



# **Inland Shores Homeowners Association**

**Lake Forest Estates  
Lakefair Village  
Westlake Village**

## **Rules, Regulations, and Requirements**

**Adopted June 2006**

Prepared by Inland Shores Board of Directors 2005-2006



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# Inland Shores Homeowners Association Board of Directors



Dear Homeowner:

The Development Team for Inland Shores had a unique vision for the creation of this unique community: the development and maintenance of a high-quality community, attuned with the re-establishment of a natural lakefront environment. The objective of Inland Shores Rules, Regulations, and Requirements (hereafter called the “Requirements” document) is to establish broad goals and specific standards that will guide the planning, design and construction of homes as well as landscaping, subsequent additions, and exterior remodeling to achieve harmony with the lakefront environments and a shared character with each other.

Goals are broad general objectives, design principles or “big ideas”. Standards are specific requirements that are to be applied to all improvements in Inland Shores. The design, construction, and maintenance of homes on each lot must take every effort to achieve compatibility with its surroundings while establishing and maintaining a unique, unified, consistent statement of quality in every detail.

These goals have been developed so that every home addition will be harmonious with its neighbors and will protect and enhance the quality of the environment at Inland Shores. To achieve a high-quality community image, both the overall building appearance and its details should convey a sense of solid, thoughtfully designed, permanent construction.

Homeowners, builders and designers should view these Rules, Regulations, and Requirements as aids that will protect the special qualities of Inland Shores, rather than roadblocks to creative design. The requirements are not meant to limit the imagination or personal needs of the individual homeowner. Individual design is encouraged.

This document is a succinct compilation of existing documents – namely the Inland Shores Covenants, Conditions, Restrictions, Easements (CCR’s) filed in 1996, the Inland Shores Architectural Design Guidelines developed in 1997, and applicable Inland Shores Board of Directors Policy and/or Procedural Adoptions. We attempted to glean rules, regulations, and guidelines that directly affect every day life at Inland Shores and compile them into a “handbook” for each Homeowner’s use.

The Inland Shores Homeowners Association Board of Directors is committed to maintain the high standards established by the CCR’s and the original Architectural Design Guidelines. To address this, the Board has approved the following procedure:

All owners will receive the revised edition of the Inland Shores Rules, Regulations, and Requirements document. These differ from the original documents only as they pertain to new construction directives - since all new construction has been completed. The Rules are excerpts and extractions from the Covenants, Conditions, Restrictions, and Easements (CCR’s) filed in 1996. Certain “license” was taken to extract those CCR items that pertain to the everyday life of the community, and thus do not replicate the original CCR content - but each extracted rule has been copied verbatim.

**Inland Shores Homeowners Association Board of Directors, PO Box 21855, Keizer, OR 97307**

**[www.inlandshoreshomes.org](http://www.inlandshoreshomes.org)**



# Rules and Regulations of the Inland Shores Homeowners Association

## Inland Shores CCR's Article 6 General Use Restrictions

- 6.1 Structures Permitted.** No structures shall be erected or permitted to remain on any Residential Lot except structures containing Living Units and structures normally accessory thereto. The foregoing provision shall not exclude construction of a private greenhouse, storage unit, private swimming pool or structure for the storage of a boat and/or camping trailer for personal use, provided the location of such structure is in conformity with the applicable City of Keizer regulations, is compatible in design and decoration with the dwelling structure constructed on such Lot, and has been approved by the Architectural Review Committee (ARC).
- 6.2 Residential Use.** Residential Lots shall only be used for residential purposes. Except with the consent of the Board of Directors of the Association, no trade, craft, business, profession, commercial or similar activity of any kind shall be conducted on any Residential Lot, nor shall any goods, equipment, vehicles, materials or supplies used in connection with any trade, service or business be kept or stored on any Lot. Nothing in this paragraph shall be deemed to prohibit (a) activities relating to the: rental or sale of Living Units, (b) the right of Declarant or any contactor or homebuilder to construct Living Units on any Residential Lot, to store construction materials and equipment on such Lots in the normal course of construction, and to use any Living Unit as a sales or rental office or model home or apartment for purposes of sales or rental in Inland Shores, and (c) the right of the Owner of a Residential Lot to maintain his professional personal library, keep his personal business or professional records or accounts, handle his personal business or professional telephone calls or confer with business or professional associates, clients or customers in his Living Unit. The Board of Directors shall not approve commercial activities otherwise prohibited by this paragraph unless the Board of Directors determines that only normal residential activities would be observable outside of the Living Unit and that the activities would not be in violation of applicable City of Keizer ordinances.
- 6.3 Offensive or Unlawful Activities.** No noxious or offensive activities shall be carried on upon the Property, nor shall anything be done or placed on the Property which interferes with or jeopardizes the enjoyment of the Property, or which is a source of annoyance to residents. No unlawful use shall be made of the Property nor any part thereof, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction over the Property shall be observed.
- 6.4 Animals.** No animals, livestock or poultry of any kind shall be: raised, bred or kept or permitted within any Residential Lot other than a reasonable number of household pets which are not kept, bred or raised for commercial purposes and which are reasonably controlled so as not to be a nuisance. Any inconvenience, damage or unpleasantness caused by such pets shall be the responsibility of their respective owners. No dog shall be permitted to roam the Property unattended, and all dogs shall be kept on a leash while outside a Lot. An Owner or resident may be required to remove a pet upon receipt of the third written notice from the Association Board of Directors of violations of any rule, regulation or restriction governing pets within the Property.
- 6.5 Maintenance of Structures and Grounds.** Each Owner shall maintain his Lot and Improvements thereon in a clean and attractive condition, in good repair and in such fashion as not to create a fire or other hazard. Such maintenance shall include, without limitation, painting, repair, replacement and care for roofs, gutters, downspouts, exterior building surface, walls, and other exterior improvements and glass surfaces. All repainting or staining and exterior remodeling shall be subject to prior review and approval by the ARC. In



addition, each Owner shall keep all shrubs, trees, grass, and plantings of every kind on his Lot neatly trimmed, property cultivated, and free of trash, weeds and other unsightly material. Damage caused by fire, flood, storm, earthquake, riot, vandalism, or other causes shall likewise be the responsibility of each Owner and shall be restored within a reasonable period of time.

- 6.6 Parking.** Except as may otherwise be provided in the Rules and Regulations of the Association, parking of boats, trailers, motorcycles, trucks, mobile homes, campers or other recreational vehicles or equipment, regardless of weight, and parking of any other vehicles in excess of three-quarter (3/4) ton in weight shall not be allowed to remain overnight on any part of the Property, excepting only within areas designated for such purposes by the Board of Directors of the Association or within the confines of an enclosed garage or screened area, the plans of which shall have been reviewed and approved by the ARC prior to construction, and no portion of the same may project beyond the screened area.
- 6.7 Vehicles in Disrepair.** No Owner shall permit any vehicle, which is in an extreme state of disrepair to be abandoned or to remained parked on the Common Area or on any street for a period in excess of forty-eight (48) hours. A vehicle shall be deemed in an "extreme state of disrepair- when the Board of Directors reasonably determines that its presence offends the occupants of the neighborhood. Should any Owner fail to remove such vehicle: within five (5) days following the date on which notice is mailed to him by the Association, the Association may have the vehicle removed from the Property and charge the expense of such removal to the Owner.
- 6.8 Signs.** No signs shall be erected or maintained on any Residential Lot except that not more than one "For Sale" or "For Rent" sign placed by the Owner, Declarant or by a licensed real estate agent, not exceeding twenty-four (24) inches high and thirty-six (36) inches long, may be temporarily displayed on any Residential Lot. In addition, the Owner of a multi-family Lot may maintain one or more signs identifying the name of the project and the location of the resident manager, provided such signs comply with applicable ordinances of the City of Keizer and are approved as to appearance and location by the ARC. The restrictions contained in this paragraph shall not prohibit the temporary placement of "political" signs on any Residential Lot by the Owner.
- 6.9 Rubbish and Trash.** No part of the Common Area shall be: used as a dumping ground for trash or rubbish of any kind. Yard rakings, dirt and other material resulting from landscaping work shall not be dumped onto streets or Common Areas. Should any Owner fail to remove any trash, rubbish, garbage, yard rakings or any such materials from any streets or Common Areas where deposited by him within ten (10) days following the date on which notice is mailed to him by the Board of Directors of the Association, the Association may have such materials removed and charge the expense of such removal to the Owner.
- 6.10 Completion and Construction.** The construction of any building on any Residential Lot, including painting and all exterior finish, shall be completed within eight (8) months from the beginning of construction so as to present a finished appearance when viewed from any angle. In the event of undue hardship due to weather conditions, this provision may be extended for a reasonable length of time upon written approval from the ARC. The building area shall be kept reasonably clean and in workmanlike order, free of litter, during the construction period with a garbage can or other garbage disposal facility on the site during such period. If construction has not commenced upon any Residential Lot within one: (1) year after acquisition by the Owner, the Owner shall install the sidewalk and landscape the area within twenty (20) feet from the curb. The Owner shall irrigate and maintain this area. The ARC may waive this requirement if it determines that construction will commence within a reasonable time. In any case, all unimproved Residential Lots shall be kept in a neat and orderly condition, free of brush, vines, weeds and other debris, and grass thereon shall be cut or mowed at sufficient intervals to prevent creation of a nuisance or fire hazard.
- 6.11 Landscape.** All landscaping shall comply with Design Guidelines adopted by the ARC and completed within six (6) months from the date of occupancy of the Living Unit constructed thereon. In the event of undue hardship due to weather conditions, this provision may be extended for a reasonable length of time upon written approval of the ARC.



- 6.12 Temporary Structures.** No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other outbuildings shall be used on any Residential Lot at any time as a residence either temporarily or permanently.
- 6.13 Fences and Hedges.** No fences or boundary hedges shall be installed without prior approval of the ARC.
- 6.14 Service Facilities.** Service facilities (garbage, fuel tanks, clothes lines, etc.) shall be screened such that the elements screened are not visible at any time from the street or a neighboring property.
- 6.15 Antennas and Satellite Dishes.** Exterior antennas and satellite receiver and transmission dishes shall not be placed upon any Residential Lot except as approved by the ARC.
- 6.16 Exterior Lighting or Noisemaking Devices.** Except with the consent of the ARC no exterior lighting or noisemaking devices shall be installed or maintained on any Residential Lot, other than security and fire alarms.
- 6.17 Tree Removal.** No trees may be removed unless such removal is in compliance: with the Tree Removal Plan for Inland Shores filed with the City of Keizer.
- 6.18 Pest Control.** No Owner shall permit any thing or condition to exist upon any portion of the Property, which shall induce, breed, or harbor infectious plant diseases or noxious insects or vermin.
- 6.19 Grades, Slopes and Drainage.** Each Owner of a Lot shall accept the: burden of, and shall not in any manner alter, modify, or interfere with the established drainage pattern and grades, slopes, and courses related thereto over any Lot or Common Area without the express written permission of the ARC, and then only to the extent and in the manner specifically approved. No structure, plantings, or other materials shall be placed or permitted to remain on or within any grades, slopes, or courses, nor shall any other activities be undertaken which may damage or interfere with established slope ratios, create erosion or sliding problems, or which may change the direction of flow, or obstruct or retard the flow of water through drainage channels.
- 6.20 Staats Lake Common Areas.** All Owners shall comply with the Staats Lake Declaration and the rules and regulations adopted by the Staats Lake Association in connection with the Staats Lake Common Areas. \*
- 6.21 Staats Lake.** No owner shall litter, contaminate, pollute or cause or permit any foreign substance, including without limitation fertilizer, to enter into Staats Lake. No dock, ramp or other structure may be erected on or in such lake without the prior written consent of the ARC. No boat or other vessel may be placed in or used on such lake unless in compliance with the applicable rules and regulations of the Association, including any requirements for registration of boats and vessels.
- 6.22 Project Restrictions.** Each Owner of a Lot, and such Owner's family, tenants, guests and invitees, shall also comply with any additional use restrictions contained in any Project Declaration applicable to such Lot.
- 6.23 Association Rules and Regulations.** In addition, the Association from time to time may adopt, modify or revoke such Rules and Regulations governing the conduct of persons and the operation and use of the Common Areas, as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Property. A copy of the: Rules and Regulations, upon adoption, and a copy of each amendment, modification or revocation thereof, shall be delivered by the Association Board of Directors promptly to each Owner and shall be binding upon all Owners and occupants of all Residential Lots upon the date of delivery. The method of adoption of such rules shall be as provided in the Bylaws of the Association.



**6.24 Application to Additional Property.** The provisions of Sections 6.1 through 6.23 shall not apply to Commercial Lots nor to Residential Lots if the declaration annexing the Residential Lots so specifies. The declaration annexing such Additional Property to this Declaration may establish restrictions governing the use and conduct of such Lots.

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\*Staats Lake Rules and Regulations are included in this document

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Extracted and formatted by Dr. Mitchell Wang  
Contents of this Article is a direct duplication of the language found in the Inland Shores CCR's dated May 6, 1996 (as amended)  
Not all CCR's have been reproduced here – those pertaining to new construction have been omitted.



# Staats Lake Rules and Regulations

**Lake Use:** Use of the lake is limited to owners and their family, lessees and invitees. No public use of the lake is permitted.

**Hazards:** All persons using the Staats Lake Common Areas should be aware that some banks are steep and that the lake is deep in some places and there may be subsurface obstructions or other lake conditions requiring extra precautions in use. All such persons use the Staats Lake Common Areas AT THEIR OWN RISK.

**Lake Access:** Except for floating homes, access to the lake will be limited to those access points as may be established by the Association.

**Hours of Use: UPLAND:** The pathways and other upland areas may not be used between the hours of 10pm and 5am unless at a designated area that the Association has approved for use for longer hours.

**Hours of Use: LAKE:** No watercraft may be used on the lake after sunset and before sunrise.

**Prohibited Watercraft:** No power watercraft of any kind, including, without limitation, power boats, jet skis and float planes, may be operated on the lake at any time. (*This has been amended by the Staats Lake Board of Directors to allow electric motor powered watercraft*) No watercraft exceeding 14 feet in length are permitted on the lake, except that canoes, kayaks, rowing shells and other such watercraft propelled solely by rowing paddling and other human efforts are allowed up to 18 feet.

**Docks:** The ARC will not permit individual private docks, for residential lots abutting the lake. All other docks, including floating docks, are subject to approval by the ARC.

**Moorage:** Unless moored to a houseboat, approved dock or other developed mooring area approved by the ARC; watercraft may not be anchored or moored on the lake after sunset and before sunrise.

**Swimming:** Swimming or other water activity by persons under the age of 14 is not permitted without adult supervision. Swimming, paddleboards, inflatable swimming rafts and inner tubes are only permitted within 100 feet of the shore or dock or houseboat.

## **General Restrictions:**

- No unlawful, noxious or offensive activities may be carried on upon the Staats Lake Common Areas, Inland Shores or Inland Shores East, or which is a source of annoyance to the Owners.
- No large groups or promotional activities are permitted on the Staats Lake Common Areas except as approved by the Association.
- No alcoholic beverages are permitted on any Staats Lake Common Area.
- Life preservers shall be used to the extent required by Oregon Law.
- No watercraft may be operated in a reckless manner that endangers or would be likely to endanger any person or property.
- Fishing in the lake is permitted, but catch and release is encouraged.
- No use of fireworks or of firearms or other hunting devices of any kind, such as crossbows, spear guns and the lake, is permitted on the Staats Lake Common Areas, except that the Association may approve specific fireworks displays.
- No person may litter any portions of the Staats Lake Commons Areas, and no person may contaminate, pollute or cause or permit any foreign substance, including, without limitation, fertilizer and weed killer, to enter the lake.
- No person may use the lake for irrigation purposes.
- No person may use lake water for landscape features without prior approval of the Association.
- No person may install or operate any strobe light, beacon light, search light or other intense artificial light source or lighting device or cause any offensive reflection except as approved by the Association Board of Directors.



- No pets are permitted to roam the Staats Lake Common Areas unattended, and all dogs shall be kept on leash while on the upland areas. The Owner is responsible for cleaning up the mess left by the Owner's pet.
- Except as authorized by the Association, no person may place any form of aquatic species in the lake.

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Extracted and formatted by Dr. Mitchell Wang  
Contents of this Article is a direct duplication of the language found in the Staats Lake Rules with amendments added



# Inland Shores Homeowners Association Board of Directors Amendment to Rules

Article 6, Section 6.24 of the Declaration of Covenants, Conditions and Restrictions of Inland Shores authorizes the Board of Directors to “...from time to time may adopt, modify or revoke such Rules and Regulations governing the conduct of persons and the operation and use of the Common Areas, as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Property”.


Now, therefore, the Board of Directors of Inland Shores Homeowners Association does hereby resolve to amend the following rules and requirements:

1. Inland Shores Design Requirements - (page 11)
2. The Inland Shores Architectural Committee and Review Standards - (page 12)
3. Rules Infractions Committee Procedure - (page 25)

And to adopt the following policies:

1. Parking - (page 34)
2. Pets - (page 35)
3. Non Licensed Motorized Vehicles - (page 36)
4. Portable Basketball Hoops - (page 37)
5. Lakefront Areas - (page 38)
6. Maintenance Issues – (page 39)

Adopted by the Inland Shores Board of Directors on this 14<sup>th</sup> day of June 2006 by a vote of 3 ayes and 0 nays.



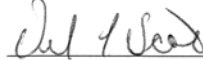
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Dr. Mitchell Wang - President



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Mike Malazio - Secretary



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Debra Scott – Treasurer



# Inland Shores Design Requirements

**Lake Access:** Patios and walkways from individual home sites to the lakefront are prohibited

**Setbacks:** In order to promote a feeling of space, promote a greater sense of privacy and openness round the lake, the Inland Shores Homeowners Association Architectural Review Committee (ARC) has established required setbacks or distances from building elements to adjacent property lines (see ARC rules and site maps / plot plans for specific setback distances).

**Accessory Buildings:** All structures such as doghouses, tool sheds, etc., whether attached to the dwelling structure or not, must be approved by the ARC before construction. In all cases, accessory structures shall be designed to blend with the home and placed to complement adjacent landscaping, views, uses of yards and homes.

**Antennae/Antennas:** No exterior radio, television, or telecommunication towers, antennae, satellite dishes, or other exterior transmission or receiving devices shall be allowed without the prior approval of the ARC. Only dish type antennae less than 24" in diameter are permissible. No antenna is permissible if able to be seen from any other yard or public space, such as streets or the lake.

*\* This Design Requirement cannot be enforced since it may violate FCC regulations – see Appendix B (3).*

**Parking:** A minimum of two open-air parking places within the home site and two enclosed parking places shall be required for each single-family home site. All vehicles owned by Inland Shores families must be stored overnight in enclosed parking spaces, in an approved garage, or an approved area adequately screened from any road and neighboring views. \*\* Overnight parking of cars, trucks, vans, campers, boats, trailers, or any similar vehicle is not permitted within Inland Shores unless enclosed within a garage. This does not apply to vehicles in current use during construction.

*\*\* Amended in 2003 to read, "a homeowner may park two (2) vehicles in the driveway, and if the home contains three garage spaces, the homeowner may park three (3) vehicles in the driveway upon written authorization by the Inland Shores Board of Directors." (Board amendment 2003)*

**Recreational Equipment:** Placement of recreational equipment (including basketball backboards) and accompanying structure and mounting systems is subject to application, review, and approval by the ARC. Applications must include documentation as necessary to fully describe the design, appearance, color, and location (indicated on a site plan), drawn to scale. Documentation may be as simple as a photograph of the proposed equipment. Recreational equipment shall be located to minimize exposure to adjacent properties. Basketball backboards should be located in front and side yards only if there is no other location on the property that is better for the activity. Backboards must not be connected to the home or garage; they must be freestanding. Poles and support structures must be painted to blend with the surrounding environment.

**Area to be Landscaped:** The total yard area (except driveways and entry paving) is to be landscaped, including areas between the curb and the sidewalk.

**Maintenance of Landscaping:** All landscaping shall be maintained in a healthy and neat appearance at all times.

**Fencing:** In order to retain as much of the natural character as possible, fencing within 30 feet of any property line adjacent to the lake is prohibited.

**Ornamentation:** Artificial animals, decorative statues, and similar ornamentation are never permitted in front or street side yards. Placement in private yards is subject to ARC approval.

**Hardscape:** Any "hardscape" items (things that don't grow such as fences, decks, walls, walks, water features, play structures, and storage areas) need to be reviewed and approved by the ARC.

**Time of Construction:** To alleviate noise and preserve the tranquility of the area, no exterior construction work on new homes will be permitted except between 7:00 a.m. and 7:00 p.m., Monday through Friday; 8 a.m. and 5 p.m. on Saturday within 600' of an occupied residence within Inland Shores unless approved in advance by the ARC. Interior work on new homes and normal maintenance on existing structures is permitted on Sundays. Loud music will not be allowed at any time.



Contents of this Article are a direct duplication of the language found in the Inland Shores Design Guidelines dated February 14, 1997 as amended).

Not all Design Guidelines have been reproduced here – those pertaining to new construction have been omitted.

## Contacting The Architectural Review Committee

The 2006 Architectural Review Committee members are:

- |   |              |
|---|--------------|
| 1) Bob Renner - Chair: <a href="mailto:osubv@comcast.net">osubv@comcast.net</a> | 503-393-3672 |
| 2) Jon & Carol Ross: <a href="mailto:cross1040@msn.com">cross1040@msn.com</a>   | 503-856-8506 |
| 3) Sally Hart: <a href="mailto:hartsally@comcast.net">hartsally@comcast.net</a> | 503-304-9663 |

## General Conditions For Architectural Review

**What needs to be approved?** Review and approval prior to construction or installation are required before any improvement to a home site, including:

- Adding to, or in any way changing the exterior appearance of a home or other structure (including tool sheds, playhouses, patio covers, additions, decks, or paving)
- Applying paint to the exterior of any home – even if the paint is the same color of that which was approved for the structure.
- Installing or modifying landscaping (except for installing annuals or other seasonal plant materials).
- Installing recreational equipment (pools, courts, basketball hoops)

All construction must occur strictly in accordance with the Requirements document as submitted and the approval and conditions of approval, if any, from the ARC. Members of the ARC have the authority to enter any home site and improvement during construction in order to review and determine if construction is proceeding in accordance with the approved documents.

**What happens if I want to make changes during construction?** While it is the intent of the ARC that all improvements must be built exactly in accordance with the approved documents, the ARC recognizes that occasionally a revision is necessary “in the field” in response to conditions that may have been unforeseen at the time of approval. However, any alteration to or deviation from approved plans must be sent to the ARC Chairperson for approval as soon as the need for the revision is noticed. The Chairperson has the authority to approve changes that are not material and which do not affect the overall design quality. However, at the Chairperson’s sole discretion, field changes may, for any reason, be referred to the ARC for review and approval. Any construction that deviates from the approved design documents is at the risk of the applicant until approved by the ARC.

**Limitations:** While the ARC addresses the outside appearance of each home, landscaping, and its relationship to the environment at Inland Shores, the ARC does not review and is not responsible in any way for structural, technical, construction or building code issues. Because structural changes can have an affect on the outside appearance of the home, the ARC may request, without assuming any liability, that an applicant review and resubmit plans and specifications to resolve any apparent structural issues, if resolution of the issue could affect the outside appearance of the home. Asking about structural issues that affect how the home will look does not obligate the ARC to find those structural issues or to address them. The ARC, prior to beginning any work related to those alterations, must approve any changes or alterations.

The ARC shall not be liable for damages in any way to anyone including those who submit plans, or build, occupy, or own homes by reason of mistake in judgment, or non-feasibility, failure to approve or disapprove plans or specifications, or for any injury or damage of any kind caused by any improvements constructed from such plans and specifications. The ARC shall not have control of, or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions, for the acts or omissions of any contractor, subcontractors, or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the ARC approvals or any rule of any governing body.



**Other Rule making Entities:** In addition to ARC approvals, all construction must conform to the requirements of all applicable governing bodies and regulations such as City of Keizer and Marion County Standards and Oregon State Building Codes.

## Architectural Review Fees

The following chart is to be used to determine the required Architectural Review Fee for construction and landscape review. Fees must accompany applications in order for the application to be complete. Applications that do not include the Architectural Review Fee will not be reviewed. Checks for construction and landscape review should be made payable to **Inland Shores Home Owners Association**.

Construction	Landscape*
<b>Individual Owner</b>	
\$100	\$100.00

\* Landscape fees are “per application”. If the front and rear landscape plans are submitted separately, the fee is \$100.00 for EACH application.

## How The Design Review Works

The authority to issue Design Goals and Standards by means of a “Requirements Document” is granted by Inland Shores Homeowners Association through the Covenants, Conditions and Restrictions (CCR's) to an appointed body - the Inland Shores ARC.

In order to protect, enhance, and maintain high standards and community quality, approval must be obtained in advance from the ARC before starting any exterior construction, landscaping, paving, tree cutting, grading, home exterior painting, or construction of any kind, including remodeling or additions. The ARC will review the plans, specifications, samples, or any other submittal and will consider, among other things, conformity to the requirements of the “Requirements Document”.

The ARC will review each application giving special consideration to the following issues:

- How the proposed improvement relates to adjacent homes including mass, height, and spaces between homes.
- How the proposed improvement relates to the specific criteria in this Design Guidelines, including but not limited to, windows, style, character, consistency, proportion, detailing, texture, and use of materials and colors. The ARC gives significant weight to achieving conformity with the Goals and Standards (specific requirements for construction and landscape) as established in the “Requirements document”.
- How the proposed landscape improvement enhances the appearance of the individual home and neighborhood.
- How well the proposed landscape improvement design provides transitions between the home, the surrounding natural environment, and adjacent properties.

The Inland Shores ARC generally approves applications outright or approves them with conditions. Most decisions are reached by a consensus of those members of the committee that are present. If a consensus cannot be reached, a vote may be taken. Approval of any application requires the assent of three voting members. If three voting members do not approve an application, it will be sent back for additional detail, information, clarification, or redesign.



## The Architectural Review Process

### Step 1:

#### Application Review:

**What happens at this review?** Before any construction / improvement may begin on any lot in Inland Shores, the Owner must obtain final written approval from the ARC. The Owner submits two (2) copies of the Construction Application (Appendix A), along with the appropriate fee to the ARC Chairperson. Construction Application approval is to ensure that the construction / improvement which is proposed is in keeping with the concepts of Inland Shores and to determine how the proposed improvement relates to the specific criteria in this “Requirements” document.

The ARC gives significant weight to achieving conformity with the Goals and Standards (specific requirements for construction and landscape) as established in the “Requirements” document. The ARC will also determine if there are duplications of other designs in proximity to the requested improvement.

**What are the results of this review?** At the time of the review, the ARC will approve the application, approve the application with conditions, or send back the application for additional rework, suggesting changes in the design that must be addressed prior to rehearing an additional Construction Application. The ARC will hear one additional presentation from the Owner, or builder if requested, following its first formal review to insure that there has been no misunderstanding of the application. After the second review, ARC approval or rejection of the application shall be considered final. Additional reviews shall not be made unless substantial changes in the application have been made. The ARC may require an additional fee for any review after the second.

#### What is needed for Construction Review?

- Grading plans submitted should contain field-verified information.
- The Architectural Review Fee is required as part of a complete application.
- Partial or incomplete applications will not be considered.
- In the case of complex roof forms or unusual structures, the ARC may require isometric or perspective views or models in order to fully understand the visual impact or the three-dimensional feasibility of the proposed improvement. The ARC shall notify the applicant of this requirement.
- The construction approval shall automatically be revoked 180 days after issuance unless construction of the Improvement has commenced or the Owner has applied for and received an extension of time from the ARC.
- Submittal of the application is permission for the ARC to make on-site observations of the lot and improvements during construction to determine reasonable compliance with the approved plans.
- Any construction that begins prior to approval is subject to required changes, revision, or removal at the Owner’s cost at the sole discretion of the ARC. In addition, daily fines may be assessed against the Owner.

### Step 2:

#### Field Review of Construction

**What happens at this review?** The ARC will generally review construction 3 times during the building or remodeling process. These reviews are scheduled in order to:

- Compare the way an improvement is being built with the “Requirements document” as approved. Items found to be different from approvals will be noted for the file and approved, if insignificant. If significant variance is found, the Owner and Contractor will be contacted to flag items that must be corrected and/or referred to the ARC for additional review. Additional changes, including restoration or remedial work may be required, strictly at the Homeowner's expense. These reviews are not in place of, or affected by, inspections the City of Keizer may make.
- Help resolve unforeseen situations at an early stage when remedial action, if any, is less costly
- To approve minor alterations and field revisions as deemed acceptable by the administrator

~~The ARC Chairperson generally schedules these reviews on an “as needed” basis.~~



# Landscape Standards

1. **Slopes:** Generally approved ranges of slopes:

- Lawn:..... 2% - 25%
- Groundcover:..... 5% - 33%
- Shrub planting beds: ..... 2% - 25%
- Rockeries: ..... 33% - 400% (1 horizontal to 4 vertical)
- Rock retaining walls: ..... 50% - 15 degree back slope
- Driveways, upslope: ..... 1% - 15% (gross slope, including transition slopes)
- Driveways, down slope..... 1% - 15% (gross slope, including transition slopes)

Where slope changes exceed approximately 20%, stone outcroppings or rockeries are preferred over retaining walls. Scattering of stones or riprap is not permitted.

2. **Retaining walls:** Where retaining walls are necessary, walls shall be built to the following criteria:

- Retaining walls should not exceed 3' in height. Smaller terraces are encouraged rather than massive construction.
- In order to blend home and home site, retaining walls should be constructed as an extension of the home with materials matching adjacent walls. Natural stone, brick, and stucco-faced concrete are preferred materials. Walls made of wood timbers or concrete masonry is not permitted.
- Construction of stone walls requires fine craftsmanship and is nearly an art form. Consideration must be given to size and type of stone related to height and design of wall. Sizes of individual stones shall range from larger at the bottom to smaller at the top with smaller sizes interspersed as required to “chink” individual larger stones. Loose rubble walls will not be accepted.

3. **Drainage:** In addition to City of Keizer or Marion County criteria, all runoff must be handled by adequately sloping all roofs and outdoor areas to positively direct water away from buildings and to eliminate ponding. **All lots and subsequent landscaping improvements shall be graded so that all surface water from any area drains away from the Lake.** The responsibility for proving that positive drainage is possible and for completing the construction in accordance with approved plans rests on the applicant for any construction or landscape activity during or after the initial home construction. It may be necessary to install area drains to allow for proper drainage. Connect all roof drains to an approved storm drainage system.

4. **Building:** Landscaping, and maintenance of homes and yards must give high priority to retaining as many trees as possible. The form and placement of the building, driveway, decks, patios, and other man-made features shall be designed and constructed to preserve trees.

5. **Trees:** Consideration of the eventual height of trees shall be exercised for protection of existing views and solar access.

- Removal of any trees over 6” in diameter at 4 1/2’ above the ground at the base of the tree is subject to approval by the ARC. The City of Keizer or Marion County may have additional requirements, different criteria, and a separate review process for approval of removing trees. Both the City and the ARC must grant approval before tree removal is permitted.
- Generally, the ARC will approve removal of trees only in the following instances:
  - Within 15' of the foundation; 7' of walks, patios, and drives; and 3' of a deck if a reasonable attempt has been made to site the home to preserve existing trees, particularly clumps or groves of significant trees, or
  - If a licensed arborist has confirmed in writing that a tree is damaged or diseased, or if the tree is dead.
  - Trees identified by the ARC to be saved as a condition of approval shall be protected ~~from damage during construction. In order to maximize survival of trees:~~



- Allow no construction equipment within 10' of the base of the tree. A greater distance may be required under special circumstances
- Deposit no additional soil on top of the root system without adequate mitigation
- Fence trees at the drip line with at least 39" high full height plastic safety fencing or farm or lath and wire utility fencing on standard steel "tee" posts
- Preserve roots by partially excavating by hand and sawing off roots at excavated areas
- Maintain pre-construction grade throughout construction to the time finished landscape materials are installed
- Care of all trees is the responsibility of the applicant for any construction or landscape activity as well as the subsequent owners of the home.
- Each tree cut without prior approval of the ARC must be replaced with one tree at least 200% of the normal replacement size. In addition, two supplementary trees of at least the minimum size per the approved plant list are to be planted as part of the community landscape, or on the affected home site. The ARC has the authority to make an independent judgment regarding the size of the replacement trees.
- If the ARC determines that a gross violation of this tree cutting policy has occurred, additional repair / replacement may be required and an administrative fine may be levied.
- If, because of weather or other condition satisfactory to the ARC, tree planting cannot reasonably occur during or at the end of construction, the ARC, to achieve successful planting may grant an extended period of time. If tree planting has not occurred and title to the property transfers during this extended period, the Applicant responsible for tree planting has the responsibility to notify a subsequent purchaser of the property that tree replacement may be necessary if all trees have not been planted prior to sale. The current owner of the home is responsible for compliance with these standards.

6. **Lake Access:** Patios and walkways from individual homes to the lakefront are prohibited without prior ARC application and approval. Factors such as soil erosion, and security become major issues with projects of this nature. Any Homeowner constructing a walkway from individual homes to the lakefront (without ARC approval) will be required to remove and repair the area.
7. **Setbacks:** In order to promote a feeling of space, promote a greater sense of privacy, and openness around the lake, the ARC has established required setbacks or distances from building elements to adjacent property lines. Initial Design Guidelines will be used by the ARC to approve/disapprove building requests.



# Home Appearance Standards

1. **Surface materials** selected should be honest representations of actual structural building materials and be installed in a manner consistent with their load bearing nature.
2. **Wall materials generally acceptable** include:
  - Cedar or redwood siding: lap, bevel, channel, or tongue and groove
  - Manufactured board type siding replicating single width lap siding
  - Genuine cement plaster stucco
  - Synthetic stucco materials (trade names include but are not limited to Dryvit and R-Wall)
  - Sidewall shingles, individually applied or laminated to an approved substrate
  - Brick with natural, earth tone colors or manufactured used brick with subtle coloration. All major, substantial brick detail facing street or common area must be approved by the ARC prior to installation
  - Natural stone or manufactured stone in natural patterns
  - Smooth panel siding with applied 3" minimum battens, 16" or less, center-to-center. "Boat patches" must be flush with the surface and textured so that, when finished, the surface appears to be uniform and blemish free when viewed from 5' away.
3. **Wall materials generally unacceptable** include:
  - Panel type sidings, including stucco board and Texture 1-11
  - Embossed shingle pattern hardboard siding, except as small (less than 28 square feet) areas.
  - Brightly colored materials
4. **Roof Forms and Materials:** Roof forms should be designed to produce coherent, consistent, harmonious, and unified appearance both overall and in detail. The roof should convey an appearance with a high level of quality whether a simple or complex form, regardless of the materials used. The style of the roof should remain consistent from all views. Roofing material and color should be compatible with other roofs close by as well as with siding and trim colors. Minimum roof slope is generally defined as being appropriate to the style of the home and should not be less than 6 vertical to 12 horizontal.
  - Roofs on homes adjacent to the lake should have hip roofs or roofs designed with horizontal eaves at side yards.
  - Roof materials generally acceptable include:
    - Wood shakes and shingles.
    - Heavy composition shingles (laminated fiberglass, with a minimum 30-year warranty).
    - Gray or earth tone concrete roof tiles. Red roof tiles are seldom acceptable.
    - The ARC may approve other roofing materials when appropriate in the context of neighborhood continuity.
5. **Accessory Buildings:** All structures such as doghouses, tool sheds, etc., whether attached to the dwelling structure or not, must be approved by the ARC before construction. In all cases, accessory structures shall be designed to blend with the home and placed to complement adjacent landscaping, views, uses of yards and homes.
6. **Antennae/Antennas:** No exterior radio, television, or telecommunication towers, antennae, satellite dishes, or other exterior transmission or receiving devices shall be allowed without the prior approval of the ARC. Only dish type antennae less than 24" in diameter are permissible. No antenna is permissible if able to be seen from any other yard or public space, such as streets or the lake.

*\* This Design Standard cannot be enforced since it may violate FCC regulations – see Appendix B (3).*
7. **Building Height:** Generally, a 35-foot high ridgeline (or as determined by zoning ordinance) is the maximum allowable height for any structure. In addition to other requirements regarding lakefront lots, roofs shall not exceed 30' in height on lakefront lots. The solar access ordinance has precedence over ARC and zoning requirements.



8. **Chimneys:** All chimneys must be designed to blend in aesthetically with the residence.
9. **Chimney Caps:** Chimney caps of purely utilitarian design are discouraged in Inland Shores. A false cap appropriate to the design of the building shall screen such caps, when necessary. The design of this cap shall be indicated in the final drawings. ARC may approve other types in circumstances where a custom designed false cap is not permissible or desired.
  - Direct vent gas fireplaces should not be installed facing streets and are not permissible in front yards. “Doghouses” for direct vent fireplaces should match adjacent walls of the home including siding, trim, and other appropriate details. Fascia boards are required.
10. **Enhanced Deck Supports. Colors:** Exterior colors of residences and other improvements must harmonize within themselves and be harmonious with their surroundings. Selections should be natural, blend with the environment and be appropriate for the design of the home and the material to which it is applied. All reflective metal, such as chimneystacks, flashings, exhaust vents, and pipes must be painted to match or blend with surrounding materials.
  - Colors may be repeated if there are at least 5 homes in either direction on either side of the street for separation.
11. **Concrete Exposure:** Exposed concrete of foundations, porches, stairs, and landings shall not exceed a height of 12” if siding is parallel to finish grade, and 24” if siding is stepped. Appropriate, approved landscape materials must screen any concrete exposure exceeding 12”. The bottom edge of siding should be sloped to follow finish grade as much as possible and must be sloped to follow finish grade on front and other street elevations. Brick must be stepped to follow finish grade or extended below finish grade.
12. **Decks:** When planning decks, consider the relationship and requirements of the rooms within the home, topography, adjacent homes and outdoor spaces, and the visibility of the understructure. The deck shall appear as if it were an extension of both the home and landscape. If the deck is directly visible from adjacent streets and residences, particular attention must be given to continuity of design of deck and home. If the distance from the underside of the deck joists or beams to finish grade exceeds 24”, the ARC requires either:
  - Wood, masonry, or significant plant material to eliminate unsightly views of the underside of the deck.
  - Decks must not crowd rear yards, particularly on homes overlooking other living spaces, indoor or outdoor. Consider the use of sided half walls, lattice panels, broad balusters or significant plantings to maintain privacy for both uphill and downhill outdoor living spaces.
  - Decks more than 30” above the ground shall meet the same setback requirements as building walls.
  - All openwork such as lattice or other semi-solid screening materials must be framed or “stopped-in” not nailed to the face of supporting structures. Detailing must be appropriate to the size of the panels or materials used, and painted or stained to match house. Face nailing or butt joints (lattice panels installed edge to edge with no support framing at the edge of the panel) for lattice panels will not be approved.
  - All exposed vertical surfaces of the deck such as posts, rim joists, railings, stair framing, stair risers, and screening must be painted or stained to match the body color of the home within 12 months of completion of the deck. Finishes applied to railings may be semi-transparent stains, if the color blends with the base color of the home. Builders who choose not to paint or stain are responsible for notifying subsequent purchasers that this requirement exists.
13. **Driveways and Sidewalks:** Other sidewalks and “flatwork” should be exposed aggregate concrete unless the concrete is enclosed by a fence or is more than 4’ from the front or street side of the home. Accent panels may be stamped smooth, or broom finish if approved by the ARC. No asphalt paving on individual lots is permitted, except where access to the home is via an easement.
14. **Draperies and window coverings** should be of materials and colors that harmonize with the surroundings and exterior finishes.
15. **Excavation:** In order to preserve as much of the natural character of the home, all excavation must be done so as to create a minimum disturbance of existing trees on the site and surrounding properties. It may be necessary to remove dirt from the site rather than piling or spreading it in such a way to create unnatural or severe slopes. All dirt (not otherwise used on a home site under the same ownership) and debris as a result of excavation must be removed from Inland Shores. No excavation may be done without prior written approval of the Architectural Review Committee.



16. **Fascias and Rafter Tails:** Fascia boards are encouraged and should be constructed of nominal 2” thick material. A fascia board or gutter shall have a depth at least 1” greater than the rafter tail unless a different detail is appropriate for the style of the house and is approved by the ARC.
17. **Gutters and Downspouts:** All gutters and downspouts shall be designed as a continuous architectural design feature. Exposed gutters and downspouts shall be colored to blend in with the surface to which they are attached.
18. **Heating and Cooling Systems:** All interior or exterior heating or cooling systems must be screened from the view of neighboring property, streets and the common areas, and must be located to minimize noise to adjacent properties.
19. **Lighting:** Exterior lighting can be a significant design element, affecting the appearance of the individual home during the day as well as at night. Properly designed lighting adds to the feeling of security of its residents without detracting from the privacy of its neighbors. Well-designed lighting accents positive features of the home without putting the home on display with garish or theatrical lighting.
  - Exterior lighting shall be designed and adequately shielded to cut off the spread of light and to eliminate glare onto adjacent properties, streets, or sidewalks. Completely shielded light sources are preferred, and are required on building faces visible from the lake.
  - Floodlights and spotlights mounted on the exterior face of the dwelling are permitted only with specific approval by the Architectural Review Committee. High intensity discharge type of lamps and fixtures are prohibited.

All flood/spot lights must:

- not detract from the appearance of the home
  - be designed with enclosures which completely hide the socket and sides of the lamps
  - be mounted with the junction box within 7” of the bottom of the rafters or soffit when installed in the story immediately below the roof
  - be limited to two “heads” per fixture location, generally one per wall panel
  - be able to be aimed to eliminate filament from being visible from adjacent property, public or private, sidewalks, and streets. This may be impossible without an egg crate mask when lights are proposed to be installed on homes uphill from neighboring residences or streets
  - No flood or spot lights are permitted
    - on homes which back up to the lake
    - on front or street side yards.
  - Flood lights and spot lights cannot be mounted on poles or in trees.
  - Standard residential decorative post lamps are not prohibited outright but must be approved by the ARC.
  - Colored lights or globes, non-permanent decorative lights or light sources shall be prohibited, except during the Christmas season.
  - Because Inland Shores emphasizes and values the natural environment, privacy, and understatement, landscape lighting is discouraged and is subject to ARC approval. Only extremely subtle lighting schemes will be approved.
20. **Mailboxes, Paper boxes:** Mail distribution, in most cases, will be to clustered mail delivery stations as required by the US. Postal Service. Any mailboxes not installed by the U. S. Postal Service are subject to ARC approval.
  21. **Masonry** and other materials that generally represent load bearing material used on the building walls should be continuous and consistent on all elevations of a residence in order to achieve a uniform and complete architectural design and to avoid a “vener” look. Brick should be installed in masses on the home, rather than scattering the brick in many several or many locations.
    - Brick or other masonry materials should return to inside corners; minimum “brick wrap” is 16”. The top of all brick panels must be capped by framing and finished wall, floor, or roof areas immediately above the brick. Brick should terminate behind wall trim or verge boards. The face of the capping material must extend past the face of the brick by at least 1”.
    - ARC must approve all major, substantial brick detail facing a street or common area prior to installation.



24. **Mechanical Projections from Roof:** Insofar as possible, plumbing vents, gas flues, and other pipes should be grouped on that side of the roof that is opposite the street approach to the residence. Gas or other chimney flues or pipes protruding from the roof shall not exceed two feet (2') in height, subject to compliance with applicable building codes, and shall be painted to match the weathered roof color. The location and design of these chases shall be shown on the Construction Application.
25. **Parking:** A minimum of two open-air parking places within the site and two enclosed parking places shall be required for each single-family home. All vehicles owned by Inland Shores families must be stored overnight in enclosed parking spaces, in an approved garage, or an approved area adequately screened from any road and neighboring views. **\* Overnight parking of cars, trucks, vans, campers, boats, trailers, or any similar vehicle is not permitted within Inland Shores unless enclosed within a garage.** This does not apply to vehicles in current use during construction.

*\* Amended to read, "a homeowner may park two (2) vehicles in the driveway, and if the home contains three garage spaces, the homeowner may park three (3) vehicles in the driveway upon written authorization by the Inland Shores Board of Directors." (Board of Directors amendment 2003)*

26. **Play structures** should be limited to less than 7' in height and must be located in rear or substantial side yards. Locations must be screened from and have minimal impact on adjacent property and views from streets. Not every home site may have an acceptable location. Structures must be painted or stained to blend with the adjacent home and landscaping.
27. **Recreational Equipment:** Placement of recreational equipment (including basketball backboards) and accompanying structure and mounting systems is subject to application, review, and approval by the ARC. Applications must include documentation as necessary to fully describe the design, appearance, color, and location (indicated on a site plan), drawn to scale. Documentation may be as simple as a photograph of the proposed equipment. Recreational equipment shall be located to minimize exposure to adjacent properties. Basketball backboards should be located in front and side yards only if there is no other location on the property that is better for the activity. Backboards must not be connected to the home or garage; they must be freestanding. Poles and support structures must be painted to blend with the surrounding environment.
28. **Recreational Vehicles:** No boat, trailer, recreational vehicle, van, or camper shall be stored on a home site, except within an enclosed garage or completely screened from view from all other homes including second stories, streets, and open space.
29. **Repetition of Design** within Inland Shores: Except for Westlake Village any plan may be repeated as long as no repeated, identifiable, substantially similar exterior facade is visible from any point. In Westlake Village, repeated elevations must be separated by at least two intervening lots. Repeated exteriors shall be finished with different color palettes.
30. **Roof Forms and Materials:** All roof forms are allowed, depending upon the designer's ability to produce coherent, consistent, harmonious, and unified appearance both overall and in detail. The roof should convey an appearance with a high level of quality whether a simple or complex form, regardless of the materials used. As with the design of the building as a whole, the style of the roof should remain consistent from all views. Wood shakes and shingles, heavy composition shingles (laminated fiberglass, with a minimum 30-year warranty), slate and concrete tiles shall be approved roof materials. The ARC may approve other roofing materials when appropriate for neighborhood continuity. Roofing material and color should be compatible with others in the same neighborhood or individual project, as well as siding and trim colors.
31. **Roof and Attic Vents:** Roof and attic vents shall be shown on the building elevations. The type, size, and proposed design shall be clearly shown. To the greatest extent possible, vents shall be located so as not to be seen from street.
32. **Screen and Storm Doors:** Installation of screen doors and storm doors (main home entrance doors) is subject to application review and approval by the ARC. Applications shall include documentation as necessary to fully describe the design, appearance, color, and location. Such doors must be of durable, quality construction, harmonious with the design of the home, and must either be finished to match the primary door or, if at least 90% transparent, finished to match the color of the trim adjacent to the door. No grilles, bars, or other ornamentation will be allowed. Operation of the door must not be impeded by any other part of the house including planters, light fixtures, or entry arches.



33. **Service Yards:** When not provided by other structures, each residence shall have a screened service yard, enclosing garbage and trash containers, firewood, bicycles, and other similar items, which must be placed where they will not be seen from the streets or neighboring homes. Service yards, clotheslines, trampolines, swimming pools, and so forth, if desired, are subject to review by the ARC and permitted on a case-by-case basis only.
34. **Solar collectors** and associated hardware shall be an integral part of the design of the building, and shall not have a "tacked-on" appearance. Placement of the collectors should consider the impact of glare on neighboring outdoor living spaces. Collector types shall be submitted for review by the ARC in the early stages of the planning of the dwelling to verify acceptability. Collectors shall be arranged in a compact configuration and shall have the appearance of a uniform plane with a neatly finished edge.
35. **Utilities:** All connections from trunk lines to individual structures must be underground. Utility meters, panels, and service feeds shall be screened so that they are not visible from the street. Exposed plumbing and electrical lines are not allowed. Materials must conform to the City of Keizer or Marion County requirements and standards. All excavation for site utility hookups outside of landscaped yards must be restored to the previous natural condition.
36. **Violations:** When an ARC violation occurs, the matter shall be transferred from the jurisdiction of the ARC to disposition by Inland Shores Homeowners Association.
37. **Windows:** Consistency in type, style, trim, and proportion of window areas is a key focus of the ARC. Consistent with the goal of achieving quality in Inland Shores, the ARC will discourage applications showing windows of differing styles and types scattered over the various elevations of the building.
  - Type of operation and patterns of muntin bars (window "grids") should be harmonious with the style of the home and consistent within each elevation and within each view of the home from a street. Windows with a definitely visible trim surround are highly recommended and may be required when appropriate for the design.
  - Wood window trim, at least 3" in width, is required in all neighborhoods on front or other street elevations for all applications submitted after the date of this document.
  - Exterior bars on windows are subject to ARC application and approval. They must not be installed on any window or door facing a street, right-of-way, or common area, including the lakefront.



## Landscape and Fencing Standards

1. **Area to be landscaped:** The total yard area (except driveways and entry paving) is to be landscaped, including areas between the curb and the sidewalk.
2. **Maintenance of landscaping:** All landscaping shall be maintained in a healthy and neat appearance at all times.
3. **Timing:** After construction / improvements begin, returning the environment to a calm, tranquil, more natural, undisturbed state for all to enjoy is a high priority at Inland Shores. Homeowners are responsible for landscaping their property as part of construction.
4. **Adjacent property:** Coordinate landscaping on adjacent properties in order to maximize benefit to both homeowners where possible. Potential benefits include:
  - Increasing the apparent size of each home.
  - Greater neighborhood cohesiveness.
  - Maximizing open, usable yard area.
5. **Existing plantings:** Incorporate existing trees, slope, and other site elements into landscape to the greatest extent possible. Applicants must design and maintain landscaped areas to include, enhance, and protect existing trees.
6. **Fencing:** The design concept for fencing at Inland Shores is to promote a feeling of open space by discouraging fences, walls or hedges that define property lines. Where screened private areas are desired, the ARC will encourage the Owner to treat these fenced areas as extensions of the architecture of the dwelling.
  - Standard fences have been developed and approved by the ARC for use in Inland Shores. Other designs may be submitted for approval. However, to encourage and establish development and neighborhood continuity the ARC may restrict the type, and/or finish of fences in certain locations.
  - The perimeter fencing shall all match the existing perimeter fence, as exists across from the elementary school.
  - Applications to the ARC for fencing approval (standard or non-standard) shall include the height, location, color and design of the proposed fence, a sample of the proposed building materials, a paint or stain chip if appropriate, and any such other information as the ARC may request.
  - Fencing shall not exceed six feet in height and is restricted to rear and side yards. Fence lines should parallel contours wherever possible, sloping to follow grade, and blend with the terrain. Tops of fences running perpendicular to the grade should be sloped to follow grade and should not drop more than 12" between panels; bottom of fences must slope to follow grade, with a maximum 4" clearance from grade.
  - In order to retain as much of the natural character as possible, fencing within 30 feet of any property line adjacent to the lake is prohibited.
  - Fences adjacent to any common area shall be type "B" only, installed per the current standard Inland Shores detail, subject to the normal approval process.
  - Fences adjacent to retaining walls should be offset by at least 36" horizontally. If the offset is less than 3', the total height of retaining wall and fence must not exceed 6', measured from the downhill side.
  - Fences must be offset from corners of the house by at least 24" unless designed as an extension of the house wall.
  - Existing chain link fencing may remain along the boundary of the development. If replaced, type "B" is the only approved style.
  - Fencing adjacent or perpendicular to rights of way, streets, and the open space adjacent to the lake or Common Areas shall be stained with Olympic Weathering Stain.
  - Design of gates shall match adjacent fences.



7. **Groundcover Standards:** All areas without significantly complete covering by shrubs, annuals, or lawn must be planted with groundcover plantings. Groundcover must be live plant material of appropriate size and planted close enough together to provide uniform coverage in all growing seasons. Plants of a woody nature are generally more appropriate than herbaceous material. Bark dust, bark chips, Tanbark, redwood chips, or other biodegradable material should be used as mulch in planting beds, but are not acceptable by themselves as permanent groundcovers. Gravel, colored rock, painted concrete, and artificial turf are never acceptable as finished landscape surfaces.
8. **Landscape mitigation** of design or construction problems must be installed in final form no later than the earlier of the date listed in the Conditions of Approval, the date required for installation of conditional landscaping, or final landscaping.  
*The Homeowner has the responsibility to notify a subsequent purchaser of the property that landscape mitigation is necessary.*
9. **Lawns:** Either seeding or sod may establish Lawns. The line and form of the lawn and other planting areas shall be informal and flowing, extending across home site boundaries wherever possible to maximize benefits for both neighbors.
10. **Ornamentation:** Artificial animals, decorative statues, and similar ornamentation are never permitted in front or street side yards. Placement in private yards is subject to ARC approval.
11. **Placement:** Plantings must be chosen to minimize negative effects on adjacent properties. Choose and plant materials to minimize crowding and impact of plant materials that tend to spread. .
12. **Plant groupings:** Planting designs shall reflect informal groves of trees and be planted in informal masses. Avoid creating linear arrangements or the individual scattering of plants. Create plantings in informal masses, replicating and imitating natural settings.
13. **Plant size** chosen at installation should reflect the growth rate of the plant material and should be planted in a manner to encourage a substantial appearance within three years and a mature look within 6 years. In the case of landscape mitigation, the ARC may require increased size and density of planting.
14. **Solar efficiency:** Landscape designs should enhance solar efficiency.
15. **Species:** The use of native plant material is encouraged. Exotic and non-native species shall be compatible in form and habit with the indigenous material. All plantings shall be chosen for their tolerance of the site conditions. Plants chosen which are not on this list must be sympathetic to the native species and will be judged on a case-by-case basis as to whether they are appropriate.
16. **Street trees** are planted by the owner in the strip between the curb and sidewalk or lot in Accordance with the requirements of the City as part of the landscape installation.  
**Street trees for The Estates** shall be “Red Sunset” maples (*Acer Rubrum*), 1 per each 25’ of street frontage.  
**Street trees for Westlake Village and for Lakefair Village** shall be “Chanticleer” Flowering Pears (*Pyrus “Chanticleer”*), 1 per each street or easement frontage.  
Trees may be grouped to avoid conflicts with streetlights, water meters, storm drains, and similar utility locations. Grouping is also encouraged to allow street trees to be planted in informal groupings in order to harmonize with the overall goal of creating natural settings.  
Homeowners are responsible for maintenance of street trees adjacent to their property. Planting and landscape maintenance by the Homeowner should include, enhance, and protect street trees. Please see Appendix A for designated street trees.
17. **Vegetable and cutting gardens** are appropriate away from front and street side yards.
18. **Shrubs** should be planted in informal masses, and will rarely be approved as hedges.
19. **Inland Shores Homeowners** have the opportunity to enhance their landscaped home sites within the following guidelines:
  - Homeowners are encouraged to plant and maintain beds of annuals, perennials, and bulbs for seasonal color. Care must be given to “off season” appearance in order to assure a well-kept look.
  - Homeowners are encouraged to remove undesirable plants and noxious weeds so long as the yard still maintains a finished or natural appearance, as appropriate.



- Homeowners are encouraged to perform all maintenance activities such as replacing ailing or dead plants and renovating lawns. However, full yard landscape remodeling requires application to and approval from the ARC.
- Homeowners may, after consulting with and obtaining approval from the Inland Shores Landscape Consultant, add to plantings already in place. Homeowners may wish to seek professional advice before selecting and placing additional landscape materials to assure that adjacent views are not blocked, that plants at maturity will not spill over property lines, and that new plant material should compliment existing natural settings and previously installed landscaping. Any “hardscape” items (things that don’t grow such as fences, decks, walls, walks, water features, play structures, and storage areas) need to be reviewed and approved by the ARC.
- Adding or removing trees requires prior application to and approval by the ARC.
- To maintain a more natural overall appearance in Inland Shores, informal masses of plantings are preferred over plantings in rows. Extensive linear plantings are discouraged and must be to be approved by the ARC.

## Adoption and Approval

These Inland Shores Landscape Standards, Home Appearance Standards, and Landscape and Fencing Standards are hereby adopted and approved by Inland Shores Board of Directors to be effective June 14, 2006.

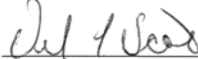
Approved by:



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



# Inland Shores Homeowners Association

## Rules Infractions Committee (RIC) Procedure and Fine Document

A three member Rules Infraction Committee (RIC) shall be appointed by the Homeowner's Advisory Committee (HAC) to serve for a period of 12 months. Any member of the RIC may initiate and/or receive, written & signed complaints. All written complaints shall remain confidential. All RIC members' names will remain confidential because the Board of Directors is responsible for enforcement of violations. An infraction shall be defined as non-compliance with any one of the following.

- . CCR's Inland Shores Owners Association
- . CCR's Staats Lake Owners Association
- . Staats Lake Rules
- . Architectural Design Guidelines

The RIC shall investigate the written complaint and rule by majority vote (a minimum of 2 is required to vote) on infractions within (7) calendar days of receipt of the written complaint.

If the RIC investigation determines that the complaint is valid, the RIC Chairperson or designated alternate will create a "Rules Infraction Notice" letter to be mailed to the Homeowner. The "Rules Infraction Notice" shall include a brief description of the infraction and reference the section number and brief description from the CCR's or other document being referenced.

Upon receipt of a "Rules Infraction Notice", the Homeowner is required to correct the problem causing the infraction. The Homeowner may request a hearing with the Board of Directors by written request within seven (7) calendar days of the RIC's notice. The Board of Directors will make a "final" decision from the hearing within seven (7) calendar days.

After a period of (7) calendar days from the date of the letter, if the violation has been corrected the letter will be archived in the RIC files by the property address and no further action will be taken. (The Homeowner may receive a letter stating the infraction has been corrected.)

If the infraction is not corrected within (7) calendar days, from the date of the RIC notice a second "Written Compliance Notice" is to be issued by the Board of Directors, which includes a fee/fine of \$100.00. Upon receipt of the second "Written Compliance notice" the Homeowner **must** respond in writing with corrections and plan schedule for the infraction to the Board of Directors.

If a written response to the RIC for the second "Written Compliance Notice" is not received by the Board of Directors within (7) calendar days of mailing, and/or the violation has not been corrected by the stipulated date a third "Written Compliance Notice" is to be issued which includes an additional administrative fee/fine of \$200.00. If the infraction is not corrected within (7) calendar days of the third "Written Compliance Notice" the RIC will issue an additional fine of \$15.00 per calendar day until the homeowner notified the RIC by mail that the infraction has been corrected.

**NOTE:** Three such compliance notices sent on the same issue (repeat problems) will result in a minimum \$100.00 administration fee even though the infraction has been corrected.

If a written response of the third "Written Compliance Notice" is not received by the HOA Board of Directors within (7) calendar days of mailing, and/or the violation has not been corrected by the stipulated date, the HOA Board of Directors shall refer the matter to an attorney for further action, which may include, but not limited to:

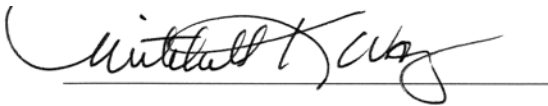
- . Filing Lien for outstanding fine, compliance costs, attorney fees and other fees permitted by law.
- . Filing a Notice of Non-Compliance in County Deeds of Records.
- . Filing suit to enforce compliance.



At any time in this process, HOA Board of Directors may vote to review the RIC's decision and reaffirm or modify at the HOA Board of Directors sole discretion.

1. The Architectural Review Committee (ARC) and the Rules Infraction Committee (RIC), in concert with Board Members, will periodically survey all areas of the community. Items needing attention or correction will be identified.
2. A letter will be sent to the Homeowner detailing what needs to be done and the steps to follow. A completion date for corrections will be established. Homeowners will be given 30 days for minor ARC related items, 60 days for more involved items such as paint. Homeowners will be given 7-10 days for RIC related violations.
3. If corrections cannot be completed by the established date, the Homeowner may request an extension. Any extension request must be in writing. A fine of \$100.00 a week will be assessed until the item(s) are completed. Non-payment of fines will result in a lien being filed against the property by the Homeowners Association.
4. All items completed will be signed-off by a board member and the ARC Chair and a record kept in the Association's files.
5. A third RIC violation (for the same item) within a 36-month period will result in administrative fines/fees – *noted earlier in this document.*
6. Any appeals can be made to the Board of Directors (in writing).
7. Appeal decisions made by the Board of Directors are final.

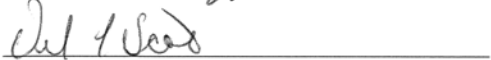
This Inland Shores Rules Infractions Committee Procedure and Fine Document is hereby approved by the Inland Shores Board of Directors - June 14, 2006



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



# Appendix A

## Inland Shores Homeowners Association Architectural Review Committee Architectural Approval Request

### Application for Changes to Existing Home or Landscaping

#### Homeowners

Changes or small additions to existing property exterior or landscaping (decks, patios, awnings, spas, play equipment, satellite dish, fences, screening, home exterior painting/repainting the same color, landscape additions or any other changes to the exterior home or landscaping) must be approved by the Inland Shores Architectural Review Committee (ARC). When changes are planned for your property, submit this completed checklist to the ARC. In order to expedite approval, please ensure that all items on this 3-page form have been completed and all information requested has been attached. You may also include any other information that would help the Committee understand your proposed changes.

#### General Requirements:

Review the Inland Shores Rules, Regulations, and Requirements document (published June 2006). Changes must comply with those requirements and the provisions of the CCR's. Submit plans detailing the proposed changes, including dimensions, materials, color samples, and an indication of how the change affects or ties in with the existing structures. If changes are to landscaping, include drawings showing the location and type of plant materials, etc. *Professionally drawn plans are not required.*

#### Homeowner Checklist:

Checkmark those items you are submitting with this application

1. \_\_\_\_\_ Signed Application Form (3 pages), dated: \_\_\_\_\_
2. \_\_\_\_\_ Fee Submitted: \$100.00\*
3. \_\_\_\_\_ Plans Submitted (2 copies)
4. \_\_\_\_\_ Construction Materials Used (detailed list)
5. \_\_\_\_\_ Dimensions (detailed)
6. \_\_\_\_\_ Color Samples
7. \_\_\_\_\_ Current photo or drawing showing area(s) to be added / changed

.....ARC Use.....
Application received:
Plans received:
Fee received: \$
Received by:
Date:

\*Depending on the complexity of the project a portion of the fee (up to 90%) may be refunded.



# Remodel and/or Landscape Approval Request

Homeowner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Lot# \_\_\_\_\_

Date \_\_\_\_\_  
Home Phone \_\_\_\_\_  
email address: \_\_\_\_\_

### Application For:

Construction \_\_\_\_\_  Remodel \_\_\_\_\_  Deck/Patio/Flatwork \_\_\_\_\_  Fence/Screening \_\_\_\_\_  Play Equipment \_\_\_\_\_  
 Color \_\_\_\_\_  Brick \_\_\_\_\_  Exterior Light Fixtures \_\_\_\_\_  Landscape – Front \_\_\_\_\_  Landscape – Rear \_\_\_\_\_  
 Awning \_\_\_\_\_  Satellite Dish \_\_\_\_\_  Gazebo \_\_\_\_\_  Pool / Water Feature \_\_\_\_\_  Other \_\_\_\_\_

Description of Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please submit 2 copies of this request and plan 8 - 10 working days prior to the estimated start date:**

1. Description of improvements (including dimensions, materials to be used and color).
2. Location of improvement and residence on a Plot Plan with dimensions of fence line. Please identify existing improvements.
3. Elevation of proposed improvement to existing dwelling.

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**Approved work hours (exterior): Mon-Fri 7am to 6pm, Sat. 8am to 6pm**

**This information should be provided directly to one of the following members of the Architectural Review Committee:**

Bob Renner  
503.393.3672  
[osubv@comcast.net](mailto:osubv@comcast.net)

Sally Hart  
503.304.9663  
[hartsally@comcast.net](mailto:hartsally@comcast.net)

Jon & Carol Ross  
503.856.8506  
[cross1040@msn.com](mailto:cross1040@msn.com)

Fees must accompany applications in order for the application to be complete. \* Applications that do not include the Architectural Review Fee will not be reviewed. Checks for construction and landscape review should be made payable to **Inland Shores Homeowners Association**.

*\* Fees are "per application". If the front and rear landscape plans are submitted separately, the fee is \$100.00 for EACH application. Depending on the complexity of the project a portion of the fee may be refunded.*



## Architectural Review Committee Recommendations:

Approval	Disapproval	Printed Name	Signature	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Approval or disapproval is based on the requirements set forth in the Inland Shores Conditions, Covenants, and Restrictions as well as the Inland Shores Rules, Regulations, and Requirements Document.*

Conditions of approval / reasons for disapproval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This approval shall be limited to the items specifically set forth herein and is hereby granted upon the following terms and conditions. The violations thereof or noncompliance therewith will be grounds for rescinding and revocation of the approval hereby granted.

1. Any planting shall not interfere with the designed operation of Association owned sprinkler heads or hinder landscape maintenance of Inland Shores Common Areas.
2. All installations, interior or exterior, must not alter existing construction design or the functions thereof.
3. Any work done in an Owner's home, or on the common property (setbacks), shall be subject to all existing State, County, City and Association laws, ordinances and regulations.
4. All work will be subject to inspection by the Association Board of Directors. The Owner, together with the Contractor, will be held responsible for any deviations of the above and will be required to make any necessary corrections at the Owner's expense.
5. By the execution and acceptance of this Request and terms and conditions hereof, the Owner acknowledges that he/she has been advised that the above installation, when completed, forming a part of the common elements, will not be the subject of any insurance coverage of loss prevention or indemnification coverage by the Association.
6. Owner, by the execution and acceptance of this Request has remised, released, and forever discharged, and by these presents does remise, release, and forever discharge the said Association of and from all obligations, controversies, suits, actions, causes of actions, trespasses, variances, damages, claims, demands, in law or in equity, which against the said Association the Owner ever had, now has, or hereafter can, shall, or may have, for, upon, or by reason of any damage to the above installation occurring in any manner whatsoever.
7. Approval of your plans or drawings by the Architectural Review Committee is for design only and conceptual in nature. Said approval does not relieve the Owner from obtaining necessary approvals from the City of Keizer (or Marion County) including, but not limited to, obtaining permits to erect structures, patios, patio covers, room additions, pools, spas, gazebos, etc. Evidence of building permits and approval from; the City Building Department should be provided to the Architectural Review Committee prior to commencing with an approved work of improvement.
8. Your project must be completed, and final approval received by the ARC, within 180 days. If the 180-day timeframe cannot be met, you must contact ARC for an extension request (an additional fee may apply).

If the Board approves this request, I accept this approval upon the terms and conditions set forth which have been fully read by me. I acknowledge this application expires 180 days following the date of approval. If all improvements are not completed in that time another application may be required (including application/review fees).

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The original of this form must be signed by at least two Architectural Review Committee members and must be filed in the master file by an ARC member. A rotating member of the Board of Directors, generally the Secretary, holds the master file.



## Procedure for Obtaining Inland Shores ARC Approval

Please submit 2 sets of plans and completed application form to the Architectural Review Committee (ARC) Incomplete Applications will be returned without review. Written notice of action taken by the ARC will be mailed to applicants as soon as possible, in any case, within (10) days from the date of the ARC meeting following receipt of the complete application.

### Drawing Requirements

Site Plans	Floor Plans	Building Elevations	Landscape Plans
scale 1/8"=1' existing grade, 2' interval building outline finish grades, 2' interval north arrow trees to be cut trees to remain street names patios, decks, walks service yards fences, screens, details drainage patterns retaining walls: materials, location setbacks, easements property lines, dimensions driveways, stairs	scale 1/8"=1' (minimum) doors, windows (size, operating type) room names stairways exterior lighting locations square feet by floor location of trash storage area dimensions	scale 1/8"=1' (minimum) roof and material siding material siding direction chimney chases window operation muntin bar pattern finish floor lines trim, corner boards railings, decks, stairs below deck screening vents and flues location, pattern of brick garage door size accurate finish grades	scale 1/8"=1' (minimum) planter areas, mulch plant common name plant botanical name plant size at planting mature size drawn to scale north arrow berms, grading retaining walls

NOTE: Approved plans are returned to owner, if owner is applicant. If applicant is other than property owner, please provide 2 copies of plans, specifications, etc.

#### Exterior Lighting

Please submit 2 copies of the approved form including catalog cuts or legible copies from catalogs indicating all exterior light fixtures. Indicate overall height, material finishes and locations

#### Exterior Colors and Materials

Please submit 2 copies of the approved form including samples of all exterior colors for each exterior material. Larger samples of actual color (mock-ups) on actual material or house may be required by the ARC prior to final approval

#### Exterior Brick

Unless a brick sample is already on file with the ARC, please submit an actual sample of the proposed brick indicating the typical blend expected. See form titled "EXTERIOR COLOR AND BRICK" for additional information.

#### Items to Remember

Both Preliminary Approval and Final Approval are valid for 180 days. If construction has not begun in that time, a new application must be made, and may require a second fee, if applicable at the time.

#### Material Specifications

The ARC encourages creative, well-designed improvements. The following list is provided only as a means of streamlining the application process. The following materials are "standard" in Inland Shores and will be assumed to be included in any application unless noted otherwise. Please list any variations proposed. The ARC reserves the right to render a decision on the appropriateness of all materials as proposed in combination.

Driveways: parking areas, walks: exposed aggregate concrete where visible from the street.

Decks: underside screened if more than 30" to grade with lattice, etc. All vertical surfaces to be painted or stained to match house body color.

Concrete foundation: less than 18" exposed, siding parallel to grade at street elevations.

Brick: standard size at wall veneer, econs at chimneys if separate from veneer by at least 3'.

Siding: overlaid wafer wood or cedar, joints caulked or with matching joint covers.

Roof flashing: dark bronze or painted metal to match weathered roof color or tile/composition roofing color.

Roof: Medium weight hand split and resawn cedar shakes.

Skylights: glass or acrylic, "flat", bronze or gray frame.

Garage doors: raised panel wood or embossed panel metal.

Windows: vinyl or wood, please specify. Additional trim is not required. 1x3 minimum, if proposed.

Gas vents, flues: behind ridges, painted to match weathered roof color or tile/comp, roofing color.



## Appendix B

### 1) Inland Shores Board of Directors Legal Opinion Request to Mr. Feuerstein, Attorney at Law - Parking Issues August 2005

The Inland Shores Board of Directors is hoping you can provide them with a legal opinion about a parking issue.

All Inland Shores streets are private and designated in the declaration as common areas. The Association's CCR's (Article 6.6) includes standard language about vehicle parking, addressing all manner of recreational vehicles and vehicles in excess of 3/4 ton in weight, and limiting overnight parking of such vehicles in the common areas. Section 4.4(d)(ii) allows the Association to make rules regarding use of the common areas.

Several years ago, a past Board President met with the Keizer Fire Marshal to discuss the issue of emergency vehicle access on the very narrow streets (many are barely 2 average car widths wide). The Fire Marshal believes they have no formal jurisdiction (and they probably don't), but suggested at the time that the Association should prohibit parking on the streets altogether, as parked cars would likely impede emergency vehicle access. At that time, the Board took this to heart and adopted a rule that prohibited street parking overnight. As you might expect, this has been met with much resistance from the residents.

**Question:** Is the Board acting in a prudent manner in prohibiting street parking, or have they been unreasonable?

**Mr. Feuerstein's Answer:** As you noted, the Declaration permits the Association to make rules governing use of the Common Areas. Since Section 6.6 does not expressly permit parking of normal vehicles on Common Area roads, the Association can regulate such parking by rule. The proposed rule is clearly reasonable given the comments of the Fire Marshal.

**Question:** Does the Association have liability in the event of a tragedy that could have been prevented if the Board could have successfully enforced its rules about no street parking?

**Mr. Feuerstein's Answer:** It is not clear if the Association would be liable, but there is the potential for a claim in that regard since the Association is aware that damage is likely in case of a fire. The Association could be expected to at least warn owners of the consequences of parking there. The other risk would be if the emergency vehicle were delayed in getting to the location because of the cars, and additional injury or damage results.

**Question:** If an owner places a portable basketball hoop in the street adjacent to his property and his child, while playing basketball, is injured by a passing vehicle, would the Association have liability because they should have prohibited the owner from placing his basketball hoop in the common area (street)?

**Mr. Feuerstein's Answer:** This seems unlikely to me. The primary liability and responsibility would lie with the owner who put the hoop at that location. The Association can assume that owners would use at least a little common sense, although a cautionary note to owners about the danger would be well advised. Of course, the safest thing would be to prohibit hoops at the street, as many other Associations do.

Howard M. Feuerstein  
Stoel Rives LLP  
900 SW Fifth Avenue, Suite 2600, Portland, OR 97204  
Direct Dial: (503) 294-9215 Telecopy: (503) 220-2480 E-Mail: [hmfeuerstein@stoel.com](mailto:hmfeuerstein@stoel.com)



## Appendix B (continued)

### 3) FCC Regulations – Satellite Antennas

#### Background

In 1996, the Federal Communications Commission (FCC) adopted rules for Over-the-Air-Reception Devices (“OTARD” rules). The OTARD rules prohibit restrictions on a property owner or tenant’s right to install, maintain, or use an antenna to receive video programming from direct broadcast satellites (DBS), broadband radio services (formerly referred to as multichannel multipoint distribution services or MMDS), and television broadcast stations (TVBS). However, there are exceptions to the OTARD rules, including provisions for safety and preservation of historic areas.

The FCC later amended the OTARD rules to include exclusive use areas by renters and customer-end antennas that receive and transmit fixed wireless signals.

#### What Types of Antennas Are Covered Under the OTARD Rules?

The following antennas or dishes are covered by these rules:

- A "dish" antenna one meter (39.37 inches) or less in diameter (or any size dish if located in Alaska), designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite.
- An antenna that is one meter or less in diameter and is designed to receive video programming services via broadband radio service (wireless cable), or to receive or transmit fixed wireless signals other than via satellite.
- An antenna that is designed to receive local television broadcast signals.

Antennas used for AM/FM radio, amateur (“Ham”) radio, CB radio, Digital Audio Radio Services (“DARS”), or antennas used as part of a hub to relay signals among multiple locations **are not** covered by these rules.

#### What Types of Properties Are Covered?

Under the OTARD rules, an owner or a tenant has the right to install an antenna (that meets size limitations) on property that he owns or over which he has exclusive use or control. This includes single-family homes, condominiums, cooperatives, townhomes, and manufactured homes. In the case of condominiums, cooperatives, and rental properties, the rules apply to “exclusive use” areas, like terraces, balconies, or patios. “Exclusive use” means an area of the property that only you and people you permit may enter and use. If the area is shared with others or accessible without your permission, it is not considered.

OTARD rules **do not** apply to common areas that are owned by a landlord, a community association, or jointly by condominium owners. These common areas may include the roof or exterior walls of a multiple dwelling unit. Under certain conditions, if a common antenna is available for use by residents, then the community association or landlord may reject or not permit the installation of an individually- owned antenna or satellite dish, provided the service and costs are the same.

#### Are There Any Other Restrictions On Where I Can Install My Dish or Antenna?

Restrictions necessary to prevent damage to leased property are permissible, as long as the restrictions are reasonable. For example, a lease restriction that forbids tenants from drilling holes through exterior walls or through the roof is likely to be permissible.



An association, landlord, or local government may impose certain restrictions when safety is a concern or where a historic site is involved. An example of a safety restriction would be installing an antenna on a fire escape. Safety restrictions must be narrowly written so that they are no more burdensome than necessary to address a legitimate safety purpose.

### **Installation Requirements for Fixed Wireless Antennas that Receive and Transmit**

The FCC requires fixed wireless antennas capable of receiving and transmitting voice and data services to meet certain guidelines regarding radiation exposure limits and environmental standards. Because of these guidelines, fixed wireless providers can require that their equipment be professionally installed.

#### **For More Information**

For more information about the OTARD rules and guidance on filing a petition or requesting a waiver, visit the FCC's Web site at:

[www.fcc.gov/mb/facts/otard.html](http://www.fcc.gov/mb/facts/otard.html).

For general information on this and other telecommunications-related issues, you may contact the FCC's Consumer & Governmental Affairs Bureau in the following ways:

Internet at [www.fcc.gov/cgb](http://www.fcc.gov/cgb)

Consumer Center:

1-888-CALL-FCC (1-888-225-5322) voice

1-888-TELL-FCC (1-888-835-5322) TTY

Mail:

Federal Communications Commission  
Consumer & Governmental Affairs Bureau  
445 12th Street, SW  
Washington, DC 20554.



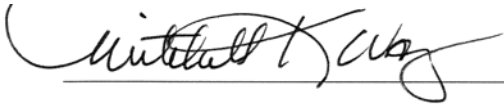
## Appendix C – Board of Directors Policies

### 1) Parking – Originally adopted by the Inland Shores Board of Directors March 2, 2004

1. There is no overnight parking on any street in Inland Shores.
2. No more than two personal use, non-commercial vehicles, may be parked overnight in the homeowner's two designated open-air parking spaces (driveway). This excludes boats, trailers, motorcycles, trucks, mobile homes, campers or other recreational vehicles or equipment, regardless of weight; any vehicles in excess of three-quarter (3/4) ton in weight; or commercial vehicles. If any homeowner has a three-car garage, a third personal vehicle may be parked overnight in the driveway if verbal approval of the Board of Directors is obtained.
3. Driveway parking must not block a sidewalk or curb.
4. Temporary parking of moving trucks (48 hours) or RV's (24 hours) is allowed. The intent of this parking is to allow homeowners to load a moving van or RV on one day and subsequently move that vehicle. It does not allow parking of any such vehicle overnight for any other use.
5. Street parking at Inland Shores (other than overnight) is restricted to those sides containing sidewalks. In short – no sidewalk - no parking. Parked vehicles on non-sidewalk sides of the streets are a rules infraction and fall under the procedures of the RIC.

This parking policy is hereby re-adopted and approved by Inland Shores Board of Directors - June 14, 2006.

Approved by:



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Dr. Mitchell Wang - President



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Mike Malazio - Secretary



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Debra Scott – Treasurer



## Appendix C – Board of Directors Policies (continued)

### 2) Pets

Any inconvenience, damage or unpleasantness caused by pets shall be the responsibility of their respective owners. No dog or cat shall be permitted to roam the property unattended. All dogs shall be kept on a leash while outside a Homeowners property. A Homeowner or resident may be required to remove a pet upon receipt of the third written notice from the Association Board of Directors of violations of any rule, regulation or restriction governing pets within the Community.

This policy is hereby adopted and approved by Inland Shores Board of Directors - June 14, 2006.

Approved by:



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



## Appendix C – Board of Directors Policies (continued)

### 3) Non Licensed Motorized Vehicles

#### A) Motor Assisted Scooters

ORS 801.348 “Motor assisted scooter.” “Motor assisted scooter” means a vehicle that:

- (1) Is designed to be operated on the ground with not more than three wheels;
- (2) Has handlebars and a foot support or seat for the operator’s use;
- (3) Can be propelled by motor or human propulsion; and
- (4) Is equipped with a power source that is incapable of propelling the vehicle at a speed of greater than 24 miles per hour on level ground and:
  - (a) If the power source is a combustion engine, has a piston or rotor displacement of 35 cubic centimeters or less regardless of the number of chambers in the power source; or
  - (b) If the power source is electric, has a power output of not more than 1,000 watts. [2001 c.749 §2]

In order to operate on Inland Shores streets and sidewalks 1) The operator must be 16 years of age, 2) must not travel more than 15 miles per hour, 3) Allow no passengers on the scooter, and 4) Operator must wear approved protective headgear

#### B) Mini-Motorcycles or Pocket Bikes


Most mini motorcycles or pocket bikes do not fit into the same category as motor assisted scooters. They have internal combustion engines over 35 cc’s and can travel faster than 24 miles per hour. They are considered a “moped” or a “motorcycle” (which must be titled, registered, and insured in order to operate on Oregon roads).

These vehicles are not manufactured to operate on the roads and are not equipped to meet USDOT safety standards. Manufacturers of these vehicles do not provide Manufacturer’s certificate of origin or standardized 17 digit VIN’s.

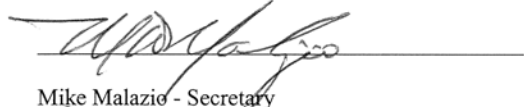
Unless proof is provided to show these vehicles meet the USDOT equipment and safety standards, they cannot be titled and registered and may not be operated on roads or highways. **These are off-road vehicles only and cannot be operated on streets or sidewalks within the Inland Shores Communities.**

This policy is hereby adopted and approved by Inland Shores Board of Directors - June 14, 2006.

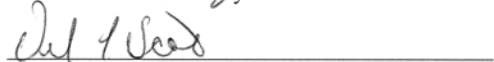
Approved by:



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



## Appendix C – Board of Directors Policies (continued)

### 4) Portable Basketball Hoops

Basketball backboards should be located in front and side yards only if there is no other location on the property that is better for the activity. Backboards must not be connected to the home or garage; they must be freestanding. Poles and support structures must be painted to blend with the surrounding environment.

As they currently exist, the rules don't address portable basketball hoops, only permanent ones. However, the sidewalk is a right of way and the street is common area. We don't believe either place would be appropriate – the sidewalk should be kept clear of obstructions for safety reasons and the street is common area – owners may not place anything in a common area without Board approval.

By placing a portable basketball hoop in an Association “common area”, the risk of injury is compounded, and the potential Association liability in such an occurrence leads us to adopt a “no street use” policy. If a portable basketball hoop is left on or directly adjacent to a street overnight, it will be inferred that use of Inland Shores common areas has occurred and the Inland Shores Rules Infractions Committee will submit a notice of violation to the homeowner.

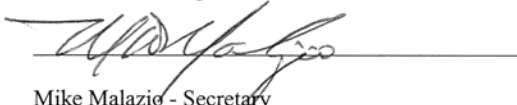
Any injury resulting from use of portable basketball hoops on Inland Shores Common Areas is at the Homeowner's own risk. The Association will not be held liable from any such injury.

This policy is hereby adopted and approved by Inland Shores Board of Directors - June 14, 2006.

Approved by:



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



## **Appendix C – Board of Directors Policies (continued)**

### **5) Lakefront Areas (Banks)**

All Inland Shores Common Areas (streets, utility easements, ponds, parks, and lakefront areas – from the upper sprinkler heads to the Staats Lake path lights) are reserved for the use and enjoyment of all Homeowners. No private use shall be made of the Common Areas. Inasmuch as this statement (CCR’s Article 4.4(b)) restricts the private use of our Common Areas, it becomes increasingly important regarding trees on the banks of Staats Lake.

Whereas, the Bylaws of the Inland Shores Homeowners Association authorize and direct the Board of Directors to “from time to time adopt, modify, or revoke such Policies and Procedures governing the conduct of persons and the operation and use of the Lots as the Board of Directors may deem necessary or appropriate in order to assure peaceful and orderly use and enjoyment of the property;” and

Whereas, from time to time Homeowners take it upon themselves to trim, “top”, or remove trees and plantings on the lakefront Common Area; and

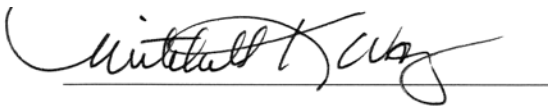
Whereas, from time to time Homeowners utilize lakefront Common Areas to access the Staats Lake walking path, and Staats Lake;

Therefore it is resolved that no Homeowner may alter, remove, or add trees and other Association maintained plantings located in Inland Shores Common Areas. This does not restrict Lakefront Homeowners from getting ARC approval to supplement the plantings on the lakefront Common Areas. ARC approval is required since the Association maintains these areas and assurance that additional plantings meet the design criteria – as well as water schedules, and other plant requirements.

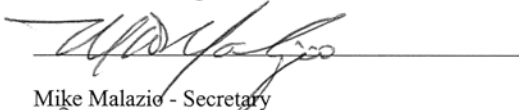
Therefore, it is also resolved that Homeowners wishing to utilize lakefront Common Areas as walkways submit a walkway plan to the Architectural Review Committee. This plan will cover 1) construction / placement of hard surface materials, if any, 2) mitigation plans to ensure the lakefront Common Areas are maintained as to avoid surface erosion or unkemptness, and 3) security issues, since a hard surface walkway provides an invitation to non residents using the Staats Lake walking path.

This policy is hereby adopted and approved by Inland Shores Board of Directors - June 14, 2006.

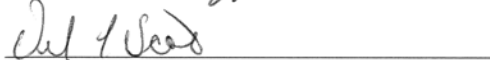
Approved by:



Dr. Mitchell Wang - President



Mike Malazio - Secretary



Debra Scott – Treasurer



## **Appendix C – Board of Directors Policies (continued)**

### **6) Maintenance Issues**

*Adopted by the Board of Directors April 26, 2005 (original document on file)*

The Inland Shores Homeowners Association Board of Directors is committed to maintain, the high standards established by the CCR's and the Architectural Design Guidelines. As our development has matured, maintenance is becoming an issue. Paint is fading and/or showing discoloration, especially on the north side of some homes. Some lawns are showing the ravages of Crane Fly infestation. Many fences are still unpainted or unstained. Shrubs need pruning and updating. Several homes have never completed final landscaping up to standards outlined in our adopted, legal documents.

To address this problem, the Board has approved the following procedure:

1. All owners will receive the revised edition of the Architectural Guidelines. These differ from the original document since all new construction has basically been completed.
2. The Architectural Review Committee (ARC) in concert with Board Members will survey all homes. Items needing attention or correction will be identified.
3. A letter will be sent to the homeowner detailing what needs to be done and the steps to follow. A completion date for corrections will be established. Homeowners will be given 30 days for minor cosmetic items, and 60 days for more involved items such as paint.
4. If corrections cannot be completed by the established date, the homeowner may request an extension. Any extension request must be in writing. A fine of \$100.00 a week will be assessed until the item(s) are completed. Non-payment of fines will result in a lien being filed against the property by the Homeowners Association.
5. All items completed will be signed-off by a board member and the ARC Chair and a record kept in the Association's files.
6. Any appeals can be made to the Board of Directors (in writing).
7. Appeal decisions made by the Board of Directors are final.

Approved by the Inland Shore Board of Directors, April 26, 2005

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Signature on file

Dr. Norman E. Koch, Chair

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Signature on file

Dr. Mitchell Wang, Secretary

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Signature on file

Mike Malizio, Treasurer



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