



DESIGN GUIDELINES

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TABLE OF CONTENTS

1.0	FOREWARD.....	4
2.0	GOVERNING DOCUMENTS.....	4
3.0	SHEVLIN WEST DESIGN PHILOSOPHY and SETTING	4
4.0	SHEVLIN WEST DESIGN REVIEW PROCESS	4
4.1	SITE VISIT and PRE-DESIGN MEETING	4
4.2	SCHEMATIC DESIGN SUBMITTAL, FEES and DEPOSIT	4
4.3	FINAL DESIGN SUBMITTAL	5
4.4	ARCHITECTURAL REVIEW	5
4.5	BUILDING PERMIT	5
4.6	ON-SITE VISITS.....	5
4.7	PROJECT COMPLETION/FINAL INSPECTION.....	5
4.8	ARC DECISION APPEAL PROCESS	5
4.9	DESIGN CHANGES	6
5.0	SITE GUIDELINES.....	6
5.1	BUILDING ENVELOPE and SETBACKS	6
5.2	DRIVEWAYS, SIDELWALKS AND CURBS	6
5.3	FENCES, SCREENING STRUCTURES and PRIVACY WALLS	6
5.4	WASTE and RECYCLING CONTAINER STORAGE	7
5.5	OUTDOOR FIREPLACES/FIREPITS, BARBEQUES, WALKWAYS, and POOLS	7
5.6	FIREWOOD STORAGE	8
5.7	DRAINAGE and RETENTION	8
6.0	ARCHITECTURAL GUIDELINES	8
6.1	DESIGN INTENT	8
6.2	GENERAL DESIGN CONSIDERATIONS	8
6.3	BUILDING HEIGHT	8
6.4	BUILDING SQUARE FOOTAGE and HOMESITE COVERAGE	8
6.5	CHIMNEYS and FIREPLACES/WOOD STOVES.....	8
6.6	EXTERIOR BUILDING MATERIALS and COLORS.....	9
6.7	ROOFS.....	9
6.8	WINDOWS and SKYLIGHTS	9
6.9	PROJECTIONS, PORCHES, DECKS, PATIOS and EAVES	9
6.10	EXTERIOR LIGHTING	9
6.11	GARAGES, GARAGE DOORS and PARKING	9
6.12	HVAC, SOLAR PANELS, SPECIAL EQUIPMENT	10
6.13	EXTERIOR HOUSE NUMBERS.....	10
7.0	LANDSCAPE GUIDELINES	10
7.1	GENERAL DESIGN CONSIDERATIONS	10

7.2	TREE REMOVAL	10
7.3	TIME of INSTALLATION	10
7.4	GREENHOUSES.....	10
8.0	CONSTRUCTION GUIDELINES and REGULATIONS	10
8.1	DAILY OPERATION	11
8.2	BLASTING.....	11
8.3	DAMAGE and REPAIR.....	11
8.4	DUST, NUISANCE and NOISE CONTROL.....	11
8.5	EXCAVATION	11
8.6	DEBRIS and TRASH REMOVAL	11
8.7	SANITARY FACILITY.....	12
8.8	BUILDER and DESIGN PROFESSIONAL SIGNAGE	12
8.9	BURNING	12
8.10	PETS	12
8.11	UTILITIES	12
9.0	MODIFICATIONS TO APPROVED DESIGNS.....	12
9.1	DESIGN CHANGES	12
9.2	REMODELING, ADDITION, or ALTERATION	12
APPENDIX A:	SITE VISIT and PRE-DESIGN MEETING APPLICATION	13
APPENDIX B:	SCHEMATIC DESIGN SUBMITTAL FORM and CHECKLIST.....	14-17
APPENDIX C:	FINAL DESIGN SUBMITTAL FORM and CHECKLIST	18-22
APPENDIX D:	FINAL INSPECTION REQUEST FORM	23
APPENDIX E:	REMODEL, ALTERATION or ADDITION SUBMITTAL FORM.....	24-25
APPENDIX F:	FEE and FINE SCHEDULE.....	26

1.0 FOREWARD

These Design Guidelines have been created to ensure all Improvements at Shevlin West are designed and constructed to complement the surrounding natural beauty of the land. These Design Guidelines are to be used by all Owners, their Design Professionals and their Builders to guide the design and construction of all Structures and landscapes. The Architectural Review Committee (ARC) will administer and enforce these guidelines in accordance with procedures outlined in this document as well as the Declaration of Covenants, Conditions, Restrictions and Easements for Shevlin West (CC&Rs). It is the responsibility of each Owner to review a copy of the most recent version of these Design Guidelines, as they may change over time, and understand them prior to submitting plans to the ARC for review. All of these documents can be found on the Shevlin West website, www.shevlinwestbend.com.

2.0 GOVERNING DOCUMENTS

All development and construction shall conform to the following governing documents. In cases of conflicting requirements, the more restrictive shall be followed.

- A. The version of these Design Guidelines in effect at the date of the Owner's schematic design submittal (or the date of the Owner's remodel, alteration, or addition submittal);
- B. Declaration of Covenants, Conditions, Restrictions and Easements, for Shevlin West (CC&Rs);
- C. All applicable City of Bend ordinances, regulations, overlay zones, codes and land use decisions;
- D. Applicable local, state and federal codes and regulations.

3.0 SHEVLIN WEST DESIGN PHILOSOPHY AND SETTING

While there is not a particular architectural theme for Structures on Homesites in Shevlin West, there are quality standards to be met and design guidelines to follow in order for the community to sustain its beauty. The natural setting should encourage design appropriate for the region and each individual Homesite. Structures and landscaping shall be designed with significant consideration of each Homesite's unique characteristics.

4.0 SHEVLIN WEST DESIGN REVIEW PROCESS

All Improvements planned for a Homesite require prior approval from The Shevlin West ARC. Approvals or denials are based on the ARC's review of an Owner's plans depicting the design of the proposed structures and landscape improvements. Below is an outline of the steps required in the Shevlin West design review process.

4.1 SITE VISIT and PRE-DESIGN MEETING

Once the Design Professional has been selected and approved by the ARC, a site visit with the Owner, the Owner's design team, and ARC is required prior to a schematic design submittal. This on-site meeting provides an opportunity to review the physical attributes of the Homesite, the conceptual design for the Improvements and to address any questions about the Design Guidelines and review process. This informal meeting is intended to offer guidance prior to initiating any significant design work. See Appendix A for the Site Visit and Pre-Design Meeting application.

4.2 SCHEMATIC DESIGN SUBMITTAL, FEES and DEPOSIT

After the site visit and pre-design meeting, a schematic design (preliminary design) is prepared and submitted to the ARC for review. **To ensure that the submittal is complete, see Appendix B for the Schematic Design Submittal Form and Checklist. Incomplete submittals will not be accepted. All items must be included.**

A non-refundable ARC Review Fee of \$3,000.00, along with a refundable deposit of \$2,000 with the submittal of the schematic design. The non-refundable ARC Review Fee includes the cost of the plan review, reviewing consultants and inspections. Refer to Appendix D for a complete list of the required submittal materials. Based on the ARC's review, additional submittals may be required. **Please see Appendix B for instructions re: ARC payment and material delivery location.**

4.3 FINAL DESIGN SUBMITTAL

Following the approval of the schematic design submittal, a final design is prepared and submitted to the ARC for review. **To ensure your final design submittal is complete, see Appendix C for the Final Design Submittal Form and Checklist. Incomplete submittals will not be accepted. All items must be included.**

The final design, including a site plan, grading plan, elevations and construction details, sample color board, landscape plan and Final Design Submittal Form and Checklist must be submitted. Final design approval is valid for 18 months; if Improvements have not started by then, a new submittal and fees are required. **Please see Appendix C for instructions on where to deliver the materials.**

4.4 ARCHITECTURAL REVIEW

The ARC will review submitted plans at and hold special meetings called by the chair of the committee on an as-needed basis. Decisions of the ARC will be communicated in writing to the Owner and Design Professional. The ARC will use reasonable efforts to render a decision within 30 days after submission of a complete application and all required fees.

4.5 BUILDING PERMIT

Owners must obtain a building permit from the City of Bend, in addition to final approval from the ARC, prior to commencing the construction of any Improvement on the Homesite. The City of Bend may have additional submittal requirements, which must be met before they will issue a Building Permit. Any changes to the site plan, building(s), or landscape improvements required by the City of Bend must be submitted for review and approval by the ARC before they are constructed. Visit www.bendoregon.gov for current building permit information.

4.6 ON-SITE VISITS

During construction of the Improvements, ARC representatives will visit the site periodically to ensure that construction conforms to the approved plans and construction rules are being followed. It is imperative that Improvements are constructed as approved.

4.7 PROJECT COMPLETION/FINAL INSPECTION

Owners are required to complete all construction and request a final inspection from the ARC within 24 months of breaking ground. Not completing construction within the required timeframe may result in loss of the ARC refundable deposit, fines or additional fees. A final inspection by the ARC shall be requested by the Owner to initiate an on-site inspection to ensure that the completed Improvements are consistent with the approved plans. The ARC will provide a follow up letter after the on-site inspection, stating an approval or noting any non-conforming or incomplete items.

If necessary, a period of 60 days (unless otherwise agreed upon) from the final inspection will be allowed for remediation of any non-conforming or incomplete items. After this time period, a second final inspection will occur, and if any remaining non-conforming issues exist, there will be a 30-day period for remediation. After the 30-day period, charges for any remediation and additional site visits will be deducted from the ARC refundable deposit. Ultimately, non-compliant Improvements are subject to the legal remedies provided in the CC&Rs. Once an approval of all completed construction is granted, the remaining balance of the ARC refundable deposit will be returned to the Owner. **See Appendix D for the Final Inspection Request Form.**

4.8 ARC DECISION APPEAL PROCESS

The Association Board of Directors will serve as the Appeal Committee that will hear an appeal of a final ARC decision. Final decisions of the ARC may be appealed up to thirty (30) days after the decision is provided to the Owner. Only the Owner going through the ARC process may appeal an ARC decision. Notwithstanding the foregoing, in the event that an appeal is filed with the ARC during such 30-day period, such appeal shall toll the decision. In that case, the ARC decision shall not be deemed final.

The Owner appealing his/her final ARC decision should submit the appeal in writing along with a \$500.00 appeal fee in the form of a check made out to the Shevlin West Homeowners Association. The Appeal Committee may, at its sole discretion, refund a portion of or the entire fee based on the circumstances and outcome of the appeals process.

The Appeal Committee shall use reasonable efforts to hear and decide all appeals within thirty (30) days of receipt of the written appeal and appeal fee. The ARC will notify the Owner of the appeal date and the Owner and ARC shall be permitted a reasonable amount of time to present his or her appeal to the Appeal Committee. The Appeal Committee will review and consider comments and information provided by both the ARC and the Owner making the appeal. All decisions rendered by the Appeal Committee are final.

4.9 DESIGN CHANGES

Any proposed design changes considered during the course of construction that impact the exterior appearance of the approved Structures, or the approved landscape improvements, must be reviewed and approved by the ARC before being constructed.

Change requests must be submitted in writing and be complete in order for the ARC to review and provide an approval.

Unapproved changes may result in corrective action and/or fines per the **Fee and Fine Schedule (Appendix H)**.

5.0 SITE GUIDELINES

The site guidelines below are intended to help Owners, Design Professionals and Builders in creating a comprehensive design that complements the landscape and natural setting. These guidelines must be followed in the schematic design and final design submittals.

5.1 BUILDING ENVELOPE and SETBACKS

Structures, including the Residence, garages, roof overhangs, walls and screening structures, decks and porches must be placed within the Building Envelope (the area within the setbacks). The designated Building Envelope shall be defined by the following setbacks from the Homesite's property lines (but may vary Homesite to Homesite – owners must confirm setbacks on the recorded plat). Shevlin West is zoned RL (Low Residential) and the maximum lot coverage is 42% (not 35%).

- A. Front setback: minimum of 20 feet
- B. Side setbacks: minimum of 10 feet
- C. Rear setback: minimum of 20 feet
- D. Special Right-of-way setbacks and corner lot setback exceptions may apply; See link below:
<https://www.bendoregon.gov/home/showpublisheddocument/47608/637365440759470000#:~:text=Side%20Setback&text=EXCEPT%20on%20corner%20lots%2C%20one,20%20ft.>

5.2 DRIVEWAYS, SIDEWALKS AND CURBS

Allowed driveway surfaces include asphalt, concrete, and concrete pavers. Other hard surface materials will be considered, but must be approved by the ARC. Driveway access width shall not exceed 23 feet at the entry apron. Driveway approach locations will be installed on every lot. Owner can change driveway approach location with ARC approval, but will be responsible for cutting and replacing curbs and curb drops.

Owners are required to install sidewalks at the street frontage of their lot, according to City of Bend standards.

5.3 FENCES, SCREENING STRUCTURES and PRIVACY WALLS

Fences in Shevlin West are to be constructed with a common and consistent design for the community. No fence shall be installed on a Homesite without prior written approval of the Architectural Review Committee. Owners are responsible for locating surveyor's pins marking boundary corners before construction of any fences.

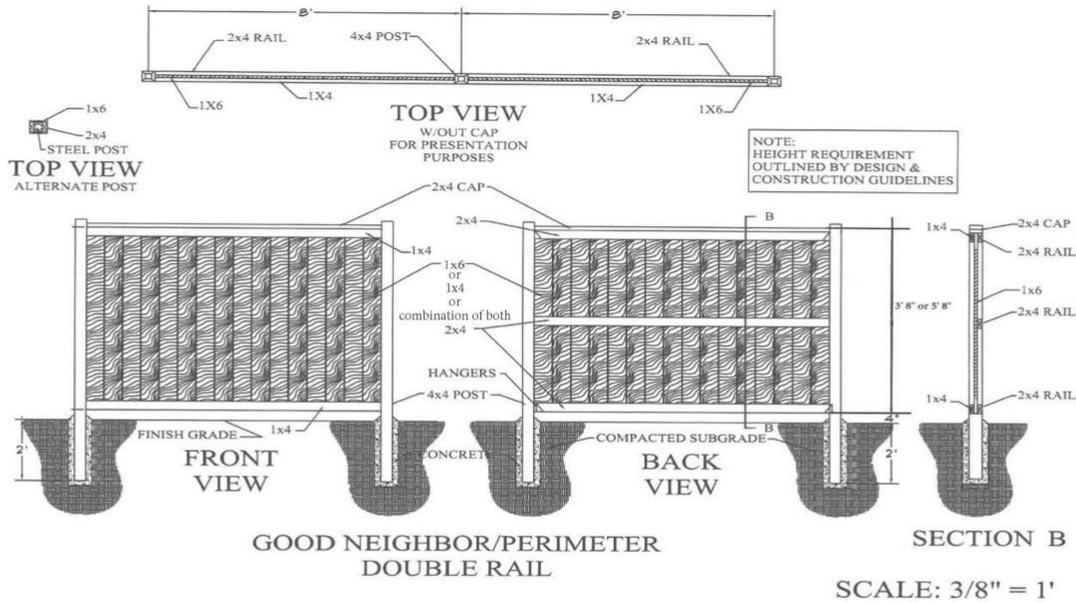
All fences are to be constructed of cedar with the horizontal rails and bracing located on the inside of the fence with the "good side" of the fence facing the street, Common Area or Park (collectively the "Public View") and must not exceed 6' in height. If the fence separates two Lots, the constructing owner has the option of placing the horizontal rails and braces outward if no part of that section of fence is in Public View. All fences are to be stained or sealed to protect against decay using a stain consistent with the architectural design of the home. Stain color must be approved by the ARC prior to application. Homeowners are required to maintain all fencing.

Fences may be erected along the property line in the side and rear of each yard. Front yard fences may not project in front

of the exterior front wall of the home (i.e., no closer to the street than the front of the house).

No chain-link, metal cloth or agricultural fence may be constructed or maintained on any Lot; provided however, that chain-link fences may be installed inside the building envelope for animal runs with prior written approval from the ARC. A fence or privacy screen cannot be attached to a tree or used as a support. No gates will be allowed accessing common areas.

The following fencing is approved for Shevlin West. Owners can choose clear cedar or tight knot cedar material.



5.4 WASTE and RECYCLING CONTAINER STORAGE

Waste and recycling containers must be stored in an area screened from view by adjacent Homesites and from the road. Debris and waste materials must always be placed in containers in the storage area.

5.5 OUTDOOR FIREPLACES/FIRE PITS, BARBEQUES, WALKWAYS, AND POOLS

Outdoor gas fireplaces and gas fire pits with ceramic logs, decorative rock or glass are permitted inside the Building Envelope. Combustion chambers must be elevated above grade, or must be surrounded by an elevated noncombustible fire ring. Combustion chambers must also be surrounded by a non-combustible surface at least four (4) feet in each direction. **Outdoor wood-burning fire pits are prohibited.** Outdoor gas fireplaces, and permanent gas fire pits and barbeques are permitted.

Walkways must be shown on the site and landscape plans. Asphalt, concrete, stone or concrete pavers, gravel and brick or crushed granite are all allowed surfaces for walkways.

In-ground pools and spas are permitted with ARC approval and must be shown on the site and landscape plans. Above ground spas

are permitted, but must be screened from view at ground level by neighboring Homesites and roadways. In-ground pools must also be screened from view at ground level by neighboring Homesites and roadways. Above ground pools are prohibited.

5.6 FIREWOOD STORAGE

Firewood may only be stored outside, in an enclosed, fire-resistant Structure. Cut sheets of firewood storage must be submitted to ARC for review and approval at Final Design Review.

5.7 DRAINAGE AND RETENTION

Site drainage must be designed to prevent runoff from impervious surfaces (roofs, driveways and other paved surfaces) flowing into the road, or onto adjacent Homesites and common areas. Site plans must demonstrate this prevention with the inclusion of drainage swales or retention areas. These retention areas must be designed to appear natural.

6.0 ARCHITECTURAL GUIDELINES

In addition to the site guidelines, the architectural guidelines below are intended to help guide Owners, Designer Professionals and Builders in creating Structures that complement the landscape and natural setting. These guidelines must be followed in the schematic design, final design and any remodel/alteration/or addition submittals.

6.1 DESIGN INTENT

While there is no required architectural theme to follow in Shevlin West, the high desert and forested setting naturally beckons thoughtful and integrated architecture that works with existing topography and the colors and textures of the surrounding environment. All of the landscapes and buildings within Shevlin West are expected to employ high standards. High standards for design and construction will ensure that Structures are considerate to the site and to surrounding buildings.

6.2 GENERAL DESIGN CONSIDERATIONS

Textures, colors, materials, shapes, and forms that are compatible with Central Oregon shall guide the design process. Owners and their Design Professionals are required to pay special attention to the siting of all Structures on the Homesite, specifically in relation to existing grades, existing trees and natural rock outcroppings. Building masses shall blend with the varying topography and follow natural grade.

6.3 BUILDING HEIGHT

No Improvement shall exceed 30 feet in height with the exception of the top of a chimney. The ARC measures height by determining the average between the highest and lowest points of existing elevation (or finished elevation if lower than existing) along the perimeter of the building foundation and deducting that average from the proposed elevation of the highest roof ridge.

Foundations supporting roofs over decks, patios, etc., are to be considered as part of the building foundation. Please see link on how City of Bend measures Building Height: <https://www.bendoregon.gov/home/showdocument?id=34347>

6.4 BUILDING SQUARE FOOTAGE and HOMESITE COVERAGE

Limitations on the total combined square footage of all Structures, including attached garages and Accessory Buildings are as follows:

- Minimum: 1,500 s.f., provided that the primary residence shall have a minimum floor area of 1,500 s.f., excluding the garage.
- Maximum: Structures may not cover more than 42% of the entire lot area.

6.5 CHIMNEYS and FIREPLACES/WOOD STOVES

The ARC requires all venting for fireplaces to be located within a chimney element or completely screened. Raw or non-treated metal fireplace vent pipes are not allowed. All metal used for fireplace venting and concealment shall be painted or treated to

eliminate glare and reflection. Chimneys shall include an approved spark arrestor constructed of a minimum 12-gauge welded wire or woven wire mesh, with openings not exceeding ½ inch (12.7 mm). Spark arresters and gas vents must be concealed from view by an approved chimney cap detail. Vegetation shall not be allowed within 10 feet (3 m) of a chimney outlet.

Wood-burning indoor fireplaces and wood stoves are allowed.

6.6 EXTERIOR BUILDING MATERIALS and COLORS

Building materials, in general, should convey the appearance of quality, permanence/durability, strength, and authenticity. The following building materials are specifically prohibited from being used:

- Reflective or bright colored materials
- Vinyl or plastic siding
- Plain concrete block
- Exposed plain concrete (except that up to 12" of exposed foundation)
- Mirrored window glazing

The ARC reserves the right to approve the use of the materials on the above prohibited materials list on a case-by-case basis. Limited accent materials such as brushed aluminum, brass, bronze, copper etc. will be reviewed on a case-by-case basis and will generally need to have a patina prior to installation. The colors of all exterior materials should generally complement the architecture and blend with the Homesite and native landscape.

6.7 ROOFS

Allowed roof materials include: concrete tile, slate, clay tile, high-relief style asphalt composition shingles, metal (minimum of 24 gauge and minimally reflective), or other roof coverings equivalent to ASTM E 108, *Standard Test Methods for Fire Tests of Roof Coverings*.

6.8 WINDOWS and SKYLIGHTS

Windows, glass exterior doors, and skylights shall be tempered glass, multilayered glazed panels, glass block, or otherwise approved by the ARC.

6.9 PROJECTIONS, EAVES, PORCHES, DECKS AND PATIOS

Covered patios, decks and outdoor living spaces are encouraged and must be located inside the Building Envelope and shown on the site and landscape plans. Pavers and concrete patios or wood-alternative composite decking are preferred surfaces, but wood decks are allowed. Eaves on all Structures must be either treated with a soffit; OR if left open, must have finished material at the top or the bottom of the rafters.

6.10 EXTERIOR LIGHTING

The objective of the exterior lighting requirements is to allow building and landscape lighting designs that are understated and do not create nighttime showcase or presentation effects. All exterior lighting must minimize glare and annoyance to neighboring Homesites. All exterior lighting, including landscape lighting, must be Dark Sky compliant.

To search for exterior building fixtures and landscape lighting features that are Dark Sky compliant, please use the Dark Sky website link: <https://www.darksky.org/our-work/lighting/lighting-for-industry/fsa/fsa-products/> Fixtures not shown on this resource must show evidence of being Dark Sky compliant for ARC review and approval.

6.11 GARAGES, GARAGE DOORS and PARKING

Garages may be either attached or detached, but must be consistent with the Residence's exterior design and materials. The maximum height of a garage door is ten (10) feet; however, one door, up to 14 feet tall, is allowed with ARC approval. In general, garage doors shall be consistent with the adjacent architectural details and materials.

6.12 HVAC, SOLAR PANELS, SPECIAL EQUIPMENT

All exterior HVAC equipment must be screened from view from neighboring Homesites, Common Areas and roadways. Screening materials and details must be consistent with the architecture of the Residence.

Solar and passive solar designs are permitted. Rooftop solar applications must be mounted to minimize visibility and be integrated into the building's architecture, with all visible frame and hardware components coordinated with their backgrounds.

6.13 EXTERIOR HOUSE NUMBERS

Shevlin West has one single design pre-approved for house numbers, to be attached horizontally to the front siding of the house. ARC must approve location of the house numbers. See link for purchasing house numbers below:

https://www.amazon.com/Numbers-Outside-Floating-Aluminum-included/dp/B08ZN5VH23/ref=sr_1_5?crd=QNB43XQ7JVYE&keywords=DICARER&qid=1649967335&srefix=dicarer,aps,131&sr=8-5&th=1

7.0 LANDSCAPE GUIDELINES

7.1 GENERAL DESIGN CONSIDERATIONS

The landscape design should blend with the architectural design of the Structures and the overall natural environment of Shevlin West. Only front yard landscaping is required. The purchasing of street trees and installation of those trees within 90 days of completed construction is required (See Section 7.4). Each street in Shevlin West has its own species of tree approved by the City of Bend. For details on what species and quantities of street frontage trees that must be installed on your lot, please [CLICK HERE](#). Lawn is required to be installed and irrigated at Owners' expense within the street scape. At minimum, front yard landscaping must be provided for ARC review and approval for Final Review. The ARC has the right to require additional landscaping on a case-by-case basis.

7.2 TREE REMOVAL

Existing native tree removal is subject to the Owners discretion. The ARC encourages Owners and Designers to keep native trees wherever possible.

7.3 TIME OF INSTALLATION

All landscaping must be installed prior to requesting a final approval from the ARC and within 90 days of the completing the construction of the approved Structures. In the event of undue hardship due to weather conditions or other causes beyond the reasonable control of the Owner, this time period may be extended for a reasonable length of time upon prior written approval from the ARC.

7.4 GREENHOUSES

Greenhouses must be submitted to the ARC for review and approval. Greenhouses may not be placed in the front yard and must be screened from the view of adjacent lots and from street view.

8.0 CONSTRUCTION GUIDELINES and REGULATIONS

In order to ensure that Homesites are not irreparably damaged during the construction of the Improvements, the following construction guidelines and regulations must be followed. All construction is subject to codes and ordinances as adopted by the State of Oregon and the City of Bend.

The ARC will monitor the Homesite during the construction period. Violations of these construction guidelines and regulations will be

communicated to the offending party(ies) and the Owner with the understanding that immediate action will be taken to remedy the situation.

The ARC reserves the right to deny Homesite access to any builder, sub-contractor, or supplier who is in violation of these construction guidelines and regulations and reserves the right to stop construction on a Homesite where:

- A. The Improvements are being constructed or landscaped contrary to approved plans.
- B. The Shevlin West CC&Rs, Design Guidelines, or Rules and Regulations are not complied with fully.

If an order to stop work is issued, all work at the identified Homesite must cease as specified in the terms of the written stop work order. Stop work orders may be issued for, but not limited to, violations of Shevlin West CC&Rs for Improvements that are made without ARC approval, and repeated violations of these Design Guidelines.

8.1 DAILY OPERATION

Hours of operation for construction activity are:

Monday through Friday: 7:00 am to 7:00 pm

Saturday: 8:00 am to 4:00 pm

Sunday: Interior finish work only

8.2 BLASTING

Any plans for blasting must be reviewed and approved in advance by the ARC. Proper safety and protection shall be used, and evidence of insurance coverage shall be provided to the ARC with the Association named as an additional insured. A pre-blast survey of adjacent properties is required. Bend City provisions also apply for blasting permitting, including but not limited to, written notification to all property owners within a certain number of feet from the blasting site prior to blasting commencing.

8.3 DAMAGE and REPAIR

The Owner and Builder are responsible for repairing any damage to roadways, curbs or sidewalks caused by construction vehicles or equipment related to their construction activity. Damage not repaired in the timeframe requested by the ARC will be repaired by the Association and charged against the refundable deposit. If the deposit is insufficient, and the Owner does not reimburse the Association, the unreimbursed amount will become a lien against the applicable Owner's Homesite, pursuant to the CC&Rs.

8.4 DUST, NUISANCE and NOISE CONTROL

Builders are responsible for dust and noise control on a Homesite during the construction period. Irrigation of loose dirt should be used as the preferred dust control measure; however, any solution must be effective 24 hours a day. Radios or other audio equipment are permitted, but must be monitored and cannot be a nuisance to an adjacent property.

8.5 EXCAVATION

Excavation shall be confined to the Building Envelope. Any excess excavation material from the site stored for future use must be placed within the Building Envelope. Any excess that is not planned for future use must be removed from the site. In no circumstances shall the Builder create any damage to neighboring lots.

8.6 DEBRIS and TRASH REMOVAL

Daily and proper disposal of refuse, including slash from vegetation clearing, and storage of material is the Owner's and Builder's responsibility. Debris and trash shall be picked up daily and stored in covered trash containers. Wind can be a significant issue with trash dispersal and all Builders must be proactive in controlling their debris and trash so it does not blow onto or impact adjacent Homesites or common areas. A separate receptacle for crew's food waste and other garbage must be provided and dumped weekly.

8.7 SANITARY FACILITY

Builders are responsible for providing a sanitary facility in good condition for construction crews. This facility must be maintained and cleaned weekly such that it shall be sanitary and odorless.

8.8 BUILDER AND DESIGN PROFESSIONAL SIGNAGE

One sign referencing the Design Professional and/or Builder is permitted on the Homesite once the Schematic Plan has been submitted. Signs shall be no larger than 36 by 48 inches and must be submitted to the ARC for review and approval.

8.9 BURNING

No burning is allowed on construction sites. Violators will be required to leave the site and owners are subject to fines for violators working on their Homesite.

8.10 PETS

Builders, sub-contractors and their employees are prohibited from having unleashed or uncontrolled dogs and other pets on the construction site.

8.11 UTILITIES and SEPTIC SYSTEMS

All utility connections to Residences and Structures must be placed underground and meet City of Bend Building Code. Excavation for the utility work must be restored to its original native condition or landscaped according to the approved landscape plan. Electrical, natural gas, phone, cable, and water utility lines or pipes are provided to the property boundaries of each Homesite. The providers are as follows:

- Electric power: Pacific Power
NOTE: Lead-time for ordering is 6-12 weeks (10-16 weeks in peak construction time). We encourage you to contact PacifiCorp sooner than later to determine what is needed at the entrance to your site.
- Natural gas: Cascade Natural Gas
- Telephone/cable: Bend Broadband
- Water: City of Bend
- Septic: City of Bend. Some Homesites may require a sanitary pump station.

9.0 MODIFICATIONS TO APPROVED DESIGNS

9.1 DESIGN CHANGES

Any physical changes to the exterior of a residence, building or landscape must be reviewed and approved by the ARC before work commencing. Unapproved construction or changes may be subject to fines per Appendix F.

9.2 REMODELING, ADDITION, or ALTERATION

Any exterior remodel, addition, or alteration to an existing home, structure or landscaping must meet the same criteria as new home construction. A Pre-Design meeting is strongly encouraged with the ARC for remodeling projects. Applicant must pay the submittal fee and construction deposit per Appendix F. Review and approval is required by the ARC prior to any work commencing. Remodel, addition or alteration approvals will remain valid one year from the date of written approval. See Appendix E for a Remodel, Alteration or Addition Submittal Form.

APPENDIX A: SITE VISIT and PRE-DESIGN MEETING APPLICATION



Site Visit and Pre-Design Meeting Application

Homesite# _____

Homesite Address: _____

Owner(s): _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Design Professional (if known): _____

Landscape Professional (if known): _____

Builder (if known): _____

NOTES:

For ARC use only:

Site Visit date: _____

ARC members present: _____

APPENDIX B: SCHEMATIC DESIGN SUBMITTAL FORM and CHECKLIST



Schematic Design Submittal Form and Checklist

Property Owner(s): _____

Homesite # _____ Date Received: _____

Homesite address: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Design Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Builder: _____

Project Manager (If applicable): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Landscape Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

House Square Footage: _____

Garage Square Footage: _____

Additional Structure(s) Square Footage: _____

TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS: _____

Homesite Square Footage: _____

Building Envelope Square Footage: _____

Homesite coverage: (maximum of 42% of building envelope): _____

Design Review Fee: \$3,000.00 _____ Refundable Fee: \$2,000.00 _____

Please make checks payable to Shevlin West HOA.

Owner(s) Signature: _____

By submitting and signing this document, the Owner(s) acknowledges they, their Design Professional, Builder and Landscape Professional have all read Westgate Design Guidelines and will work together to provide a design that complies with the current Design Guidelines.

For ARC use only:

Site visit / Pre-design Meeting date: _____

Submittal date: _____

Schematic Design Review Requirements

ARC meetings are held on an as-needed basis. ARC Members conduct independent reviews and provide comments to the Board. The Board consolidates comments from all members and will provide written approval or denial with 30 days of receiving a *complete* submittal. All submittals will be reviewed for completeness when received. Incomplete submittals will not be accepted for review. Checks for the applicable fees must accompany all submittals and can be delivered or mailed to: Shevlin West HOA, 63026 NE Lower Meadow Drive, Suite 200, Bend, Oregon 97701.

The following items are required to be submitted via email for the Schematic Design Review:

- A scanned PDF of the completed Schematic Design Review Form
- PDFs of the entire submittal package, including all required drawings and documents.
- **All drawings must be compiled into a single PDF document. Multiple files will not be accepted.**

Email the PDFs to the following email address: chelsea@shevlinwestbend.com

The applicant must also mail or deliver the following to Shevlin West ARC, 63026 NE Lower Meadow Drive, Suite 200, Bend, Oregon 97701:

- A copy of the completed Schematic Design Review Form.
- Two (2) full-sized hard copies of the entire submittal package (max. sheet size 30" x 42", 24"x36" is preferred).
- One (1) hard copy of the entire submittal package in an 11x17 landscape format at a legible scale.
- One check to cover the required Design Review Fees and a second check to cover the refundable deposit, both made payable to Shevlin West HOA.

Schematic Design Review Requirements and Checklist

The following plans, drawings and documents are required for a Schematic Design Review submittal (include this completed check list with schematic application):

SITE PLAN

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ Property boundaries, setbacks, and all easements
- ___ Utility and septic stub locations and routing. If a gas fire pit is proposed, gas line must be shown to the fire pit on plan
- ___ Building footprint(s)
- ___ Proposed grade elevation of the first floor of all structures
- ___ Grade elevations of the major corners of the foundation in relationship to existing grade
- ___ Roof overhangs
- ___ Highest ridge elevation in relationship to existing grade
- ___ Site improvements
- ___ Driveway and parking areas. Both must be clearly labeled on the plan.
- ___ Walkways. All walkways must be clearly labeled on the plan.
- ___ Courtyards. All courtyards must be clearly labeled on the plan.
- ___ Decks, patios, terraces.
- ___ Fire pits, fireplaces, and built in BBQs. All applicable must be clearly shown and labeled on the plan.
- ___ Spa/hot tub facilities/pool (to include screening)
- ___ Rockery walls and retaining walls with an indication of height and materials
- ___ Fences
- ___ Lot Coverage Summary
- ___ Total lot area
- ___ Percentage of lot coverage

CONSTRUCTION AREA PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (recommended: 1" = 10')
- ___ North Arrow
- ___ Define the general location of the Construction Area (See Section 8.0 for details)

FLOOR PLANS

- ___ Drawing Scale: 1/4" = 1' or a scale that is legible in the format submitted
- ___ North Arrow
- ___ Square footage of each floorlevel
- ___ Fire pits, fireplaces, and built inBBQs. Must match what is shown on site plan.

BUILDING ELEVATIONS

- ___ Drawing Scale: match scale used for the floorplans
- ___ All exterior components, features, and materials clearly identified
- ___ Elevation of the highest point of the roof ridge in relation to the existing grade noted on **each** building elevation
- ___ Accurate existing and proposed grades drawn and noted on each building elevation

APPENDIX C: FINAL DESIGN SUBMITTAL FORM and CHECKLIST



Final Design Submittal Form and Checklist

Property Owner(s): _____

Homesite# _____ Date Received: _____

Homesite address: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Design Professional (if changed): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Builder (if changed): _____

Project Manager (If applicable): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Landscape Professional (if changed): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

House Square Footage: _____

Garage Square Footage: _____

Additional Structure(s) Square Footage: _____

TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS: _____

Homesite Square Footage: _____

Building Envelope Square Footage: _____

Homesite coverage:(maximum of 42% of building envelope): _____

By submitting and signing this document, the Owner(s) acknowledges they, their Design Professional, Builder and Landscape Professional have all read Westgate Design Guidelines and will work together to provide a design that complies with the current Design Guidelines.

Owner(s) Signature: _____

For ARC use only:

Schematic Approval date: _____

Final Submittal date: _____

Final Design Review Requirements

ARC meetings are held on an as-needed basis, which means any submittals you intend to have reviewed need to be submitted to the ARC office, and accepted as complete, prior to being reviewed by the ARC. ALL submittals will be reviewed for completeness when received. Incomplete submittals will NOT be accepted for review. ARC will provide a decision within 30 days of receiving a *complete* application.

The following items are required to be submitted via email for the Final Design Review:

- A scanned PDF of the completed Schematic Design Review Form
- PDFs of the entire submittal package, including all required drawings and documents.
- **All drawings must be compiled into a single PDF document. Multiple files will not be accepted.**

Email the PDFs to the following email address: chelsea@shevlinwestbend.com

The applicant must also mail or deliver the following to Shevlin West ARC, 63026 NE Lower Meadow Drive, Suite 200, Bend, Oregon 97701:

- A copy of the completed Schematic Design Review Form.
- Two (2) full-sized hard copies of the entire submittal package (max. sheet size 30" x 42", 24"x36" is preferred).
- One (1) hard copy of the entire submittal package in an 11x17 landscape format at a legible scale.
- Final Design Review Requirements and Checklist

Items to Note prior to the start of construction:

- Excavation and construction must begin within 12 months of the ARC Final Approval Letter. If construction has not begun within 12 months of receiving approval, the application and approval expire and 100% of the refundable deposit will be returned to the Owner. If the Owner wishes to proceed with construction at a later date, a new application process and approval will be required.
- Shevlin West ARC assumes no liability for encroachments into platted setbacks, solar setbacks, easements, or neighboring property. The ARC recommends the use of a licensed civil engineer or surveyor to locate all proposed improvements prior to commencing construction and to check the plat map of your Homesite and its property lines and setbacks avoiding encroachments and trespass.
- The ARC may require the Owner to re-stake the major corners of a residence or other structures in their evaluation of the Final Design Review.

The following plans, drawings, and documents are required for a Final Design Review submittal (include this completed check list with final application):

SITE PLAN

- Drawing Scale (no smaller than 1" = 20')
- North Arrow
- Property boundaries, setbacks, and all easements
- Utility and septic stub locations and routing. If a gas fire pit is proposed, gas line must be shown to the fire pit on plan
- Building footprint(s)
- Proposed grade elevation of the first floor of all structures
- Grade elevations of the major corners of the foundation in relationship to existing grade
- Roof overhangs
- Highest ridge elevation in relationship to existing grade
- Site improvements
- Driveway and any guest parking areas. Both must be clearly labeled on the plan.
- Walkways. All walkways must be clearly labeled on the plan.
- Courtyards. All courtyards must be clearly labeled on the plan.
- Decks, patios, terraces.

- ___ Fire pits, fireplaces, and built in BBQs. All applicable must be clearly shown and labeled on the plan.
- ___ Spa/hot tub facilities/pool (to include screening)
- ___ Rockery walls and retaining walls with an indication of height and materials
- ___ Fences
- ___ Lot Coverage Summary
- ___ Total lot area
- ___ Percentage of lot coverage

DRAINAGE PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ All drainage patterns and on-site retention and disposal areas to be shown on the plan

CONSTRUCTION AREA PLAN

- ___ The Site Plan is to serve as the base for this plan
- ___ Drawing Scale (recommended: 1" = 10')
- ___ North Arrow
- ___ Tree protection fencing (if applicable)
- ___ Construction material storage and staging areas (if applicable)
- ___ Location of the sanitary facility
- ___ Utility trenching
- ___ Limits of excavation

FLOOR PLANS

- ___ Drawing Scale: 1/4" = 1' or a scale that is legible in the format submitted
- ___ North Arrow
- ___ Square footage of each floor level
- ___ Roof plan must show sloped and flat areas, overhangs, skylights, solar applications, chimneys

BUILDING ELEVATIONS

- ___ Drawing Scale: match scale used for the floorplans
- ___ All exterior components, features, and materials clearly identified
- ___ Elevation of the highest point of the roof ridge in relation to the existing grade noted on **each** building elevation
- ___ Accurate existing and proposed grades drawn and noted on each building elevation
- ___ Exterior lighting locations and cut sheets of proposed fixtures (See Section 6.10)

DETAIL DRAWINGS

Be sure details correspond to Building Elevation drawings

- ___ Materials and configurations of exterior building components such as columns, fascia's, eaves, trims, soffits, chimney shrouds, masonry components, deck screen walls, exterior window and door trim

SAMPLE COLOR BOARD

- ___ No smaller than 18"x18" and no larger than 18"x24"
- ___ ALL exterior colors, textures and materials must be shown on the color board, including roof and flashing materials, siding or exterior wall material, exterior trim, exterior stone, window materials, walkway and driveway materials, if a material other than asphalt is proposed.

LANDSCAPE PLAN (please provide in color)

Front landscaping is required. See Section 7.0.

- ___ Drawing Scale (no smaller than 1" = 20')
- ___ North Arrow
- ___ All building footprint locations, roof plan (including overhangs), and driveway
- ___ All trees and plants proposed (types, locations, quantities, and sizes)
- ___ Property lines, setbacks and all other easements
- ___ Street Trees & Irrigation
- ___ Sidewalks
- ___ Landscape lighting plan and cut sheet of proposed fixtures. (See Section 6.10)
- ___ Landscape Plan must include the entire lot
- ___ Walkways, paths, decks and/or patios, parking areas, service yard/trash storage, firewood storage, spa/hot tub facilities and HVAC with appropriate screening (if applicable)

APPENDIX D: FINAL INSPECTION REQUEST FORM



Final Inspection Request Form

Date: _____

Homesite # _____

Homesite Address: _____

Owner(s): _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Design Professional: _____

Landscape Professional: _____

Builder: _____

Date of Completion: _____

For ARC use only:

Date of Final Inspection: _____

ARC members present: _____

APPENDIX E: REMODEL, ALTERATION or ADDITION SUBMITTAL FORM



Remodel, Alteration or Additional Submittal Form

Property Owner(s): _____

Homesite # _____ Date Received: _____

Homesite Address: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Design Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Builder: _____

Project Manager (If applicable): _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

Landscape Professional: _____

Mailing Address: _____

City/ST/Zip: _____

Phone Number(s): _____

Email address(es): _____

House Square Footage: _____

Garage Square Footage: _____

Additional Structure(s) Square Footage: _____

TOTAL SQUARE FOOTAGE OF ALL BUILDING IMPROVEMENTS: _____

PROPOSED ADDITIONAL SQUARE FOOTAGE: _____

NEWTOTALSQUAREFOOTAGEOFALLBUILDINGIMPROVEMENTS: _____

Please provide a brief explanation of remodel, alteration or addition being proposed:

Does the applicant wish to present the proposal to the ARC? ___ Yes ___ No

(If yes, the applicant will be notified to schedule the presentation)

At minimum with this submittal, please provide the same details required in the Schematic Design Review unless otherwise directed by the ARC. The ARC reserves the right to require less or more depending on the scope of the remodel, addition or alteration.

Application Fee: \$1,000.00

ARC Refundable Deposit \$1.00 per proposed new square footage _____

Owner(s) Signature: _____

For ARC use only:

Site visit date: _____

Submittal date: _____

ARC Meeting date: _____

Exhibit F
Schedule of Fines for Violations of Governing Documents of
Shevlin West Homeowners Association Fine Schedule Process

Dated: July 2021

The following process and fine schedule shall apply to violations of any of the Governing Documents, as may be amended from time to time (Declaration of Protective Covenants, Conditions, Restrictions and Easements for Shevlin West, the Association Bylaws, the Architectural Guidelines, and the Association Rules and Regulations). The enforcing body will be the Board of Directors of the Association (the "Board") but may rely on information provided by the Architectural Review Committee (the "ARC"), the ARC Appeals Committee and or any other information deemed relevant by the Board.

1. Notice. A written notice of an alleged violation will be mailed by the Board to the applicable owner. Such notice shall provide the owner with 21 days from the date of the notice to do one of the following:
 - (a) Correct the alleged violation; or
 - (b) Contact the Board and negotiate a timeline for correction; or
 - (c) Request a hearing in front of the Board.
2. Hearing.
 - (a) In the event that the owner elects to request a hearing, the Board shall schedule one within 30 days of receipt of the request and will advise all Shevlin West owners of the hearing.
 - (b) At the hearing, the owner shall be given a reasonable opportunity to address the Board and to present evidence in support of his or her alleged violation.
 - (c) Any parties opposing the owner's position (such as another owner within Shevlin West) shall likewise have a reasonable opportunity to address the Board and to present evidence of the alleged violation and/or to counter the evidence provided by the owner.
 - (d) Subject to the foregoing, the balance of the process shall be left to the discretion of the Board.
 - (e) The Board shall have the authority to continue the hearing to a later date to allow for the collection of additional evidence and/or to extend deliberations if the Board deems the same necessary.
 - (f) The Board shall render its final decision in writing within thirty (30) days after the close of the hearing.
 - (g) In the event that the Board rules against the owner, the owner shall have thirty (30) days to correct the violation or be subject to fines and costs as provided in the attached schedule.
 - (h) The owner shall bear his or her own costs and expenses in connection with the alleged violation regardless of the outcome.
3. In the event that the owner does not request a hearing within the thirty (30) day period the Board shall then have immediate authority to impose fines and costs in accordance with the attached schedule.
4. Each violation may be assessed again monthly until the violation has been remedied.
5. All fines and costs levied hereunder as well as all costs incurred by the Association in connection with enforcing the CC&Rs against any owner (but specifically excluding costs associated with a hearing for an owner who substantially prevails after such hearing) shall be additional assessments against the applicable owner's lot under the CC&Rs.
6. Any fines levied against an owner shall be payable within thirty (30) days after the date of written notice of the imposition of the fine. If all fines, costs and late fees are not timely paid, they will bear interest from the initial due date at the lesser rate of (i) twelve percent (12%) or (ii) the maximum rate permitted under applicable law. If fines and late fees are not paid within 90 days of the Board's final decision, the Association may place a lien on the owner's lot and may foreclose the same. The owner shall reimburse the Association for all costs associated with the lien, including, without limitation, all foreclosure costs, attorneys' fees and expenses. All fines received by the Board will be deposited in the Homeowner Association's operating account.



Fine Schedule and Enforcement Policy

BACKGROUND

Homeowners purchased their home or a lot to build a home in Shevlin West development in order to enjoy the attractive residential environment that the development provides. However, the purchase of a home in this community also imposes a legal obligation on all homeowners to adhere to the Covenants, Conditions & Restrictions (CC&Rs), By-Laws, Design Guidelines and related policies. A home's purchase in Shevlin West comes with a clear expectation that the CC&Rs, By-Laws, Design Guidelines and policies will be enforced on all homeowners in order to maintain an attractive and well-kept neighborhood with common amenities.

POLICY STATEMENT

The attached Schedule of Fines has been prepared by the Shevlin West HOA Board of Directors. It identifies specific violations of the CC&Rs, By-Laws and policies and the corresponding penalty for each of those violations. This policy also specifies that a fine may only be imposed after the owner has been sent written notice that a fine is being considered and is provided a reasonable opportunity to be heard regarding the alleged violation by the Board of Directors or a designated representative.

A. VIOLATIONS, COMPLAINTS, and NOTIFICATION:

1. Courtesy Reminder. Since the purpose of this resolution is to maintain quality in our neighborhood and not to collect fines, the Association will, in most cases, first try to correct problems without imposing fines. Homeowners may be informally contacted (typically by the Manager) to explain the complaint and the violation and to discuss the need and plans for remedy. If the informal communication does not resolve the issue or if informal communication is not utilized, an owner will be provided with a written "Courtesy reminder" explaining the violation and the expected remedy and providing a reasonable time for the homeowner to correct the violation. With communication and cooperation from the homeowner, this is typically adequate to eliminate or sufficiently reduce the concern and resolve the complaint. If not, the complaint may be escalated and a fine imposed or other action taken.

2. Notification Letter. Before a fine may be imposed, the owner will receive a Notification Letter emailed and/or mailed to their address of record with the following information:

A. A description of the alleged violation.

B. The timeline required to avoid being assessed a fine. This may vary depending on the violation and the owner's history with violations.

C. The consequences for not correcting the problem as required, including the amount of the fines, the date those fines will be imposed, and any ongoing accrual of fines.

D. A statement of the owner’s right to have a hearing, the procedure for such hearing, and a deadline for requesting this hearing is explained in Exhibit F of the Design Guidelines.

NOTE: Repeat violations may not be subject to notice and cure periods. For example, an owner who repeatedly allows their pet outside off-leash after an initial warning will not be entitled to repeated notices and cure periods prior to incurring fines for subsequent violations.

Exception of Notice Procedure:

Violations posing a threat to the health, safety, and/or welfare of the community as a whole or any one or more other Owners may require immediate action and thus create exceptions to the foregoing notice provisions. Examples of health, safety, and welfare violations include, but are not limited to: erosion control; threat of fire; risk of injury to people; risk of damage to neighboring properties.

Violations causing fees or fines to be assessed upon the Association by outside entities (Department of Environmental Quality or any other state or local agencies or vendors) are not subject to the foregoing notice provisions and will immediately become the responsibility of the Violator.

B. SCHEDULE OF FINES:

DESCRIPTION OF VIOLATION	TIME TO CURE VIOLATION	INITIAL FINE	WEEKLY/ MONTHLY CONTINUAL FINE
Yard / Landscaping not maintained (weeds, overgrowth)	7 days	\$50.00	\$50/week
Damage to HOA property including, but not limited to common areas and structures	72 hrs.	Minimum \$100.00	Minimum \$100/week
Pet off a leash	24 hrs.	\$50.00	\$50/occurrence after initial violation
Failure to gain approval from the Architectural Review Committee (“ARC”) for any property improvements / renovations (including, but not limited to: painting doors and trim a different color, adding storage buildings, adding additional concrete other than repair to existing parking pads, etc.)	60 days	\$100.00	\$250/month
Property not maintained (including, but not limited to: roofing, exterior structures and surfaces to include siding must be clean and in good repair.)	60 days	\$100.00	\$100/month

Improper parking of vehicles in violation of the CC&Rs and/or Association Rules & Regulations.	72 hrs.	\$100.00	\$250/week
Landscaping not installed per ARC approved plan	none	\$500.00	\$500/month
Landscaping not completed within (90) days of Construction Completion	90 days	\$500.00	\$500/month
Non-compliance with ARC procedures	7 days	\$100.00	\$500/weekly
Construction violation, Section 8.0 of the Architectural Design Guidelines	24 hours	\$100.00	\$100/weekly

*Fines imposed for damages are separate form, and in addition to, the cost of repairing or replacing any damaged property.

The above list is not complete or comprehensive. All other violations not listed or specified above will result in reasonable fines up to \$500.00 per violation, assessed weekly until the violation is cured.

Homeowners are responsible for damage caused to the common areas by themselves, their guest or renters. **It is the homeowner's responsibility to inform their guests and or renters of the rules and regulations and each homeowner is solely responsible for any fines assessed in connection with the use and occupancy of their lot.**