



Greentrees Village



1600 Rhododendron Dr. #320 Florence, OR 97439 541-997-8674 Fax: 541-997-6018

Dear Greentrees Village Owner:

The Greentrees Village Architectural Control Committee provides the enclosed packet of information as a set of guidelines to assist you as you plan construction, alterations or additions to your property. The Architectural Control (ACC) is mandated to assist residents in planning improvements in a manner that is compatible with the Association's Covenants, Conditions, Restrictions and Rules and Regulations.

Enclosed are the steps required for lot development, a copy of the rules and regulations that pertain to land use, a Lot Development Request form, graph paper and an example plot plan.

Please be advised that you must have ACC approval of your construction project before you obtain city approval and receive the necessary permits.

It is the Architectural Control Committee's desire to work with lot owners who wish to make alterations and improvements to their property. We are dedicated to the continued enhancement, protection and preservation of Greentrees Village.

Please contact myself, other members of the ACC or the General Manager if you have any questions regarding this packet.

Sincerely,

R. B. Taylor
Chairman of the Greentrees Village, Inc.
Architectural Control Committee

Greentrees Village, Inc.

Request for Approval of Lot Development Project

The Architectural Control Committee (ACC) meets regularly on the first Monday and third Monday of each month.

ACC approval is required for lot clearing, excavating and all projects which increase lot coverage including paving, installation of structures, and all external construction.

Please refer to the *Land Use Rules and Regulations* for minimum setbacks, Greenbelt requirements, lot coverage, building height and other restrictions. **The ACC can not approve any requests or plans that encroaches the greenbelt area.**

This Request must include:

Plot Plan: Submit a **scale drawing**. Include clearing, and erosion plans. Note locations where retaining walls equal or exceed four feet in height. **Show location and dimensioned** outline of existing and proposed structures, pavement and retaining walls. Include **dimensions** to property lines. Location of survey pins/stakes may be required. Show **entrances, walkways and parking areas**. (Note: The front property line starts at the front property stakes, not at the edge of the street paving.)

Construction Plans: Include **drawings** showing type of construction, size, height and exterior appearance of proposed structures.

Greenbelts: The primary design feature which makes Greentrees Village a unique Planned Community is the specification of greenbelts to serve as a visual screen and to protect privacy between adjacent lots. Side and Rear setbacks are to be developed and maintained as greenbelts. Greenbelts may not be used for lot development, storage, fences, or lot access other than in an emergency. Greenbelts are determined by the setback requirements contained in the *Land Use Rules and Regulations*.

Drainage: Paving should be graded so that runoff goes into drywells or greenbelts. Gutters and downspouts must also run into drywell or greenbelts.

Construction: The applicant is responsible for determining if a Florence city permit is required for their project. Construction is subject to City of Florence approval. Building permits should be prominently displayed at the construction site. An approved set of project plans should be kept at the job site. The lot owner is responsible for providing gate access to contractors. The lot owner must advise the Greentrees Village office 24 hours in advance of the arrival of a new mobile home. The lot owner is responsible for any damage to streets or the common property.

Request for Approval of Lot Development Project

NAME: _____ LOT# _____

MAILING ADDRESS _____

PHONE # _____ CELL # _____

PROPOSED PROJECT:

PROPOSED START DATE: _____ COMPLETION DATE _____

WHO WILL BUILD IT? _____ Phone # _____

Have your property pins/stakes been identified? _____ YES _____ NO

I have read and understand the Rules & Regulations attached (Initials: _____)

Upon project completion I will notify the Greentrees office for final inspection and permit closures per Rules and Regulations Paragraph 34-J (Initials: _____)

SIGNATURE: _____ DATE: _____

Architectural Control Committee Action

Granted _____ Denied _____ Postponed _____ Incomplete _____

ACC comments: _____

Approval Stamp

Completion Stamp

ACC Committee Signatures

Date: _____

Date: _____

Date: _____

Land Use Rules and Regulations

25. Architectural Control Committee (ACC)

a. The Architectural Control Committee shall be established by the Board of Directors of the Association (By-Laws 11.1) with the expressed responsibility of enforcing and protecting the design standards and restrictions set forth in the Declaration and Bylaws and to protect the rights of both the individual property owners and the community (Declaration 10.3).

Enforcement of Covenants

a. It is known that many covenant violations exist in Greentrees Village, Inc. Some are minor violations and can be easily corrected. Others, however, are major violations and would be expensive to rectify.

b. It is the long-term objective of the ACC to correct all of these violations. Plans to implement these corrections, however, should avoid major financial burden to the lot owners whenever possible. Structural violations shall be corrected when the structures are removed or undergo major renovations. New construction will not be authorized until violations are corrected or penalties assessed.

c. Sanctions or penalties may be applied to compensate for the violations until they are corrected.

d. If violations are severe and intractable, the Greentrees Village, Inc., Board of Directors may choose to apply Section 9.5 and 9.8 of the Declarations or to litigate.

e. When lots are offered for sale, the owner should check for violations and disclose them to his sales agent, prospective buyers, and the ACC. Once sold the buyer becomes responsible for correcting any violations and reporting the corrections to the ACC.

f. When a lot owner applies for a construction permit, the lot will be inspected for existing violations. If survey stakes are not visible, the ACC may require that the correct stake locations be found and flagged by a qualified surveyor, if clarification of property boundaries is necessary for the ACC to properly evaluate the project outlined in the request.

g. Repair of residential structures and other existing structures is not considered an improvement and may be done without ACC approval provided that said work does not alter the existing structure (for example, no ACC approval is needed for re-roofing a home or replacement of windows).

Design Restrictions

Greenbelts

- a. See Table 1 for setback restrictions of greenbelts. Any encroachment into the allotted greenbelt must be presented to the ACC for consideration and approved by the Board of Directors.
- b. Except for variances, greenbelts may not be used for lot development, storage, fences or lot access other than in an emergency.
- c. Rectangular lots shall maintain greenbelts on the sides and back of properties.
- d. Triangular/corner lots shall maintain two greenbelts, the side next to neighbor and the back of the property.
- e. No structure or landscaping, which is higher than 2-1/2 feet, shall be located within the vision clearance zones at street intersections. Vision clearance zone is a triangular area at an intersection with the legs of the triangle extending 15 feet from the closest corner of the intersection. Common areas at street intersections shall be inspected and trimmed by the maintenance crew of Greentrees Village, Inc.
- f. Any structure, including paving and fences, located within greenbelts shall be removed before any permits will be authorized for any construction on a lot. The removal of major structures may be deferred until the structure is replaced.

28. Structure Height Restriction

- a. The definition of structure height shall be the vertical distance between the base point and the top point as defined as:

Base point: the average finished grade at the front of the structure, the front being defined as the street side of the structure.

Top point: the peak or crest of the upper roof of the structure

- b. Soil shall not be imported to the lot to elevate the finished grade at the front of the structure without specific approval of the Architectural Control Committee. (See Table 1 for height restrictions allowed without a variance).

29. Lot Coverage Restrictions

- a. See Table 1 for summary of the acceptable building codes as for Greentrees Village. Note the differences from those adopted for the city of Florence.

- b.** The maximum width of all driveway/parking area of rectangular lots can be the width of the street side of the property excluding the greenbelts.
- c.** The maximum width of all driveway/parking area of triangular/corner lots cannot exceed 36 feet.
- d.** No driveway shall be blacktopped or cemented without prior approval of the Architectural Control Committee.
- e.** If lot coverage limits are exceeded, appropriate structures or paving shall be removed. Major costly corrections may be deferred until the structures are replaced.
- f.** If structures are determined to be across property lines, the adjacent property owners shall negotiate a solution acceptable to both lot owners.
- g.** Corner lots may develop driveway access to both streets, which border the lot.

30. Fence Restrictions

- a.** The challenge is to control the proliferation of fence-like structures in Greentrees, to create better definitions of restricted fences and to preserve the visual appeal of Greentrees Village, Inc.
- b.** All fences require review from the ACC and approval of the board and are not to be placed in the greenbelts.
- c.** Fences and walls should not be major features at the front of the lot.
- d.** Manicured greenbelts, and not fences or walls, should provide visual privacy screens between lots.
- e.** Certain fence-like structures can be submitted for consideration by the ACC, including dog runs, limited enclosures beside or behind the home, certain walls around decks and patios to provide wind screens or privacy, garden trellises, and low backdrops and wind screens for flowers and bushes.

31. Lot Maintenance

- a.** The area fronting homes, mobile homes, travel trailers, 5th wheels and recreation vehicles shall be maintained in a neat and presentable appearance. Grasses and ground covers shall be kept trimmed. Dead or dying trees, garbage, trash or unused vehicles are

not allowed. The Association shall have the right, after giving 30 days notice to the owner to correct the violation, to have the lot maintenance performed. All costs and expenses incurred shall be borne by the lot owner.

b. Common Property Tree Removal. The Association maintains control for maintenance and development purposes, of a five foot (5') strip of property from the edge of the pavement on each side of the existing road ways (Resolution A-12-02-10). The removal of trees from this five-foot area shall require the permission of the Board of Directors. Any owner or renter who cuts down a tree within this common area with a trunk diameter of six inches or greater without prior approval of the Board of Directors shall be subject to a fine of \$100 for each tree removed.

32. New homes

a. Owners who wish to place a new or replacement home on their lot shall be required to have a survey performed and recorded by a qualified survey engineer who places new lot pins to mark the lot's boundaries and provides the ACC with a certified survey of the lot.

b. When developing a lot, residents are required to obtain a permit from the ACC to remove or deconstruct a home prior to such work beginning. If it is necessary to deconstruct the home, proof of all proper State and County permits. Including asbestos removal shall be provided to the ACC before a permit will be issued.

c. See Attached.

d. Greentrees Village requires that a water meter, meter box and backflow prevention device be installed on the water line which supplies the home, when a new or replacement manufactured home is installed, when a new home is built or when the present dwelling unit is removed or demolished and the lot is again developed for use and when any work is done over the existing utility lines or service that would require a ACC application to be submitted.

The water meter and meter box should be installed close to the property line within the common area and shall include a lock-off valve.

The meter, box, backflow prevention device and fittings will be provided by the Association's maintenance department but paid for by the resident/owner.

The Association Maintenance Department shall furnish an installation standard diagram to the contractor installing the water service system.

The Water Meter Service System shall be installed by a licensed professional, hired by the Association and paid for by the owner of the lot. Once installed, the Meter Service assembly becomes the property of Greentrees Village Inc. and all responsibility for the maintenance and repair of the water meter assembly shall be that of the Association.

33. Other

a. For reasons of safety and appearance, Canvas Carports are not allowed on lots on Greentrees property.

34. Required Steps for Lot Development

- a.** Obtain a Lot Development Packet from Office.
- b.** Prepare a current plot plan of the property, which shows to scale the location of all structures and coverings (sealed driveways and parking areas, sidewalks, etc.).
- c.** Indicate proposed changes with reference to the CC&Rs, and Rules and Regulations, adopted by Greentrees Village, Inc.
- d.** Complete and sign the *Request for Approval of Lot Development Project* form.
- e.** Submit all above to the Greentrees Office to be forwarded to the ACC to be acted upon at the next regularly scheduled ACC meeting.
- f.** Lot Owners and/or their contractor should meet with the ACC prior to receiving a Greentrees permit.
- g.** If there are questions about interpretation of the Rules and Regulations, please contact the ACC for clarification.
- h.** Once approval of the ACC has been obtained, you can request a building permit from the City of Florence if one is required for the proposed project. A copy of the city permit shall be provided to the ACC.
- i.** Upon approval by the ACC, owners will be issued a Greentrees Building Permit that should be posted in an area that will be visible from the street. The purpose of this permit is to provide visual confirmation to your neighbors that you have complied with the Rules and Regulations of Greentrees Village, Inc., by having your project reviewed and approved by the ACC.
- j.** Upon completion of the proposed project, notify the Architectural Control Committee for final site inspection and closure of the Greentrees Permit process. Any deficiencies and or violations found of Greentrees Rules and Regulations will be recorded and reported to the Board of Directors for consideration of any further appropriate action.

Table 1 Building Codes Setbacks

| Code | City of Florence | Greentrees |
|------------------------|-------------------------|----------------------------|
| Lot Coverage | | |
| Enclosed | 35% | 35% |
| Total | 65% | 65% |
| | | |
| Building Height | | |
| Home | 28 ft | 28 ft |
| Other | 15 ft | 20 ft |
| | | |
| Front Setback | | |
| Home | 20 ft | 5 ft |
| Garage/Carport | 20 ft | 3 ft |
| Other | 20 ft | 20 ft |
| | | |
| Side Setback | | Greentrees greenbelt note* |
| Home | 5 ft | 5 ft |
| Other | 5 ft | 5 ft |
| | | |
| Rear Setback | | |
| Home | 10 ft | 5 ft |
| Other | 5 ft | 5 ft |

*Driveway Widths: Reference Rules and Regulations paragraph 29-b, c & d

Side and rear setbacks are to be used as greenbelts of vegetation only, and are to be used as a natural visual screen barrier between lots.

Revision Date: 1-27-14

Exhibit 32C
Resolution P-12-03-13

Special requirements for Greentrees Village Inc.
Delivery and placement of New Homes

The ACC shall review all proposed construction plans to ensure compliance with all requirements of Greentrees Village Inc., Declaration, Bylaws and Rules and Regulations. All construction plans expire six months after approval. If construction is not completed, the lot owner may request an extension. Any changes to approved construction must be reviewed and approved by the Architectural Control Committee.

Lot owners and Contractors, by submission of their signed application and construction plans agree to abide by the following conditions of the Architectural Control Committee:

- The Association Maintenance Department shall receive 24 hours notice prior to bringing in new homes.
- Homes shall be delivered Monday through Friday between 8:00 AM to 3:00 PM and must be accompanied to the home site by a Greentrees Representative.
- New Homes Shall be delivered in such a manner as to limit disruption of traffic. No trucks and or trailers shall be parked on the street overnight.
- Double wide homes shall be brought in one at a time to alleviate street congestions. There is no area in Greentrees that can accommodate storage of the second half while the first half is being placed. Temporary parking is available off Highway 126.
- Greentrees Maintenance shall be notified approximately thirty minutes in advance to allow staff to raise and secure the gate in the open position (if applicable).
- Damage to roads, greenbelts, etc. due to delivery and site work is the responsibility of the lot owner and shall be corrected promptly. Failure to repair the damaged area in a timely manner will result in the Association making the repair and assessing the owner for the costs. Only vehicles with rubber tracks are allowed on pavement during setup.
- Prior to any digging or excavating work call the cable locating service , all cable and utility lines shall be properly located and identified.
- Owner/Contractors are to keep the lot construction site as neat as possible, streets are to be cleaned daily during construction.

- No advertising signs are allowed on the construction site.
- Construction work hours shall begin no earlier than 7:00 AM, and end no later than 6:00 PM.
- Sand must be stabilized during construction. Blowing sand shall be controlled by fencing, mulching, or other methods that have been approved by the ACC.
- **Violation of any of the rules listed above shall result in a fine of \$40 per occurrence.**
- Portable restroom facilities must be provided on the construction site as long as no other services are available on the jobsite, Failure to provide this service will result in the Association providing this service and the expense will be deducted from the refundable fee.

Pursuant to Association Bylaws ARTICLE V, Paragraph 5.9.5, the Association requires a *fee of \$-TBD----, be received from the lot owner at time of the ACC approval. The fee payment shall be in the form of cash, check or credit card. A refund to the lot owner will be issued as long as all the conditions of this resolution and attachments are met.

*Fee (TBD) is subject to vendor availability at time of service and will be confirmed and inserted by the ACC at time of approval.

This resolution and exhibit shall be included in the rules and regulations booklet.

I/We, _____ Hereby certify that I/We

Are the Owners(s) of lot number _____, by signature below Hereby agree to the conditions and fee conditions of this resolution.

Signature _____ Date _____

Signature _____ Date _____



Greentrees Village



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Policy P-04-05-09

Greentrees Resolution Revision to perimeter Fence Rules Chain Link Fencing

Be it resolved that the Greentrees Village, Inc. Board of Directors at a board meeting held on **April 14, 2009**, superseded the Board Resolution of December 12, 2006 regarding specifications for perimeter fencing. The new specifications require that perimeter fences approved by the Board be manufactured chain link, six feet tall. The fences shall have two inch diameter posts which shall be concreted in the ground and shall have a top bar which runs across the top of the fence and shall have a diameter of one and one-half inches.

REASON: Residents must still seek approval to build perimeter fencing.

So resolved this fourteenth of April, 2009, by:

JoAnn Sutton, Secretary of the Association

File: Book of Resolutions
R P-003-2009 Perimeter Fencing Revision 04-14



Greentrees Village



1600 Rhododendron Dr. #320 Florence, OR 97439 541-997-8674 Fax: 541-997-6018

POLICY P-02-03-10

Resolution Water Service Rev.4

Greentrees Village requires that a water meter, meter box and back-flow prevention device be installed on the water line which supplies the home or structure, when a new or replacement manufactured home is installed, when a new home is built or when the present dwelling unit is removed or demolished and the lot is again developed for use and when any work is done over the existing utility lines or service that would require a ACC application to be submitted.

The water meter and meter box should be installed close to the property line within the common area and SHALL include a lock-off valve.

The meter, box, back-flow prevention device and fittings will be provided by the Association's maintenance department. The Association Maintenance Department shall furnish an installation standard diagram to the contractor installing the water service system.

The Water Meter Service System SHALL be installed by licensed professional, hired by the Association and paid for by the owner of the lot. Once installed, the Meter Service assembly becomes the property of Greentrees Village Inc. and all responsibility for the maintenance and repair of the water meter assembly shall be that of the Association.

These rules shall be included in the Greentrees Village Inc. RULES AND REGULATIONS booklet.

This resolution **rescinds** all other Resolutions regarding Water Meter Service installations

So resolved this DATE: _____

Secretary of the Association

*Corporate
SEAL*

AGREEMENT TO INSTALL WATER METER SERVICE

Upon approval for Lot Development by the Architectural Control Committee, the undersigned agrees by their signature below to installation of the water meter service described in the above resolution.

Owner/Applicants Name: _____

Date: _____

ARCHITECTURAL CONTROL COMMITTEE

January 2016

Chairman:

| | | |
|-------------|---------|--------------|
| R.B. Taylor | Lot 149 | 541-997-8177 |
|-------------|---------|--------------|

Members:

| | | |
|----------------|---------|----------------|
| Jeff Myers | Lot 072 | 541-997-2978 |
| Nick Woodworth | Lot 066 | 541-997-1022 |
| Brian O'Neil | Lot 145 | 1-541-941-0467 |

Alternates:

| | | |
|-------------|---------|--------------|
| Frank Miles | Lot 424 | 541-997-9701 |
|-------------|---------|--------------|