 5.7. Roof slopes identified.

6. Floor Plan(s). (1 copy - drawing scale at $\frac{1}{4}" = 1'$; including graphic scale) to include:

- 6.1. All levels shown;
- 6.2. Show the locations of patios, decks, hot tubs, and other accessory structures adjacent to the home;
- 6.3. Room labels;
- 6.4. Clearly mark the locations of utility meters on the home (gas and electrical);
- 6.5. Note the type(s) of any fireplaces proposed;
- 6.6. The correct image orientation (stock plans reflecting mirror image will not be accepted);
- 6.7. If a separate garage or shop building is included within this submittal, floor plans shall be included;
- 6.8. The square foot areas for each level. Separate areas shall be provided for covered areas such as patios, decks, porches, balconies, garages, etc.

7. Roof Plan. (1 copy - drawing scale at $\frac{1}{4}" = 1'$; including graphic scale) to include:

- 7.1. Roof slopes and roofing material callout;
- 7.2. Roof storm water collection methods and locations (i.e. gutters, downspouts, etc.);
- 7.3. Dimensions of roof eave overhangs;
- 7.4. Roof attic ventilation methods (i.e. eave vents, roof vents, ridge vents, etc.).

8. Architectural Detail(s). (1 copy – drawing scale to vary from $\frac{1}{2}"$ to $6" = 1'$) to include:

- 8.1. Exterior details (i.e. exterior finishes, material transitions, siding to grade, window/door details showing trim, etc.);
- 8.2. Roof details (i.e. eaves, overhangs, ridges, parapets, mansard roofs, gutters, downspouts, chimneys, etc.);
- 8.3. Specialty details (i.e. Juliet balconies, railings, exposed structural supports, knee bracing, etc.).

9. 3D Views. (1 copy – at least 4 views showing the four corners of the proposed design with colors and materials indicated).

10. Colors & Materials Board. (1 digital copy – showing proposed colors, materials, and exterior light fixtures). A digital version of the Exterior Colors and Materials Board shall include the items listed below. The digital version must be submitted, along with the Color Submittal Form⁷. A physical Exterior Colors and Materials Sample Board (2' x 3' maximum) shall also be submitted. The applicant's general contractor shall maintain the physical Exterior Colors and Materials Sample Board and keep on site during the duration of construction. Adjustments, clarifications, and changes to colors and materials after approval and/or the start of construction will require additional ARC review and approval.

- 10.1. A completed Color Submittal Form identifying materials and colors;
- 10.2. Colors and finishes of exterior windows & doors (including garage doors), all proposed siding, trim, roofing, metal flashing (fascia, gutters, downspouts, etc.) other exterior materials that are visible on the exterior of the home;
- 10.3. Masonry and paver samples;
- 10.4. Exterior light fixture catalog cuts/specifications and/or drawings (if custom fixtures) included lumens, shielding, etc.;
- 10.5. Proposed fence details and finishes;
- 10.6. A written legend that corresponds to the finishes on the board.

11. Landscape Plan(s) and Details. (1 copy – drawing scale at 1"=10' or larger, including graphic scale) to include:

- 11.1. The Existing Conditions Site Plan, Site Plan and any grading & drainage plans shall serve as the base for the landscape plan;
- 11.2. Location of all trees and plants shown graphically on the plan;
- 11.3. Legend with list of trees and plants including quantity, botanical name, common name, and size at time of planting;
- 11.4. Defensible landscape zones 1, 2, 3 (not irrigation) as they relate to building footprints;
- 11.5. Drainage swales or storm retention areas, including size, capacity, materials, and any plants within;
- 11.6. Clearly marked locations for pathways, decks, patios, paved areas, fencing, enclosures, fire pits, hot tubs, bbqs, etc.;
- 11.7. Clearly marked locations for all landscape lights. Manufacturer catalog cut sheets for selected fixtures shall be included.

12. Irrigation Plan. (1 copy – drawing scale at 1" = 10' or larger, including graphic scale) to include:

- 12.1. The landscape plan shall be the base for the irrigation plan;
- 12.2. Point of connection/backflow prevention device, weather-based system controller;
- 12.3. Valves, mainline runs, sleeves;
- 12.4. Irrigation zones graphically represented;
- 12.5. Final head layout encouraged, but not required.

13. Building Section. (1 copy – drawing scale at 1/4"; including graphic scale) to include:

- 13.1. When applicable, building sections shall be required to convey specific site conditions or building steps;
- 13.2. Floor level(s) and stepped conditions;
- 13.3. Roof slopes and building height;
- 13.4. Methods for ventilating roof assemblies/cavities (e.g. ridge vents, eave soffit vents, roof vents, no-vented, etc.).

14. Foundation Drawings Foundation. To include:

- 14.1. Foundation plans:
 - 14.1.1. Minimum scale at 1:10 or as appropriate for the site;
 - 14.1.2. North arrow and graphic scale;
 - 14.1.3. Existing and proposed topographic contours at one (1) foot intervals;

- 14.1.4. Grade elevations for top of footings, finish floor, slabs, and corners of the home;
- 14.1.5. Locations and sizes of footings, grade beams, stem/cripple/pony walls, posts, slabs, and retaining walls;
- 14.1.6. Outline of structure above;
- 14.1.7. Locations of property line and setback lines;
- 14.1.8. Location(s) of existing and/or modified rock outcroppings;
- 14.2. Foundation Sections;
- 14.3. Foundation Details;
- 14.4. Subsurface Drainage around perimeter of foundation(s).

15. Site Plan and all four Exterior Elevations. (1 copy each reduced to 8 ½" x 11" format).

16. Digital Files. Digital files (pdf format) of all required documents, including drawings and the application. Digital drawings are not required to be reduced and shall be full size sheets per the appropriate scale indicated.

17. String Layout. A string layout of the footprint of the house, driveway and on-site parking locations shall be completed at the time of application. All corners of the lot must also be accurately staked at the time the string layout is completed.

1.6.7 Submit Application for Final Review

Your submittal will take up to 30 days to review.

Authorized Inspections (as provided under Article VI, Section 6.6, of the CC&Rs) – upon receipt of an application and submittal to build, the ARC and/or its representative(s) shall be authorized to make on-site inspections of the proposed construction site at any time.

The Construction Submittal Form and Application is available on the association owner portal (www.aperionmgmt.com). This form is periodically revised and updated. Submittal requirements identified in the current Construction Submittal Form and Application supersede those identified herein.

The completed Construction Submittal Form and Application must be received by the ARC a minimum of 30 days in advance of the actual review meeting.

1.6.8 Final Review

Architectural Review. During the thirty (30) day period following the receipt of your proposal for Final Review, an independent architectural consultant to the ARC will review the submittal, check for compliance and drawing accuracy, and write a summary of their findings.

ARC Meetings are Closed. Only ARC members, property management staff and the independent architectural consultant will be present. During the meeting the ARC will review the application, drawings, technical documentation, and the independent architectural consultant's summary of findings.

1.6.9 Revise and Repeat Final Review

Create any revisions necessary based on ARC response. Repeat as needed.

1.6.10 Final Review: Approval

ARC Conditions. After the ARC meeting, a conditions letter is prepared listing ARC comments, requirements, concerns and/or conditions of approval. At your request, a copy of this letter will also be provided for your design and construction agent. If there are specific areas of concern or a requirement for more information, the Owner and/or his agent(s) may be required to provide revised drawings or supplemental information before the ARC will issue a Final Approval allowing construction to begin. Only written review requirements and authorizations are considered as a matter of record. Verbal communications will not be considered as a matter of record.

View Corridor Tree Removal. Except for trees that must be removed for foundation excavation, trees marked for removal within the view corridors must remain on the site until the home is framed. The request for removal of these trees will be addressed once the home is framed and ARC members conduct an on-site visit. Unauthorized tree removal will result in immediate forfeiture of the deposit and suspension of all construction activity on the property until a remediation plan and a new deposit are received and approved by the ARC.

ARC Approval Letter Requirement. - Excavation and construction may begin once all conditions are resolved, a final ARC approval letter has been issued, the conformance agreement (attached to your approval letter) has been signed and returned to the ARC, and all necessary building permits are obtained from Deschutes County.

Extension Requests. An applicant may request an extension from the ARC for their final approval or construction duration due to hardships or unforeseen circumstances. The extension shall be in writing and explain, in detail, the reason(s) for requesting an extension and the duration of the requested extension. The extension request shall be received by the ARC thirty (30) days prior to the effective start date of the extension. Under no circumstances shall an extension exceed one hundred and eighty (180) days. An extension is not guaranteed and subject to ARC discretion. An extension issued by the ARC is applicable only to the Skyline Ranch Homeowners Association in regards its Design Guidelines and CC&Rs. An ARC-issued extension does not override any applicable permit approvals, durations, extensions, and/or code changes required and enacted by the City of Bend, Deschutes County, and/or all other authorities having jurisdiction (AHJ) of the development.

Variance Request. An applicant may request a variance from the ARC to these Design Guidelines. A variance request shall be in writing at the time of either preliminary and/or final review. The variance request shall state the reason(s) for a variance to the Design Guidelines and cite the relevant Guideline sections. A variance is not guaranteed and subject to ARC discretion.

1.6.11 Appeals

Appeals to the ARC will be scheduled as needed. Should an appeal hearing be required, the format of the hearing shall be as follows:

1. Introductions: Appellant, Board and Management;
2. Orientation and Outline of Proceedings;
3. Statement regarding the Board's goals for the hearing;
4. Summary of applicable governing documents (including the "Rules of Order" explaining which documents supersede others);

5. Outline of the powers and duties of the Board;
6. Summary of notices given to the Appellant;
7. Time constraints for the Appellant's Presentation;
8. Appellant's Presentation; and
9. Questions and Adjournment.

Appellant's Presentation. The Appellant may present supporting evidence challenging the Board's or ARC's interpretation of the pertinent governing documents, or request the Board override a provision in the pertinent governing documents. The Board does not have the authority to change or override any provision contained in the CC&Rs.

Questions and Clarifications. Members of the Board may choose to ask for clarification and/or additional information regarding one or more components of the Appellant's Presentation.

Appeal Decisions. The Board will usually convene at a later date to make determinations regarding the appeal and will inform the Appellant of its decision in writing.

1.6.12 Construction

Construction may begin following ARC Final Review and approval.

1.6.13 Final Inspection: Request

Scheduling Inspections In Advance. Due to the volume of inspection requests during the building season or to delays as a result of severe weather, allow for up to three weeks or more when requesting inspections.

Construction Compliance Checklist:

To assist Owner(s) and/or their agent(s) in determining if a property is ready for Final Inspection (and to avoid the potential of costly additional inspections) the ARC has developed a checklist of the more common non-compliance issues found during the Final Inspection. Examples of typical non-compliance issues include:

1. **Paint.** All exterior components must be painted to blend in with the surrounding colors (utility meters, utility junction boxes, plumbing vents/flashings, piping, gas vents, roof vents, flue shroud, etc.).
2. **Drainage.** All site drainage must be retained and disposed of on the Owner's property. Dry wells, cisterns, and approved drainage swales are three commonly used methods to retain storm water. Provisions for the disbursement and containment of roof, gutter, site, landscape, walkway and driveway drainage are the property owner's responsibility.
3. **Screening.** All exterior elements of heating and/or cooling systems, trash and recycling containers, utility meters, and firewood must be screened from the view of neighboring home sites and roadways. Where applicable, HVAC units must be insulated to reduce noise transmission to acceptable levels at adjoining properties. Hot tubs must be installed in an approved location and screened as approved by the ARC.
4. **Signage.** The Contractor's sign must be removed.

5. **Site Clean-up.** All excavation spoils, construction materials, and construction debris must be removed from the site.
6. **Home Entrance Lighting.** Only two fixtures with visible light sources are permitted on a home. The shroud for these fixtures may be translucent or transparent. The fixtures must be positioned to enhance and identify the entrance of the home, and each fixture is limited to a maximum light output equivalent to a 60 watts incandescent bulb (a fixture with three lamps may have the light output equivalent to three 20-watt incandescent bulbs).
7. **Exterior Wall Lighting.** All other exterior walls must have downward-directed light sources which are shielded with an opaque material. No part of the lamp may be exposed through perforated opaque material, translucent or transparent shrouds.
8. **Foundation.** No more than eight inches of concrete/foundation may be exposed anywhere around the base of your home.
9. **Driveway Lighting.** Walkway, landscape and all other decorative light fixtures may not have any portion of the lamp(s) exposed to neighboring properties or public streets.
10. **Decks and/or Porch Supports.** Elevated decks with living areas below shall have supports of not less than 6"x 6". Built-up wing walls and built-up columns clad with siding material.
11. **Landscaping.** The landscape installation shall be completed in accordance with the approved Landscape Plan. Any areas disturbed during construction that are not landscaped must be restored to a native state. Restoration or re-naturalization of areas disturbed by the construction of your home includes planting native plant materials, spreading mulch or compost to cover the raw earth, and feathering the transitions between truly native areas and newly restored areas.
12. **Miscellaneous Items.** The location of items such as play structures, hot tubs, satellite dishes, dog runs, etc., must be approved by the ARC

1.6.14 Final Inspection

The purpose of the Final ARC Inspection is (to the extent possible and reasonable) to verify that the exterior of the improvements and associated landscaping have been completed in accordance with the visual and aesthetic requirements identified in the approved application and design documents. It is the sole responsibility of the depositor to arrange the Final ARC Inspection.

Access to Property. The depositor shall make the subject property/construction site available to ARC members and its consultants (architectural and landscape) to perform any and all required Final ARC Inspection(s). If entry into a construction zone is required to perform inspection(s), the depositor's general contractor shall provide the ARC members and its consultants the necessary safety training and proper personal protective equipment (PPE).

Survey and Measurements. Detailed surveys and measurements are generally not included as part of the Final Inspection; it is not the ARC's responsibility to verify lot lines, setbacks or other potential encroachments.

Non-complying Items. All non-complying items discovered during the Final Inspection must be corrected prior to the Follow-up Inspection. As previously outlined, the Application Fee includes payment for one Final Inspection and one Follow-up Inspection.

Additional Inspection Fee. A fee will be charged for additional inspections and for re-inspections due to non-compliance with prescriptive requirements.

Non-Compliance. Should an Owner(s) or agent(s) fail to comply with the prescribed corrective action within the specified timeline, the violation will be deemed “non-compliant” and will be subject to the Association’s Enforcement Policy. Refund of the ARC deposit will not be made to non-compliant Owner(s) or their agent(s).

Notice of Violations and Timeline for Corrective Measures. Written notice and a reasonable timeline for correction of violation(s) of the Rules and Design Guidelines discovered during an inspection will be sent to the home site Owner(s) and (at the request of the Owner) their agents.

Scope of Inspections.— All ARC inspection(s) performed by ARC members and its consultants is limited in scope and authority to that of the exterior improvements and associated landscaping of the subject property and in accordance with the approved application, design documents, and these design guidelines. Inspections by ARC members and its consultants *do not* entail review and verification of compliance with building codes, fire/life/safety, accessibility laws, county development codes, OSHA regulations, etc. ARC members and its consultants are not responsible for site safety, construction phasing, means and methods, and other construction activities that are the responsibility of the Owner’s general contractor.

1.6.15 Final Inspection: Address Necessary Changes

The Owner must make any changes required by the ARC from the final inspection.

1.6.16 Final Inspection: Approval

The ARC must communicate approval to the Owner following a final inspection that does not require additional changes.

1.6.17 Refund of Deposit

To initiate the deposit refund process Owners must notify the HOA in writing that all requirements have been met and must request a Final Inspection. All deposits eligible for refund shall be refunded to the depositor unless the depositor provides written consent to transfer the deposit to another party.

Deposits shall be refunded if the building and landscaping improvements are completed as approved (as determined during the ARC’s Final Inspection), providing:

1. Improvements meet all standards, requirements, conditions and Design Guidelines, and construction is consistent with the ARC approved plans and specifications; and
2. The ARC Final Inspection approval is obtained within 24 months of the date of the initial ARC approval letter.

Deposit Forfeiture. The deposit shall be forfeited if the ARC’s Final Inspection approval is not obtained within 24 months of the date of the initial ARC approval letter.

Forfeited Deposits. Forfeited deposits may be used by the HOA to bring the subject’s property into compliance with the ARC approved plans and specifications or the ARC standards, requirements, conditions and Design Guidelines, for general ARC expenses, or for other association expenses as deemed appropriate by the Board.

1.7 Exceptions

Exceptions to these procedures and standards shall be considered on an individual basis and may be granted based on architectural merit. The ARC reserves the right to amend or alter the procedures and standards as required.

1.8 Enforcement

Violations of the ARC Guidelines are subject to the Enforcement Policy and Fine Schedule.

2. Rules & Design Guidelines

2.1 Accessory Buildings

Temporary Construction Shelters. Only buildings to be used as a temporary construction shelters may be placed on a home sites during the construction of the main residence.

Miscellaneous Structures. Separate garages, dog houses, tool sheds, playhouses, wood storage, etc., which are not integrated with or as part of the main residence, will require written ARC approval. Sheds comprised of wood siding will not be allowed.

2.2 Aluminum Windows, Door Frames, and Skylights

Aluminum windows, door frames and skylights must be vinyl clad or bronze anodized, unless other treatments are specifically authorized in writing by the ARC. The use of Sola-Tube type skylights must have prior ARC review and written approval.

2.3 Animal Runs and Restraint Areas

All animal runs and animal restraint area must receive prior ARC review and written approval before they are built. These areas shall be placed on a home site in a location completely concealed or screened from view from roadways and neighboring home sites.

2.4 Buildable Area

Building Area. The buildable area shall meet the following requirements:

1. **Minimum building area.** 2,500 square feet of minimum building area which includes covered outdoor living space(s) as well as a minimum of 1,800 square feet of livable area (conditioned space).
2. **Maximum building area.** 8,000 square feet of maximum building area.
3. **Building Setbacks.** Building setbacks are measured from the property line(s) to the farthest extent of the building (footings, trash/recycling/HVAC enclosures, window bays, or any other portion of the building). On grade improvements such as decks, patios, driveways, turnarounds, retaining walls and walkways shall have a minimum 5 feet setback and have additional setback

requirements as described in the “Additional Setbacks” section (See Exhibit “B”, Additional Setbacks Illustration, section 2.48).

4. **Setback Requirements from Property Lines.**

1. **Front Yard.** Minimum 40 feet setback from each street frontage property line.
2. **Side Yard.** Minimum 30 feet setback from each side property line.
3. **Rear Yard.** Minimum 30 feet setback from the rear property line.
4. **Solar Setback.** The solar setback shall be as prescribed in DCC 19.88.210.
5. **Park Setback.** Minimum 100 feet from Shevlin Park.
6. **Slope Setback.** Minimum of 30 feet from the edge of the Tumalo Creek Canyon Rimrock.

5. **Additional Setbacks,**

1. **On-grade Improvements (< 30 inches).** On-grade improvements (i.e., decks, patios, driveways, turnarounds, retaining walls and walkways with surfaces that are 30 inches or less above the existing grade) must maintain a 5 feet minimum setback from any property line.
2. **On-grade Improvements > 30 inches).** On-grade improvements (i.e., decks, patios, driveways, turnarounds, retaining walls and walkways with surfaces that are more than 30 inches above existing grade) must comply with the following:
 - i. The improvement’s height above the existing grade must have at least a 2:1 (i.e., horizontal: vertical) relationship from a property line (e.g., a retaining wall with a finished surface that is 3 feet above the existing grade shall be a minimum of 6 feet from the property line) (see Exhibit “B”, Additional Setbacks Illustration, section 2.48).
6. **Deschutes County Code.** Architectural features such as cornices, eaves (roof overhangs), canopies, sunshades, gutters, chimneys and flues shall not project more than three feet into a required yard, provided that the projection is not closer than three feet to a property line.

2.5 Building Height

All Skyline Ranch Home sites are subject to the associations Rules & Design Guidelines’ height calculation formula (See Section 3.2 Exhibit B, Building Height Calculation 3.2 – Exhibit B. The association’s Rules and Design Guidelines enforce a 30’ average building height limitation based upon the County’s requirements.

- 2.5.1 **Backfilling.** Excessive backfilling is not allowed to impact or affect the association’s Rules & Design Guidelines building height calculation. Application with the intent of circumventing the County height restrictions or association’s Rules & Design Guidelines height restrictions will not be approved.
- 2.5.2 **Height Confirmation.** In instances where proposed building heights are close to the established limit, the ARC may (during the construction process) require that the owner of a home site have specific site and building elevations confirmed by a licensed surveyor.

The accompanying Exhibit B illustrates and explains how building height is calculated in determining compliance with the association's Rules and Design Guidelines (refer to Exterior Design Treatment, section 2 for more information on reducing the impact of imposing façades).

2.5.3 Deschutes County Definitions:

Building, Height. The vertical distance from the average contact ground level of the building to the highest point of the building.

Height of Building. The vertical distance from the grade to the highest point of the coping of a flat roof, to the deck line of a mansard roof or to the center height between the highest and lowest points on other types of roofs.

Grade or Ground Level. The average elevation of the finished ground elevation at the centers of all walls of a building; the sidewalk elevation nearest the center of the wall shall constitute the ground level.

2.6 Chimneys

All exterior chimney chases surrounding flues and gas fireplace vents must be constructed of stone or brick. The chimney chase and shroud must be large enough to completely cover the metal fireplace flue; the flue must be topped with a spark arrestor.

Paint Requirements. All chimney chases, flues and shrouds shall be painted to match surrounding materials; unfinished metal flues are not permitted.

2.7 Decks, Porches, and Deck/Porch Skirting

Elevated decks with living areas below shall have supports of not less than 6 inches x 6 inches. Built-up wing walls and built-up columns shall be clad with siding material. Due to the wildfire threat in central Oregon all decks in Skyline Ranch will be constructed from a composite material, such as Trex or Trex equivalent.

Skirting Requirement. Decks and/or porches which are more than 24 inches above existing grades and have no living area below shall be skirted. Skirting shall be recessed 18 inches to 24 inches to create shadows and alleviate the appearance of massive under deck /porch walls. Skirting shall be made of the same material and applied in the same direction as the home (unless otherwise approved by the ARC).

Long Deck Runs. The deck areas of home sites are an integral part of living at Skyline Ranch as well as an integral part of the view from neighboring properties. Long uninterrupted runs of deck will not be permitted. Projections, steps or other architectural features must be incorporated in the deck design.

2.8 Design Duplication

Duplication of a house design is discouraged. In cases where similarity in home design or appearance is deemed a concern by the ARC, modifications to the home may be required to eliminate similarities.

2.9 Drainage

A drainage plan must be included as part of all construction and landscape submittals and is subject to ARC approval. All site drainage must be retained and disposed of on the Owner's property. Provisions for the disbursement of drainage from roofs, gutters, home site, landscape, walkways and driveways are the property owner's responsibility. Owners should consult with a professional engineer or contractor to discuss their drainage risk factors and specific solutions.

Exceeding Drainage Capacity. Some homes at Skyline Ranch may be subject to additional water drainage and erosion problems (e.g., drainage from street run-off) that could exceed their system's designed capacity. Owners and/or agents who encounter drainage or erosion problems should investigate the possibility of a free-draining foundation system around the entire perimeter of the foundation, or other effective drainage systems recommended by their drainage professional.

2.10 Driveways

Only one driveway connection to the street is encouraged per home site, if the design of the home and site placement allows from to it may be considered at the sole discretion of the committee. The driveway shall be a maximum of 14 feet wide. Gravel is prohibited for the final driveway finish.

Drainage culverts for driveways will be subject to ARC review and approval. Pipes used for culverts must be galvanized steel and shall not be blue or green in color. Crushed drain rock shall be used at ends of culvert drains and will match existing onsite check dams.

2.11 Excavation and Landscape Treatment

Each home site shall be developed with minimal modification of the existing topography. All excavation spoils must be removed from the site. All areas disturbed during construction must be restored to their original/ natural appearance or modified in accordance with an approved Landscape Plan.

Natural Restoration. Natural area restoration includes replanting native grasses and other native plant materials and redistributing mulch or compost to cover raw earth.

Landscaping Excessive Slopes. Landscaping shall be designed to "disguise" excessive slope areas caused by fill for driveways and around the foundation of homes.

Existing Grade. Existing or natural grade is defined as the site topography which exists at the time a lot is sold to the first Owner by the project developer. Fill material subsequently brought to a site does not modify the existing grade reference.

2.12 Exterior Colors and Stains

All exterior colors are subject to review and written approval by the ARC; this includes both the original painting and subsequent repainting of the home. The exterior color treatment shall be continuous on all elevations. Very bright and/or very bold body colors will generally not be acceptable.

Color Duplication. Avoid duplicating the colors of nearby homes.

Repainting. Colors used to repaint must also be approved by the ARC. Time and weather will degrade the original exterior color of a home. As a result, partial repainting of the home using the originally approved color(s) will not be allowed.

Natural Siding and Logs. Natural wood siding, peeled logs and natural shakes must be stained and/or treated.

2.13 Exterior Design Treatment

Consistency. Exterior treatments used on the building walls shall be continuous and consistent on all elevations/sides of the residence in order to achieve a uniform and complete design, and to avoid a “veneer” look. Exterior siding material must be carried down to within eight inches or less of the grade and must be sloped or stepped appropriately to match the finished grade. Building elevations proposed by Owner shall show how exterior siding terminates at grade for ARC review and approval.

Design Coordination. The ARC encourages and may require that fenestrations, projecting bays, and all other architectural features be coordinated on all sides of the building. Integrating architectural elements into the design will enhance the architectural character of the building.

Stucco & Masonry. The use of stucco and/or masonry materials may be exempt from the above “Consistency” requirement. Many times these materials may be used in conjunction with other approved siding materials to enhance the architectural style and appeal of all sides of a home. Stucco or Masonry must be used in combination of other materials. When masonry is used on the front of a home and it extends to any front corner, it must extend around onto the adjoining side elevation for at least 4 feet. Material transitions are subject to review and approval of ARC.

Steep Slope Conditions. The design of a dwelling shall consider the negative visual impact of tall and imposing façades on neighboring properties. This is of concern with any home designed for a home site of considerable slope; it is of particular concern where a tall, flat face of a building may be exposed to roads or adjacent downhill sites. Steep slope design features to consider include:

1. Adequately excavating for the lowest floor to better ‘marry’ the building to the site;
2. Selecting roof pitches and roof massing that lessen the perception of height;
3. Stepping the building profile from the point of low-grade back toward the higher grade to reduce the building mass (particularly as seen from lower viewpoints); and
4. Reducing story heights at the ends of the building adjacent to neighboring properties to substantially soften such end conditions.

Tall and Uninterrupted Walls. Prudent use of materials may be effective tools to reduce the appearance of height and mass (masonry wainscoting, base trim boards and frieze boards are a few design alternatives for effectively eliminating long, tall, uninterrupted walls). Other alternatives are to utilize stepping of the masonry, offsets, and plane changes.

Hillside Home Sites. See Section 2.24.

2.14 Exterior Lighting

The purpose of the exterior lighting requirements is to eliminate glare and annoyance to adjacent property owners and passersby.

Lighting Design and Location. The design, number, light source wattage and location of all exterior lighting fixtures is subject to ARC review and written approval. Examples of exterior lighting fixtures include (but are not limited to) exterior wall, pendant, driveway, walkway and landscape lighting.

Light Fixture Submittal. The light fixture submittal must be an actual fixture, a legible drawing and/or a catalog cut showing the design.

Exterior Light Locations, Buildings. All exterior wall light fixtures must be shown on the exterior elevations of all new construction submittals.

Exterior Light Locations, Other. All driveway, walkway and landscape lighting must be included with the landscape plan. Exterior light fixtures installed without ARC review and written approval must be removed.

Visible Light Source. Only two fixtures with a visible light source are permitted on a home and are subject to ARC review and written approval regarding their exact location. The shroud for these fixtures may be translucent or transparent. The fixtures must be positioned to enhance and identify the entrance of the home. Each fixture is limited to a maximum light output equivalent to a 60 watts incandescent bulb (a fixture with three lamps may have the light output equivalent to three 20-watt incandescent bulbs). Colored lamps are prohibited.

Shielded Light Fixtures. All other exterior wall fixtures (including driveway, landscape and all other decorative light fixtures) must have downward-directed light sources which are shielded with an opaque material. No part of the lamp may be exposed through perforated opaque material, translucent or transparent shrouds. Colored lamps are prohibited.

Holiday Lighting Variance. A variance for outdoor special holiday lighting is only granted between the Saturday before Thanksgiving and the second weekend in January. All holiday lighting must be turned off by 11:00 p.m. daily and completely removed by the end of the second weekend in January.

2.15 Exterior Walls and Trims

For home designs proposing the application of composite exterior materials, consideration shall be given to the appropriate balance and proportion of the proposed materials, as well as to the specific areas of their use. Materials approved for use on exterior walls and trims include, but not limited to the following:

1. **Wood Siding and Elements.** Wood siding shall be limited to accent and shall be stained to complement the other materials on the home.
2. **Fiber Cement Siding.** Siding can be arranged in any of the following manners: vertical board & batten; horizontal lap; shake; or approved equal. Attachments (screws, nail heads, etc.) must be concealed.
3. **Brick.** Adhered veneer or attached brick.
4. **Textured masonry.** Adhered or attached masonry veneer of stone or rock.
5. **Stucco.** Stucco and synthetic stucco.
6. **Board Formed Concrete.** Architecturally formed concrete may be allowed but subject to ARC review and approval.

Prohibited Materials and Conditions. Exposed plain concrete (8 inches maximum exposure at the foundation), plain concrete blocks (CMU), corrugated metal, unarticulated panel siding (e.g., T-1-11, plain plywood, sheet press board), exposed seams on sheet products (e.g., plywood or pressboard type) and other similar quality, non-durable products are prohibited.

2.16 Fencing and Screening

2.16.1 Fencing.

Fences require specific review and written approval from the ARC before they may be placed. All fencing shall be consistent with the provision on Section 10.20 of the CC&Rs and the COL agreement. A fence is defined as a structural or ornamental barrier separating one space from another. Fencing considerations include;

1. **Promoting Open Space.** Fences require specific review and written approval from the ARC before they may be placed. All fencing shall be consistent with the provision on section 10.20 of the CC&Rs. A fence is defined as a structural or ornamental barrier separating one space from another.
2. **Fencing Height.** Fences shall be limited to five (5) feet in height from ground level, shall be connected to the house structure, and shall blend or follow natural terrain and landscaping. Long runs of fencing shall be avoided and, if approved, must be articulated to create interest in the fencing surface.
3. **Garden Fencing.** Deer fences surrounding small gardens are permitted pending ARC review and approval. The height of garden fences is limited to 6 feet from ground level. Wood materials are not allowed for garden fencing. The fence must be in a pattern of 4 inches by 4 inches and be painted black.
4. **Height Exceptions.** In some cases taller fencing may be allowed or even required to properly screen mechanical equipment, laundry drying apparatuses or similar installations

2.16.2 Screening Recreational Facilities.

Fencing around recreational facilities in private areas will be judged on an individual basis by the ARC, taking into consideration such factors as location, exposure to public view, and natural screening in the immediate vicinity. Above ground pools will not be allowed.

2.16.3 Fence Attachment or Support.

No tree, whether in a setback or on private property, shall be used for the attachment or support of any fence or privacy screen.

2.16.4 Fencing to Protect Plants.

Inconspicuous fencing may be permitted with ARC approval around individual plants or shrubs until they are of a size less vulnerable to the deer population.

2.17 Firewood and Burning

Outdoor wood burning stoves and wood burning fireplaces are strictly prohibited at Skyline Ranch. Gas firepits, pizza oven, and wood burning chimneys attached to the exterior elevation of the home will be considered with ARC review.

2.18 Flagpoles

Flagpoles require prior ARC review and written approval before they may be installed. Flag poles shall be attached to the building and not freestanding.

2.19 Garages

All garages must be attached to the home or designed to give the appearance of being attached to the home. A maximum garage door height of 8 feet is encouraged, but taller garage doors may be allowed if the Owner and/or their agent can justify the need for a taller garage door and demonstrate appropriate massing and scale. Detached RV garages may be allowed but will require ARC approval. (Generally, RV doors up to 12 feet will be allowed).

Garage Massing. Owners and/or their agents are strongly encouraged to minimize the massing and visual impact of the garage. Garages should be located and designed so as to not act as the primary element of the front elevation. The space between the top of the garage door(s) and the roof shall be kept to a minimum(see Buildable Area 3., Exhibit A. All garages and garage doors will be subject to ARC review.

2.20 Grading

To the maximum extent feasible, all grading on a home site shall conform to existing topography; the grading plan must be approved by the ARC at the time of the construction and/or landscaping review. For purposes of drainage, grading must slope away from the structures on a home site (See Section 2.9, Drainage) and in accordance with applicable codes.

Grading Detail. Both existing and finished grading must be represented on each Site Plan and each Exterior elevation submitted to the ARC.

Foundations. ARC may request separate foundation drawings as needed for improvements on lots where any of the following conditions exist:

1. Significant existing and/or proposed topography;
2. Foundation systems(s) requiring below-grade, concrete walls to retain soil;
3. Extensive cut & fill and/or backfilling to raise grade around the home;
4. Extensive amount of terraced boulder retaining walls;
5. Any conditions that require imported fill and compaction;
6. Raising grade to create a “pad” for the foundation, floor, and/or slab of the home;
7. Any foundation systems that require geotechnical, civil, and structural engineering.

2.21 Greenhouses

Greenhouses will be evaluated on an individual basis by the ARC.

2.22 Gutters and Downspouts

Gutters. Gutters are highly recommended in Skyline Ranch and may be required on some homes. All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored or painted to blend with the surface to which they are attached. Exceptions like copper gutters will be considered on a case by case basis.

Downspouts. Downspouts transferring roof drainage to grade shall be appropriately designed with materials and colors matching the surface(s) to which they are connected. Rain-chains used in lieu of downspouts are subject to ARC review.

Drainage Pipes. All drainage pipes from downspouts must be concealed from the view of neighboring properties. The drainage from the downspouts must be accommodated on the Owner's property. French drains, other types of dry well systems, and/or storm water retention swales must be adequately sized to accommodate gutter drainage. (See Drainage, Section 2.409).

2.23 Heating and Cooling System Screening

All exterior elements of heating and/or cooling systems (HVAC) shall be screened from the view of neighboring home sites and roadways and, where applicable, insulated to reduce noise transmission to acceptable levels at adjoining properties. The HVAC enclosures must be constructed to match the materials, finishes, and paint colors of the adjacent principal structure on the site. Alternatively, HVAC screening may also be incorporated as part of rock features, retaining walls or other permanent landscape features; a Landscape Plan showing the HVAC alternated screening feature must be included with the submittal. HVAC screening requires ARC review and written approval.

2.24 Hillside Home Sites

Exposed understructures of homes built on hillside home sites are prohibited. Siding material must extend to within 8 inches of the finished grade, and skirt walls (pony walls) exceeding 3 feet in height shall be landscaped to reduce the scale of the wall. Additionally, all decks which are more than 24 inches above the grade must have skirt walls which are recessed 18 inches to 24 inches from the deck/porch edge to create shadow lines. Decks more than 3 feet above grade shall be landscaped to reduce the scale of the skirt wall (See Decks, Porches and Deck/Porch Skirting, Section 2.7). Daylighting basements will not be allowed unless topographic circumstances warrant; daylighting basements will require ARC review and approval during preliminary review.

2.25 Hot Tub Screening

Hot tubs are required to be screened from the view of neighboring home sites and roadways and, where applicable, insulated to reduce noise transmission to acceptable levels at adjoining properties. Hot tub enclosures must be constructed to match the materials, finishes, and paint colors of the adjacent principal structure on the site. Hot tub location and screening requires ARC review and written approval.

2.26 Landscaping

Landscaping, other than natural/indigenous landscaping, is not required but may be a condition of development in some areas. All home site landscaping shall be maintained to present a neat and pleasing appearance to all off-property vantage points, and to minimize fire danger, maximize weed control, and moderate the problem of wind-blown dust.

Owners of Skyline Ranch shall develop landscape designs that preserve, protect and enhance the existing natural environment of the community. The landscape shall be designed to blend with existing landscape and compliment the architecture. Incorporating existing natural features and topography is encouraged.

Owners are required to use landscape materials listed on the Skyline Ranch Approved Fire Resistant Plant List in Section 3.4 Exhibit D. Plant material not on the approved list will be considered with documentation indicating that plant is fire resistant. In planning the landscape, consideration should be given to water conservation and incorporate techniques that limit water consumption.

Other Landscaping Considerations.

1. **Timeline.** Landscaping must be completed within six months of substantial completion of the home.
2. **Visible areas.** Areas of the site that are exposed to the neighborhood shall be treated in a casual, fluid manner so as to integrate comfortably with the natural settings and surrounding home sites at Skyline Ranch.
3. **Off-site screening.** In some situations, the ARC may require an Owner to add plant material and/or add contouring to a site to screen on-site elements from off-site vantage points.
4. **Turf.** Artificial turf may be approved in small amounts in backyards only on the condition that it is not visible from the street or neighboring homes.
5. **Boulders.** Boulders and larger rocks must be greater than 18" diameter. Decorative or retaining boulders must be Shevlin Basalt or Oregon Mossy rocks.

It shall be the responsibility of the Owner to follow the Landscape Plan submitted to the ARC. When appropriate, contiguous property owners should work together to create a continuous visual transition from one property to the next, avoiding a straight-line delineating property lines.

A Landscape Plan is not required during the Preliminary Review process. However, a complete landscape plan must be submitted for review and approval prior to the execution of any work. Beginning landscaping construction prior to ARC review and written approval may result in a partial or total forfeiture of the deposit refund. No additional fees are required for the landscape review.

Application Expiration. If construction approval has been granted and construction has not begun within one year of receiving approval (or within six months for additions or alterations), the application and approval expire and the deposit portion of the application fee will be refunded. A new application, a current fee and deposit, and a new ARC review and approval will be required if construction is scheduled to proceed after this time. All construction and landscaping on your home must be completed within eighteen months from the date of the initial ARC approval letter. The ARC may grant extensions to the 18 month construction period due to scope of work, adverse weather conditions and other situations as deemed appropriate.

Re-landscaping. Owners who are re-landscaping all or a portion of their property are required to submit the same documentation as is required for new landscaping.

2.26.1 Fire Defensible Plant Strategy

There are three defensible landscape zones, also referred to as Fire Prevention Zones, that must be applied to each landscape. Limiting the amount of flammable vegetation and materials surrounding a structure and utilizing fire resistant plants are the primary goals. The defensible zone method landscaping must be implemented on the landscape plan.

Zone 1: 0 to 30 Feet Adjacent to Structures

Commented [LH1]: These zones are in conflict with the zones of the COL agreement and the WHFHMP. (In requirements and in zone range).

The COL agreement controls and is more restrictive.

This section needs to be edited to conform with the COL agreement.

Generally. Zone 1 is the area surrounding all structures, including decks patios and fences, for a distance of 5'-0" on all sides. This zone is most vulnerable to embers causing home ignition. The are of application may be larger in an undulating, free-form layout

Requirements.

1. No plant material is allowed within the 5' fire free Zone 1.
2. Only noncombustible material such as gravel, pavers, or concrete should be used in Zone 1. Bark mulch is combustible and not permitted within Zone 1.
3. Existing trees should be pruned, or limbed up, 6-10 feet from the ground, to ensure no limbs over-hang any structure and the tree canopy is at least 5' away from the structure and with no brush inside of the tree dripline.
4. Proposed trees should be planned to ensure that mature canopy is no closer than 5' to the edge of the structure.
5. Removal of dead vegetation and implementation of a maintenance strategy to keep the 5' fire free Zone 1 clear of all vegetation is crucial.
6. Outside of 5 feet, low growing, resin free fire resistive plants are carefully spaced and maintained.
7. No firewood storage is permitted outside of an enclosed structure.

Zone 2: 30 to 100 Feet from Structures

Generally it is the area in which landscaping, ornamental or native, terraces, walls, patios, gardens, lawns, water features, dry streambeds, sculptures, bird baths may be located. A critical purpose of this zone is to employ careful landscaping to significantly decrease fire behavior. Vegetable gardens which need fences or barriers for protection from wildlife must be developed so as to comply with the regulations for fencing as outlined in Section 2.16 Fencing and Screening.

Requirements.

1. Bark Mulch is a combustible material and is not allowed in this zone. Compost mix of 50/50 (50% soil/50% mulch) is an acceptable alternative
2. Select plants from the Approved Plant List Appendix E.
3. Native Shrubs including (Bitterbrush, Sagebrush, Manzanita) should be significantly thinned or removed.
4. Lawn is permitted and should be irrigated and mowed regularly. Artificial lawn is not permitted in front yards or where visible from off site, common areas or the street. Artificial lawn will be considered for used in backyards when screened from view.
5. Mature trees should be pruned up six to ten feet from the ground (measured at the uphill side), juvenile trees are not to be pruned up higher than 20% of the tree's height or as advised by an arborist.
6. Existing conifer trees will be thinned if needed to achieve a target crown spacing of 10 feet between crowns of single trees in this zone. This will be assessed by the ARC.
7. It is highly recommended that existing juniper trees less than 6" in diameter at chest height (DBH) be removed.
8. Newly planted conifer trees shall be spaced 30 feet apart to ensure adequate crown spacing at maturity. Crown spacing requirements do not apply to deciduous trees. They can be planted near and between conifer trees.

9. Remove native shrubs, juvenile trees and needle cast from under the driplines of conifer trees.
10. Shrubs and ornamental grasses from Appendix E should be spaced at a distance of at least twice the height of the plants at maturity. Hedge rows are discouraged and will be considered on an individual basis.
11. Remove dead vegetation within 30 feet of all structures. Dead logs and standing dead (ghost) trees/stumps are generally not permitted in this zone.
12. All vegetation to be watered regularly with an automated irrigation system.
13. Zone 2 treatments will extend to the lot boundary (beyond the 100-foot zone) when the lot is adjacent to down-hill slopes greater than 20%

Zone 3. 100 to 200 Feet from Structures

Generally. This area is to remain native, or be restored to a native, natural condition excepting walking paths, driveways and address signs. A goal in this zone is not to eliminate fire but to interrupt fire's path and foster a low intensity fire that remains on the ground surface and out of the canopy. The size of this zone is relative to each individual homesite. Clearing of this zone should be limited to approved fire prevention efforts including consideration of tree spacing guidelines, and elimination of weeds. Irrigation of this zone is discouraged, other than to reestablish native plant materials during the first few years after planting.

Natural Areas are encouraged as they require significantly less maintenance and irrigation once established. Owners are encouraged to keep construction activities or other disturbances in the natural areas to a minimum.

Requirements.

1. Existing conifer trees should be thinned, if needed, to achieve 20 foot crown spacing between clusters of two to three trees, or 12 feet between crowns of single trees. This will be assessed by the ARC.
2. It is highly recommended that existing juniper trees less than 6" diameter at chest height be removed.
3. Newly planted groups of two to three conifer trees shall be spaced 40 feet apart from other groups to ensure adequate crown spacing at maturity. Crown spacing requirements do not apply to deciduous trees. They can be planted near and between conifer trees.
4. Mature trees should be pruned up six to ten feet from the ground (measured at the uphill side), juvenile trees are to be pruned up no more than 20% of the tree's height or as advised by an arborist.
5. Remove native shrubs, juvenile trees, and needle debris from under the driplines of conifer trees
6. Zone 2 and 3 treatment areas may overlap each other between home sites. For lots with greater than 20% slopes, Zone 2 treatments will extend beyond 100 feet to the lot boundary.

2.26.2 Landscape Re-naturalization.

Areas disturbed by construction or other activities need to be replanted or seeded and temporary irrigation. Regular monitoring for weed removal is necessary during the establishment period. This strategy typically requires two growing seasons for newly planted, native plants to become established. Annual maintenance and irrigation is significantly reduced after establishment.

If a property owner chooses to maintain a natural appearance of the site, steps must be taken to restore/re-naturalize the unsightly scarred (raw) areas resulting from construction activity. Re-naturalizing includes: planting native plant material; spreading mulch or compost to cover raw earth; and feathering the transitions between truly native areas and newly restored areas.

2.26.3 Wildlife Habitat Management Plan & Wildfire Mitigation Plan

Owners and/or their agents shall comply with all mitigation and management plans set forth within the Association's CC&Rs and addendums included within these design guidelines for reference.

2.27 Mailboxes and Address Signs

Mailbox. Group mailboxes are provided throughout Skyline Ranch. Keys for the mailboxes are available through the US Post Office, 2300 NE 4th Street, Bend, Oregon 97701.

Address Signs. The design of the address plaques for each home shall be similar in nature. The design should utilize a builder with metal numbers set into the rock. The font for the letter shall be Trajan Pro, letters shall be cut from metal and powder coated to match the design of the home or left natural. A design of the sign must be submitted with the final submission for committee consideration.

2.28 Metals and Plastics

All exterior metals and plastics (vents, flashing, conduits, gutters, etc.) must be painted or treated to blend in with (or appropriately compliment) the surrounding material. All utility meter housings must be painted to match the body color of the home. Decorative features in unpainted or untreated metal or plastic require prior ARC review and approval.

2.29 Outdoor Play Equipment

The location of permanently or semi-permanently placed outdoor play equipment (e.g., swing sets, basketball backboards, trampolines and similar items) must have prior ARC review and written approval. Outdoor equipment must be maintained in good repair and screened from the view of other home sites and roadways. Backyards of home sites which are not well screened may require additional landscaping. Play equipment shall be painted or stained, as approved by the ARC, to blend with the natural surroundings.

Other Considerations:

1. No large, brightly colored, plastic play equipment will be permitted to be left in permanent view on any Association home site.
2. No skateboard ramps will be permitted.
3. Basketball nets must be a solid, neutral color and be kept in good repair.
4. Basketball backboards are not permitted on streets or cul-de-sacs; and
5. No brightly colored basketball backboards will be permitted.

2.30 Parking and Screening

Minimum Parking Requirement. A minimum of two outdoor parking places shall be provided for each home site and must be in addition to the available garage parking.

Concealing Recreational & Other Vehicles. Motorhomes, trucks, campers, snowmobiles, boats, canoes, kayaks, trailers of any kind, cars under repair, etc., must be parked so as to be completely concealed from view of roadways and/or neighboring home sites. Such items may be parked on the Owner's Home site and not on the street. Parking is allowed for a maximum of 72 hours for recreational maintenance purposes only.

Guest Recreational Vehicles. The adjacent neighbors must be notified in advance if a guest recreational vehicle is going to be temporarily parked on the Owner's Home site; guest recreational vehicles may remain on the home site for no longer than 7 days.

2.31 Retaining Walls

Boulder Retaining Walls. Where site topography and proposed grading plans warrant retaining grade, proposed boulder retaining walls shall not be exposed more than three (3) feet tall. Where significant grade changes occur over the maximum height, the boulder retaining walls shall be offset, terraced, and have the graded blended on either side of the walls. Boulder retaining walls shall consist of Shevlin Basalt or Oregon Mossy rocks.

Boulder retaining walls may not contain rocks smaller than 18" diameter in any direction. A filter fabric or geotextile is required to be installed on the uphill side of the retaining wall directly behind the boulders. The filter fabric/geotextile must begin below the first course and extend vertically to the top of the wall. The filter fabric/geotextile must run the length of the wall. The fabric must be cut or tucked behind the boulders so as to not be visible.

Non-boulder Retaining Walls. Any proposed retaining walls not consisting of boulders, as indicated above, are prohibited. In certain cases, retaining walls that are integral to the design of the home may be considered and subject to ARC discretion. Non-boulder retaining walls may not consist of exposed concrete.

2.32 Roofing

Slate (simulated or real) tiles/shakes, concrete tiles/shakes, wood-simulated tiles/shakes, and composition roofing (with at least a 30-year warranty) are considered as acceptable roofing applications for the Association. Textured metal with a matte finish may be considered on some homes and require ARC review and approval. Wood shakes and shingles are not allowed due to fire danger risks. Roofing applications will be reviewed on an individual basis. Even though the product is approved, some colors will not be permitted on homes in the Association.

Roof Pitch. A minimum of a 2:12 pitched roof is required in the Association for the primary roof(s), with 3:12 to 4:12 preferred. In limited cases, a lower pitched roof may be allowed for architectural accents and will require ARC approval as part of the design review process. The slope pitches above are defined as "rise" in inches over "run" in inches.

2.33 Satellite Dishes and Antennas

No exterior satellite receivers or transmitters, television antennas, radio antennas, or other receiving devices shall be placed on any home site or home without the prior written consent of the ARC.

2.34 Service Yards

When not provided by other structures, each residence shall have a screened service yard enclosing garbage, recycling, compost bins and trash containers, firewood, clothes drying apparatuses, bicycles, landscape debris, outdoor maintenance equipment, and similar items to ensure that they are not visible from roadways or neighboring home sites. Service yards must be attached to the home, and shall be faced with materials and finishes compatible with the principal structure. Lattice shall not be considered an acceptable siding material. Exposed wood materials are discouraged.

2.35 Setbacks, Easements, and Other Requirements

See Sections 2.4 and 3.1 (“Buildable Area”)

2.36 Shutters

Shutters, if used, shall be incorporated on all façades and shall be of a size adequate to cover the window(s) they decorate. Color and material shall compliment surrounding materials and colors and be appropriately designed in relation to the architectural theme of the home.

2.37 Signs

2.37.1 Generally. All exceptions to sign standards must be presented to the ARC for review and specific written approval prior to their use. Any sign which is deemed to be non-conforming by the ARC will be removed and held for 14 days before being disposed of. Signs must meet the following requirements:

- i. Subcontractor, lender, and supplier signs are prohibited;
- ii. No directional signs may be used without prior ARC approval;
- iii. No off-site signage within the Association may be used without prior ARC approval;
- iv. All signs must appear to be professionally produced;
- v. Signs must be placed parallel to and facing the street providing access to the property;
- vi. Signs may not be illuminated with artificial light;
- vii. Plastic or cardboard store purchased or handmade “for sale” signs are prohibited;
- viii. All signs must be removed upon sale of the property and/or upon completion of the construction project, or at the direction of the ARC;
- ix. Private property signs are limited and must be constructed in the same manner as the “for sale” signs and must have prior approval from the ARC;
- x. For rent or for lease signs are prohibited.

2.37.2 Builder, Contractor, Architect & Designer Signs. Signs advertising builders, contractors, architects, or designers must meet the following requirements:

- i. **Builder and Contractor signs, one sign permitted.** One sign identifying the builder/general contractor is permitted during construction. The sign must be single-sided and may include the builder’s logo, company name, CCB number, website, and phone number. The sign’s design and color scheme shall be chosen by the builder.

- ii. **Architect and Designer signs.** Architect/designer identification may be incorporated into the builder's sign but may not be displayed as a separate sign attached to the builder sign.
- iii. **Size.** Builder signs must be no larger than 1,200 square inches, must be applied to their own posts, and must be placed parallel to the road providing access to the site.
- iv. **Timing.** Builder signs may only be placed after the home site construction has received written ARC approval.
- v. **Removal.** Builder signs must be removed as soon as the home is occupied or when the home is complete. No builder/architect information boxes are permitted. If the home is for sale by builder, for sale information must be included on a separate sign meeting the "for sale" criteria.

2.37.3 For Sale Signs. For Sale signs must meet the following requirements:

- i. **One Sign Permitted.** Only one "for sale" sign is permitted on each home site. The sign must be single-sided, with post, and no higher than 42" above the adjacent grade.
- ii. **Sign Wording.** Sign wording shall be limited to the words "for sale", the price (if desired) and the name and phone number of the listing real estate agency. A logo or mark of the listing agency and agent's name are also permitted. If the Owner is selling the property, the name of the owner or "by owner" may be substituted for the listing agency. All information on the sign must be incorporated as part of the original sign design and not added as a separate attachment.
- iii. **Sign Size.** The "for sale" sign shall measure no more than 300 square inches; no sign dimension shall be larger than 20 inches.
- iv. **Sold Sign.** "SOLD" signs must be incorporated within the 300 square inches of the "for sale" sign and not added to the top, bottom or sides of the sign. Sold signs may be red and must have a straight edge design.
- v. **Sale Information Boxes.** Information boxes (flyer boxes) are not permitted to be mounted on an individual stake or post. They must be attached to the home or to the back of the "for sale" sign. If a box is attached to the back of the "for sale" sign, the box may not protrude beyond the dimensions of the sign.

2.37.4 Open House Signs. One open house sign or sandwich board is permitted on the subject home site during the open house event; the sign or board must be removed at the conclusion of the open house and/or once the real estate agent has left. The dimensions of open house signs must not exceed 432 square inches.

2.37.5 Special Event Signs. Special event signs must be approved by the ARC prior to their use.

2.38 Skylights

All skylights or solar devices shall have non-glare glazing. The glazing color shall be clear, bronze or gray. The trim of the skylight shall blend with, match, or compliment the surrounding roofing material(s). Dome and/or pyramid shaped skylights are discouraged.

2.39 Solar Collection Devices

Solar collectors (hot water and photo-voltaic) are permitted. Collectors must be installed flat to the roof, and the majority of the mechanical portion of the system must be contained within the structure and not positioned on the roof. All solar collection systems must be presented to the ARC for review and approval prior to installation.

Solar Encroachment. Any planting which interferes with the use of solar energy on an adjacent property is prohibited. Deschutes County solar setback standards must be accommodated.

Solar Heating System. Solar heating systems are permitted and shall be reviewed and approved on an individual basis by the ARC.

2.40 Staging Area

Each construction submittal must designate at least one staging area per home site, subject to approval by the ARC. Each staging and construction area must be kept clear of trash and debris (See Trash and Construction Debris Removal, Section 2.42).

2.41 Tarps and Other Weather Protective Materials

Except during construction, the use of tarps to cover outdoor items is prohibited.

Construction Tarps. Tarps may be used during the construction period to protect construction materials, equipment and activities. Tarps visible from roadways and other home sites must be brown in color. Brightly colored tarps (including blue and green) are prohibited.

2.42 Trash and Construction Debris Removal

Resident Trash & Recycling. Trash and recycling bins shall be stored outside and screened for view with an enclosure. The enclosure shall compliment the architecture of the home and fences. When not on a pickup day, trash and recycling bins left out and visible from the street/roadway and to neighboring homes are subject to citation, violation, and fines in accordance with the HOA's CC&Rs.

Construction Trash & Debris. Owner(s) or agent(s) are responsible for their own trash removal during and after construction. Construction sites must be kept clean from trash and construction debris at all times. Construction dumpsters must be removed within 24 hours of being placed on the site.

Weekly Removal Requirement During Construction. Construction sites that are not cleaned on a weekly basis may be subject to the ARC action of having the trash and construction debris removed and disposed of; the cost for ARC removal and disposal of debris shall be deducted from the ARC deposit.

2.43 Tree Removal, Trimming, and Preservation

Tree removal and trimming may be necessary to address fire safety issues, improve neighborhood aesthetics, restore a view, and/or accommodate construction activities.

Authorized Tree Removal. The removal of any tree larger than 6 inches in diameter (19 inches in circumference) requires prior written approval by the Association and may require a permit from the local authority having jurisdiction. Trees less than 6 inches in diameter may be removed in accordance with fire safety guidelines.

Unauthorized Tree Removal. Unauthorized tree removal during construction will result in immediate forfeiture of the deposit and suspension of all construction activity on the property until a remediation plan and a new deposit are received and approved by the ARC.

Tree Trimming. Any tree may be trimmed up from ground level to one-third its height. Any dead limbs above this height may also be removed. The height of owner-planted trees should be maintained so as not to impair the view of other lot owners (See Owner's Manual, Architectural Standards, View Preservation). Tree trimming must produce a natural-looking appearance that can be maintained in a healthy state. The service of a qualified arborist is recommended when significantly reducing the height of mature trees. If an Owner(s) or their agent(s) does not follow these requirements, they will be required to completely remove the tree(s) and replace it (them) with a tree(s) of a species and size determined by the ARC.

The Central Oregon FireFree Program. For information about how to reduce the risk of wildfire visit Central Oregon's FireFree Program at www.firefree.org.

Tree Preservation During Construction. As part of the design review process, the applicant shall provide methods for preserving existing trees affected by construction activities. Proposed methods shall be indicated on the site plan and landscape plans. During construction, the contractor shall implement tree preservation in accordance with the approved plans.

2.44 Utilities

All connections from trunk lines to individual structures must be underground. Exposed plumbing, electrical, and all other utilities and services are prohibited. All areas of excavation for site utility work must be restored (See Section 2.26.2 Landscape Re-naturalization).

2.45 Utility Meters

All utility meters (gas and electric) should not be visible to roadways or neighboring home sites (unless screened in an approved manner), and shall be installed according to the guidelines provided by the utility companies. All exposed housings, junction boxes and conduits must be painted to match the siding color of the house.

2.46 View Preservation

View preservation is an important goal of the Association, but is not the only consideration when evaluating view impairment issues that may arise between Lot Owners. The naturally occurring trees and vegetation are an important part of preserving the Central Oregon environment and neighborhood aesthetics in the Association.

The Architectural Review Committee (ARC) is responsible for evaluating and ruling on all view impairment issues, and will be the sole judge of view impairment. The Board may request additional information before ruling.

ARC Decision. If the ARC determines that the view is materially impaired by owner-planted trees or vegetation it will inform the owner in writing of its decision. If the ARC determines that the view is not materially impaired by owner-planted trees or vegetation, the owners will be informed in writing of its decision and no further action will be taken.

3. Exhibits

3.1 Exhibit A: Buildable Area

3.2 Exhibit B: Building Height

3.3 Exhibit C: Addendum to Purchase and Sale Agreement

3.4 Exhibit D: Fire Resistant Plant List