

## FOUR SEASONS - ARCHITECTURAL RULES

### I. PURPOSE OF ARCHITECTURAL CONTROL AND RESPONSIBILITIES OF THE ARCHITECTURAL COMMITTEE

The primary purpose of the architectural control provisions of the Amended and Restated Declaration of Protective Covenants, Conditions, and Restrictions ("Declaration") for the Four Seasons Homeowners Association (HOA) (available on the HOA website at <http://www.fourseasonshoa.net/keydocuments.html>), which are agreed to by each owner when purchasing property within HOA, is to enhance and protect the value, desirability, and attractiveness of our neighborhood. The Architectural Committee ("ARC"), which is appointed by the elected HOA Board of Directors (Board), is charged with evaluating all proposals submitted by homeowners regarding exterior home and property changes and improvements and ensuring homeowners comply with the Declaration and these Architectural Rules adopted by the Board. The value of our neighborhood is enhanced by the consistency in character and high-quality appearance of homeowner properties. Maintaining these standards of quality and character is the concern of your ARC. The ARC has three major responsibilities towards this end:

1. Review homeowner requests for approval of an Improvement, as that term is defined in the Declaration and document the decision to approve or deny;
2. Periodically review neighborhood properties to determine properties that are violating the Declaration or Architectural Rules and investigate and respond to complaints from homeowners that neighborhood properties are violating the Declaration or Architectural Rules; and
3. Work with owners to correct the violation(s) and refer the violation(s) to the Board for further enforcement if the violation(s) are not corrected.

The ARC is committed to treat all homeowners fairly and with respect.

### II. DECLARATION PROVISIONS RELEVANT TO ARCHITECTURAL CONTROL

The Declaration is protective in that it was created and is enforced to ensure continuing neighborhood quality and homeowner value. Article 4 establishes and explains the HOA's architectural control, the ARC, and the process relating to enforcement. Article 5 establishes the restrictions on property use. Most restrictions are summarized below. For a comprehensive list, please review Article 5 of the Declaration:

1. The Board may adopt rules governing the conduct of persons and the operation and use of lots and the common area. (Sections 1.2, 1.21, 5.4, 5.9, 5.14, and 5.18)
2. Lots may only be used for residential use. An owner may use his lot as a "home office" only if such use is not observable outside of the residence and does not significantly increase parking or vehicular traffic. (Section 5.1)
3. No structure or improvement of any kind, including, but not limited to, buildings, fences, decks, patios, walls, driveways, parking lots, roof replacement, exterior remodeling, painting or staining, swimming pools, storage shelters, landscaping, including softscape, hardscape, decorative or retaining walls, and tree removal, or other products of construction efforts on or in respect to the Property shall be commenced, erected, placed, or altered on any Lot until the plans and specifications showing the nature, shape, heights, materials, colors, and location of the proposed work has been submitted to and approved in writing by the ARC. (Sections 1.4, 4.1, 5.2, 5.4, and 5.13)
4. Each owner is obligated to keep and maintain his/her lot and buildings in a clean and attractive condition, in good repair, and in such fashion as not to create a fire hazard. Such

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maintenance shall include, without limitation, maintenance of windows, doors, garage doors, walks, patios, chimneys, landscaping, street trees and other exterior Improvements, and glass surfaces. Weeds and diseased or dead lawn, trees, ground cover, or shrubs shall be removed and replaced. Lawns shall be neatly mowed and trees and shrubs shall be neatly trimmed. Each owner must repair, within a reasonable period, damage to such owner's lot, home, or other improvements caused by fire, flood, storm, earthquake, riot, vandalism, or other causes. (Section 5.5)

5. A home may be rented, but the owner must provide the tenant with copies of the Declaration, Bylaws, and all the rules and regulations of the HOA. The owner must also obtain the tenant's written agreement to be bound by and comply with these documents and that failure to do so is a breach of the rental or lease agreement. (Section 5.6)
6. No animals, livestock, or poultry of any kind, other than a reasonable number of dogs, cats, or other household pets that are not kept, bred, or raised for commercial purposes and that are reasonably controlled so as not to be a nuisance, shall be raised, bred, kept, or permitted within any Lot. (Section 5.7)
7. Conditions that are noxious, harmful, or offensive are not permitted, nor shall any owner do anything or place anything on their lot or a common area that interferes with or jeopardizes the enjoyment of, or is a source of annoyance to, other owners. (Section 5.8)
8. Parking of boats, trailers, limousines, commercial trucks or vans over one (1) ton, any vehicle with a Gross Vehicle Weight Rating of 3 or higher, mobile homes, campers, and other recreational vehicles or equipment are not allowed on any part of a lot nor on the streets within the HOA, unless fully enclosed in a garage. The ARC has discretion to grant permission for short term parking of such vehicles or equipment on a lot or street. (Section 5.9)
9. No owner can keep any vehicle that is in a state of disrepair (such as vehicles that do not run, cannot move under their own power, have flat tires, are unpainted, or have missing body parts) on a common area or on any HOA street. Owners also cannot keep such vehicles on a lot for a period longer than seven (7) days, unless the vehicle is fully enclosed in a garage. (Section 5.10)
10. No sign of any kind can be placed within the community without consent of the ARC except "For Sale" signs, security signs approved by the Board that comply with community standards, and any signs required by legal proceedings. (Section 5.11)
11. Owners may not leave trash, yard debris, or other rubbish on a lot or common area. Such waste must be kept in an appropriate waste bin and those bins must be kept out of public view. (Section 5.12)
12. Exterior satellite dishes with a surface diameter of one (1) meter or less and antennas designed to receive television broadcast signals or multi-channel multi-point distribution (wireless cable), may be placed on a lot. They shall be placed in the least obstructive location on the owner's property to minimize visual impact while preserving reception quality. If possible, they are not to be visible from the street and are to be screened from neighboring lots. (Section 5.14)
13. If any owner should fail to keep and maintain properly the exterior of any building or lot in good condition, then the HOA, after giving the owner reasonable written notice may fine the owner and may enter upon the property and perform needed maintenance and assess the

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cost to the owner, in addition to levying a fine. (Section 4.11)

Homeowners, of course, must also comply with City of Beaverton code and other municipal requirements. It is the owner's responsibility to determine and secure necessary approvals and permits. It is always a good idea for homeowners to discuss intended changes with their neighbors before starting the project.

### III. THE REQUEST PROCESS

Requests for all improvements or changes to property appearance (roofing, painting, external remodeling, landscaping, fencing, tree removal, etc.) or for exceptions to HOA regulations (such as overnight parking of an RV) are to be made in writing to the ARC and approved before the project is started.

Because some requested changes are denied or are allowed only after agreed upon modifications of the request, it is important to gain approval before starting work. Requests must be received at least 30-days before work is to begin so that ARC committee members can receive, review and respond to the request. The 30-day review period starts once the ARC Committee has received all the required information in which to render an informed opinion. Requests may be submitted by email or US Mail . The address instructions will be noted on the current Application Form. (Please allow several additional days if sending via US Mail).

Responses from the ARC are communicated to the homeowner and published in the HOA Newsletter. Once receipt of the ARC Application is acknowledged, If no response is received within 30 days of receipt of the written request, the request can be considered approved. Approvals expire after six months and projects not completed within that time are to be resubmitted for approval. If a request is denied, the homeowner may appeal to and be heard by the Board. To request an appeal by the Board, please email [President@FourSeasonsHOA.net](mailto:President@FourSeasonsHOA.net) with the specifics of the appeal at least five days before the Board meeting so that the appeal can be placed on the meeting agenda.

Crystalbrook: Please note that Crystalbrook performs its own architectural review. Homes in Crystalbrook are bound by the Four Seasons Declaration and the Crystalbrook Declaration. Residents of Crystalbrook submit their requests to the Crystalbrook Board and NOT to the Four Seasons ARC. Crystalbrook requests should be submitted to [crystalbrookboard@gmail.com](mailto:crystalbrookboard@gmail.com).

### IV. ARCHITECTURAL STANDARDS

Pursuant to its authority under the Declaration, the Board adopts these architectural standards to facilitate consistency in actions and decisions on homeowner requests and complaints and to inform homeowners as to what kinds of requests are likely to be approved and what type of property maintenance complies with the Declaration. The ARC is granted discretion pursuant to Section 4.8 of the Declaration in exercising its duties. The ARC must, however, follow these standards and the requirements of the Declaration when considering requests and evaluating complaints.

These Standards will be applied when considering homeowner complaints and new requests. The ARC has the authority to require homeowners to change what is in place to conform with these Standards. Generally, these Standards will be only infrequently employed in that manner. This reluctance to require changes to existing projects does not, however, apply to an owner who made a change that had been specifically denied by the ARC, made a change that did not fully comply with the parameters of the ARC's approval, or made a change without seeking approval of the ARC. Failure to comply with the requirements of the Declaration that ARC approval must be sought will not be rewarded.

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As set forth in Section 4.9 of the Declaration, approval by the ARC to any request does not constitute precedent and the ARC may withhold approval of any similar request. In other words, if the ARC determines it made a mistake in previously approving a certain request, it is not required to repeat the mistake.

**General:** As a general principal, our neighborhood will maintain a consistent character by using materials and styles that may be characterized as "Contemporary" or as "Pacific Northwest Natural" and reflect the quality, concept, and aesthetics originally created for the Four Seasons development. Additionally, features that are distinctly Early American, Colonial, French Provincial, Southwestern, or Southern appear out of place and if believed to be particularly conspicuous, the ARC will likely deny these requests.

**Worked Performed:** All work must be completed in a professional manner. Homeowners should ensure that, if appropriate, manufacturer's installation guidelines are followed to assure a quality installation with appropriate aesthetics.

**Roofs:** The rules relating to roofing are in separate document and can be found at <http://www.fourseasonshoa.net/keydocuments.html>.

**Painting, Stains or Treatments:** All color schemes for the painting or staining of a house or fence, or the treatment of a roof, are required to have the approval of the ARC, even when a homeowner is planning to stay with the same colors. If desired, the ARC can provide a professionally selected, broad spectrum of coordinated color schemes that work within these Standards. House body and trim should be painted or stained in a Northwest natural, earth tone color that fits within the theme of the neighborhood. Easter egg pastel and bright colors are not acceptable. White is not acceptable for the house body but may be acceptable as a trim color, taking into account the color scheme of the house. Any homeowner seeking approval to paint or stain their house must paint a three-foot by three-foot sample on the house, adjacent to the proposed trim color, so that the ARC can evaluate the color. Garage doors are to be painted the same color as the house or trim. Other garage door colors may, however, be permitted if they have low contrast to the house body color. Both garage doors must be the same color. Color choices for front, side, and back doors have more flexibility.

**Parking:** Parking is restricted as established in Section 5.9 of the Declaration. This Section also, however, gives the ARC authority to grant "short-term" exceptions to the parking restrictions. "Short-term" exceptions will typically be for a few days but may not exceed seven (7) days.

**Sheds and Accessory Structures:** Any shed or accessory structure must obtain prior approval by the ARC, and depending on the shed or structure's finished size, a City of Beaverton permit may also be required (e.g., any shed exceeding 200 square feet in size and 10 feet in height). Sheds not exceeding the 6-foot fence height are preferred and must be no closer than 3 feet to any lot, property, or fence line, and must be positioned no less than 6 feet from your house. The Beaverton Accessory Structures Size and Location Restrictions, however, can be accepted by the ARC, and are available at <http://www.beavertonoregon.gov/DocumentCenter/Home/View/1169>

Any shed or accessory structure must be constructed in like material to the house and be painted or stained the same color as the house. The roof must be consistent with the house's roofing material—cedar shake or composition.

**Decks, Patios, Outdoor Structures, and Roofs/Covers over Outdoor Space:** Decks, patios, outdoor structures like gazebos and pavilions, and roofs or covers over outdoor space must obtain prior approval by the ARC, and depending on the design and size, may require a City of Beaverton permit. It is the homeowner's responsibility to determine if a City permit is required. Roofs that are

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attached to the house and cover decks, patios, or other outdoor space must match the roof of the house (cedar shake or composition), with one possible exception. Such roofs, if part of high-quality design with significant structural integrity and design aesthetics, may be composed of a high quality clear or neutral (e.g., brown, grey) polycarbonate material. Colored polycarbonate roofing is not permitted. Roofs and covers over outdoor space that are not attached to the house, and outdoor structures such as gazebos, must be of materials and colors that comport with the quality, standards, and aesthetics of the neighborhood.

**Grass and Plants:** The appearance of the land around the buildings has a major visual and value impact on property. Front yards benefit from having some grass and plants that provide all-season color—every property should contribute at least some green. Annual flowers look nice when growing, but are probably best used as borders or accents. Many perennial flowers tend to be messy in winter. Bare stakes should be removed and dead growth should be cleared. Artificial plants are not acceptable in landscaping.

**Landscaping Projects Requiring Approval:** The Declaration empowers the Board to set limitations regarding the nature and extent of landscaping projects that require ARC approval. Minor changes in plantings, which affect no more than 10 percent of the landscaped portion of a lot, do not require ARC approval. ARC approval is required for all other projects, including all hardscape projects regardless of size, any tree removal (discussed further below), and plantings affecting more than 10 percent of the landscaped portion of a lot.

**Trees:** Our trees add value to our neighborhood, and removal (or topping) of any tree requires review and approval by the ARC. City of Beaverton approval is also required to remove trees between the curb and sidewalk. Approval for tree removal will be conditioned on removing or grinding and covering the stump so the stump is not visible. An owner may also be required to replace the removed tree with an approved tree. Approval for removing a sick or problem tree is more likely when supported by an arborist's report. Homeowners with a tree at risk of falling should submit a removal request and have the tree removed after receiving approval to avoid damaging property. Trees and shrubs must not interfere with vehicular or pedestrian traffic on sidewalks and streets. Beaverton and Four Seasons require that they be trimmed to provide 8 feet of clearance over the full width of the sidewalk and 12 feet over the street. As established in the Declaration, the ARC may not approve the removal of a tree of greater than five inches in diameter or 15 feet in height without good cause being shown.

**Ground Covering:** Bare ground is not acceptable—it quickly becomes overgrown with weeds and the clay often develops large cracks when it dries. A weed-stopping fabric or covering can help, but this is ugly and unacceptable if uncovered and visible. A thick layer (3 inches minimum) of bark or other mulch (with germination inhibitor) is an attractive solution to cover ground around plants and between grass and walkways. The use of river rock can be effective, if not overdone (a leaf blower is helpful to keep it free of leaves, needles, etc.). These areas are to be kept free of volunteer grasses and weeds.

**Accumulation of Debris:** Debris (pine needles, leaves, twigs, branches, litter, etc.) accumulates after time, after storms, and sometimes during construction projects. It is to be promptly cleared and removed from the property.

**Sidewalks and Driveways:** Homeowners are responsible for maintaining the concrete and blacktop on their property. For safety, sidewalks and driveways must be clear of moss and debris and free of dangerous uneven sections (e.g., raised by tree roots, broken surface, cracks). Sidewalks must also be clear of ivy, junipers, and any other ground cover or shrub. Sidewalks must be clear to 8 feet vertically and curbs must be clear for 12 feet vertically. Eliminate potential injury and liability situations.

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**Parking Strips:** Homeowners are responsible for landscaping and maintaining the area in front of their home between the sidewalk and the street. When submitting your plan to the ARC, please consider possible impact on curbside parking. Homeowners must also consider the requirement noted above to maintain the required clearance on sidewalks. Junipers, for example, are often difficult to control and keep attractive. Water meters, fire hydrants, mail boxes, etc., need to remain accessible. Building up the curb is not allowed, but a sloped parking strip may accommodate a step/terrace at least two feet behind the curb.

**Mailboxes:** Owners are responsible for maintaining their mailboxes; Post Office and ARC approval is required for changes. Newspaper tubes are preferred to be black and are to be clustered with mailboxes to preserve parking space.

**Fences:** Fences may be approved for back and side yards and limited front courtyard or privacy screening fencing. Fences are to be of wood with maximum average height of six feet, allowing for varying topography in the landscape. Back and side yard fences visible from the curb are to be stained a natural wood color or left the natural unfinished wood color. Front courtyard or privacy fencing must be stained or painted the same color as the house siding. A small section of wrought iron may be approved for use as a handrail or to enclose a courtyard. No front border fences are permitted. Berms, stones, or other natural materials may be acceptable as a front border.

**Christmas Lights:** Christmas lights may only be placed on houses or other locations on a lot between November 15th and February 15th.

**Post Lamps:** Exterior post lamps provide auxiliary lighting to the streetlights and are an important unifying characteristic of our neighborhood. Residents are required to keep them operable and lighted when dark for safety and security. Exterior post lamps are to have a single head and be a natural metal color or painted a non-glossy black or other color approved by the ARC.

**House Numbers:** Every home is to have house numbers that can be easily found and clearly read from the street—make them large and of contrasting color to the background.

**Waste Disposal Containers:** Waste Disposal Containers: Containers from Waste Management for garbage, recycling, and yard debris are to be at the curb only on the day of pickup. They are otherwise to be kept out of public view. Public view includes view from private drives that access more than one home. Most owners keep them in the garage or alongside the garage behind a wooden screen or gate or tall shrubs. If kept in the front of the house, they must be behind an attractive privacy screen.

**Signs:** Section 5.11 of the Declaration restricts permissible signs but allows for security signs that conform with "community standards." The Board has determined that "community standards" permit the following security signs: (a) one professionally made alarm monitoring yard sign located in the front of the lot; (b) up to four professionally made alarm monitoring window signs; (c) small professionally made sign(s) located at access points to the home and/or yard warning persons about a security pet(s); and (d) small professionally made sign(s) at access points to the home indicating there is a pet(s) on the premises for fire safety. The Declaration also permits for sale signs, which the Board determines to mean one professionally made For Sale or For Rent sign, located on the lot that is for sale or rent. In addition, a maximum of three movable A-frame style or staked signs (four square feet maximum per sign) may be displayed within Four Seasons to direct potential buyers to a property, but only during the hours the home is open to public viewing. Signs may not be placed in the public right of way. Non-conforming signs may be removed and discarded.

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**Antenna:** Small satellite dishes and omnidirectional digital TV antennas are allowed. Signal permitting, these devices are to be located in the least obstructive location and preferably in an area not visible from the street. If acceptable quality signals can be received placing these devices inside a home, then exterior installation is prohibited.

**Animals:** The Declaration permits only a reasonable number of dogs, cats, or other household pets that are not kept, bred, or raised for commercial purposes and that are reasonably controlled so as not to be a nuisance. This means no chickens or other poultry, no outside birds, no outside pigs or other livestock, and no bees.

**Private Swimming Pools:** Owners are required to keep the water in good condition. Stagnant water can breed mosquitoes and is a health concern to the neighborhood and to the City of Beaverton.

**Questions:** Please contact the ARC Director at [ArcDirector@FourSeasonsHOA.net](mailto:ArcDirector@FourSeasonsHOA.net)

### V. NON-COMPLIANCE

When the ARC is aware of situations of non-compliance with the Declaration or these Rules, homeowners will be contacted about the problem. Violations and enforcement are governed by the Resolution for Enforcement of Regulations and Schedule of Fines, available on the HOA website at <http://www.fourseasonshoa.net/keydocuments.html>.

If a homeowner believes another homeowner is not in compliance with the Declaration or these Rules, a homeowner may lodge a complaint with the ARC. Complaints must be in writing and can be sent via email to [ArcDirector@FourSeasonsHOA.net](mailto:ArcDirector@FourSeasonsHOA.net), or deposited in the dropbox at the Clubhouse, or mailed to Four Seasons Architectural Committee, 15005 SW Village Lane, Beaverton, OR 97007.