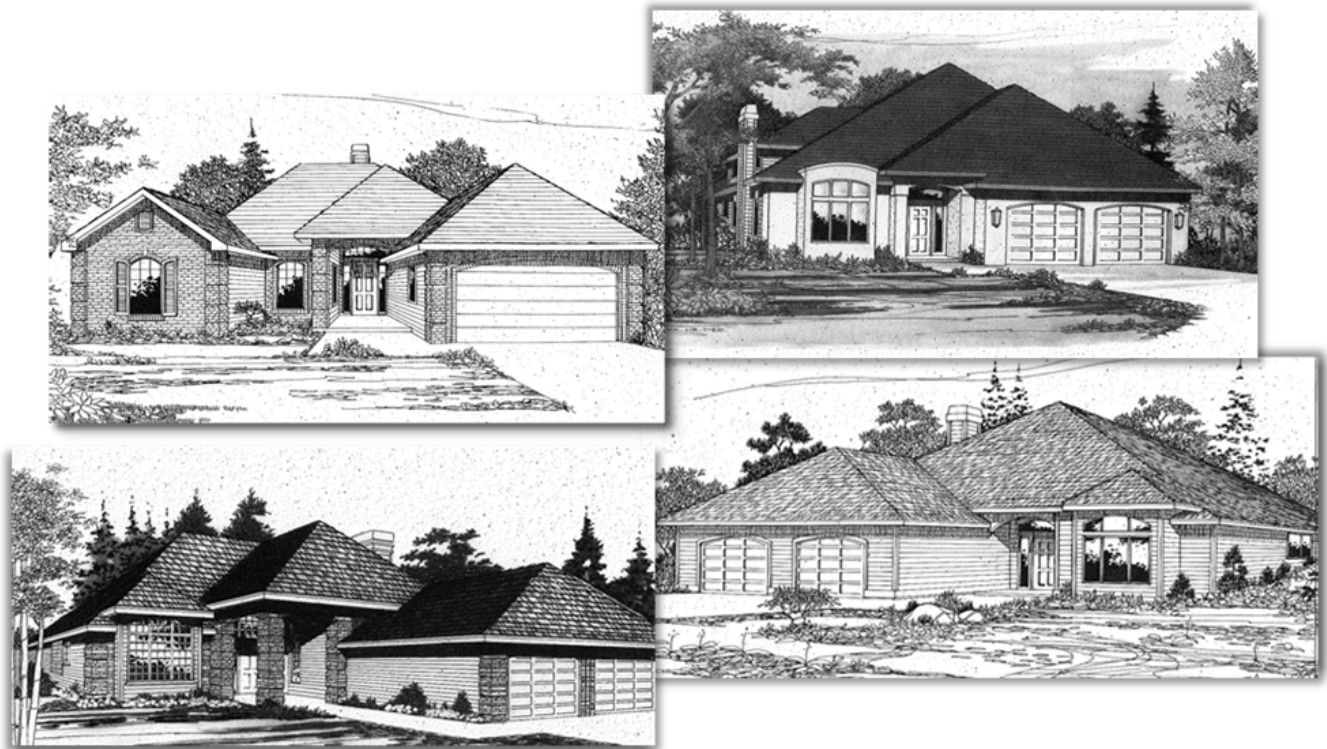


# CLAREMONT

## Architectural and Community Standards 2022



*Revised July 2022*





July 2022

Dear Claremont Homeowners,

The Claremont Homeowners' Association was created in 1991 with a vision to establish and ensure that the neighborhood community would be based on excellence in standards, principals, and livability. These include outside landscaping, exterior architectural changes, exterior painting, parking, and various other items that maintain our community's appeal.

It is those standards that may have attracted you to Claremont. We take considerable pride in our Claremont homes and appreciate that having standards in place is a major reason our homes are in high demand and carry a strong market value.

As a Claremont homeowner, you are provided with a copy of the ARC Community Standards Booklet. It includes detailed descriptions of the Standards as well as the procedures and application forms necessary to initiate changes to the exterior of your home, your landscaping, and other related items which require ARC review or approval prior to the start of any modifications.

The Architectural Review Committee (ARC) consists of homeowner members who are familiar with the Standards and are available for consult and to aid in your application and approval process. We are available to assist in your planning as well as meeting with your contractor if necessary so that your application is complete, your project is on schedule and also consistent with the Standards.

As the Chair of ARC, I want to thank you for your attention to the Standards in an effort to keep our community beautiful.

Cordially,

Valerie Bergmann  
Chair, Architectural Review Committee  
Claremont Civic Association

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# CLAREMONT ARCHITECTURAL AND COMMUNITY STANDARDS

Revised July 2022

## I. Introduction

Claremont is a planned community for active adults aged 55 and older. Construction began in 1991 and all phases were completed by 1998. The turnover from the developer to the Claremont Civic Association occurred in 1999.

There are four separate homeowner associations within our community. The master “umbrella” association is the **Claremont Civic Association (CCA)** with a total of 556 homes. Within the CCA there are 337 stand-alone homes and 51 Claremont Townhomes (CTA) on the west side of Bethany Blvd. East of Bethany Blvd known as the “Greens” are 125 stand-alone homes (CGA), and 43 Greens Townhomes (CGTA).

**NOTE:** *Be aware the three sub-associations may also have standards specific to their association.*

*Architectural and Community Standards* is a companion document to the *Claremont Declaration of Protective Conditions, Covenants and Restrictions (CC&R's)*. Claremont CC&R's authorize an Architectural Review Committee (ARC) with the responsibility of maintaining the high standards of appearance of the community and protecting your investment in your Claremont home. At the time of purchase all new Claremont homeowners will receive a copy of the CC&R's at escrow during closing.

### A. ARC Mission Statement

The ARC is appointed by and reports to the CCA Board. Its purpose is to assist in maintaining the architectural integrity, harmony, and quality of Claremont by reviewing and approving or disapproving requests from individual homeowners for changes to the exterior of the homeowner's property. In addition, the ARC may handle complaints about design compliance and maintenance that may impact the property value and enjoyment of other owners.

Following is the ARC's Mission Statement:

The Architectural Review Committee (ARC) is comprised of volunteer Claremont homeowners who have been appointed to serve at the direction of the Claremont Civic Association (CCA) Board of Directors. Committee members, who are also your neighbors, are charged with serving all residents equally and objectively while safeguarding the established Claremont standards for home maintenance and improvements. These Architectural and Community Standards are written standards for all architectural review applications and are intended to complement the lifestyle and value of our Claremont homes.

### B. Homeowners' Responsibilities

**Owning a home in Claremont includes your agreement to be bound by all CC&R's and the *Architectural and Community Standards*.** As a Claremont resident, you need to become familiar with both the CC&R's and the *Architectural and Community Standards* before beginning any changes to the exterior of your home or landscaping. The Architectural Standards sections of this document will guide you through the required application and approval process.

You should also be aware that the CC&R's contain other requirements for Claremont residents, such as restrictions on the use of your Claremont home as a place of business and avoiding

activities that would interfere with your neighbors' enjoyment of their property. The restrictions are contained in the Community Standards section of this document. The *Architectural and Community Standards* are reviewed and approved by the CCA Board of Directors. Changes to the Standards may be made by the CCA Board of Directors by approved resolutions that become part of the Standards. And finally, we are governed by the rules and restrictions set forth by Washington County. It is the homeowner's responsibility to know and comply with all county regulations and possible restrictions.

## **C. The Review Process - Architectural Standards**

The *Architectural and Community Standards* apply to all four Claremont homeowner associations, providing guidance for residential changes, and establishing standards for home maintenance, landscaping, structures, exterior colors, parking, and pet control to name a few. They are intended to allow individuality to be expressed within the culture of Claremont. The purpose of these standards is to protect your investment in your Claremont home and ensure that Claremont will retain a reputation as a high quality and highly sought-after community.

### **1. Changes That Do Not Require ARC Approval**

- Landscape maintenance: planting annuals or other small plants, replacing a few dead or overgrown shrubs with similar plant material, pruning of shrubs and trees, installing bark dust, and other general landscape maintenance
- Name and house number sign: one sign, not to exceed 6 x 24 inches
- Professional real estate signs: one "for sale" or "for rent" in the front yard
- "No solicitation" sign (one small sign)
- Seasonal decorations
- Outdoor furniture: items in keeping with the style and color of your home, i.e., patio furniture or a bench near your front door
- Free-standing barbeques
- Well-maintained potted plants
- Flagpole holder attached to your house for U.S. flag, seasonal or "home team" flags

### **2. Changes That Require ARC Approval**

ARC approval is required for any significant change or addition to the exterior of your home or landscaping.

Examples are:

- Changes to the existing landscaping other than general maintenance
- Removal or replacement of any tree
- Additions or changes to fences, decks, patio covers, pergolas, walls, and other structures
- Addition of exterior storage enclosures
- Changes to the exterior structure or appearance of the house
- Roof replacement
- Addition or changes to walkways or driveways
- Addition or change of awnings
- Installation of a satellite dish or any type of exterior antenna
- Golf ball protection screens
- Hot tubs or spas

- Pet enclosures
- Free standing flag poles
- Solar panels (see Addendum II)
- Artificial turf

## II. ARC Approval Process - Architectural Changes

To obtain an ARC review and approval of a proposed modification or addition, you must complete the appropriate Architectural Review Application Form. Copies are available online at [www.claremontcivic.com/documents](http://www.claremontcivic.com/documents) or at the end of this document. Applications are also available in the Clubhouse Office during regular business hours.

**NOTE:** *There are two forms. One pertains to any change in the Landscape Structures and Roofing and one is for Paint and Awnings. Submit the appropriate completed ARC application form along with any required samples, plans or drawings to the Clubhouse office.*

The two townhome associations each have their own architectural review process and guidelines. If you live in a townhome, you must first submit your application to your townhome' ARC committee and receive their approval before requesting approval from the CCA ARC.

### **The application process is as follows:**

- Submit application to the Clubhouse office.
- Allow 15 working days for the ARC to review the application before beginning project.
- An ARC member may visit with you to discuss the proposed changes, see the location, and view the impact to the surrounding area.
- You will be notified when the application has been approved or denied.
- After approval, proceed with plans and changes.
- Notify Clubhouse office when project is completed.

Your approved application is valid for one calendar year from date of approval. Your application will include a start date for your project. If your project is not completed within one year, you will need to notify ARC and request an extension of the completion date.

### **The following documentation is required when appropriate to your project:**

- Landscape plans drawn to scale, an outline of your house, and list of proposed plantings (types and size) and/or water features or other garden structures.
- If you are changing your landscaping or doing any work that abuts the perimeter of your property, you are responsible for locating your lot lines and surveying monuments or stakes before the inspection. A metal detector is available for loan in the Clubhouse office.
- Contractor plans, schematics, elevations, and product samples.
- Color brochures, material sample and/or photos showing color and size of material to be used for awnings.
- Specific details relating to the selected roof material from the Claremont approved list.
- Paint samples for paint applications.



**NOTE:** *You are responsible for obtaining all required building permits from Washington County. For this reason and for your own protection, Claremont requires that you use only licensed contractors for work that requires permits. If a permit is required, attach a copy to your application.*

### III. Exterior Changes to Your Home

Changes to the exterior of your home including (but not limited to) items such as shutters, flower boxes, skylights, windows, doors, or garage doors require ARC approval. The general policy is that all fixed additions or alterations should fit the Claremont community standards of appropriateness, quality of construction and color.

No change may be made to the footprint of your home. Your home may not be enlarged or altered to expand its original footprint, nor may the existing roof-ridge height be increased.

**NOTE:** *It is important to use a qualified licensed contractor for many changes you make to your exterior such as roofs, solar panels, or artificial turf. The Clubhouse Office has a list of homeowner recommended service providers. Claremont does not guarantee nor endorse the work of any contractors who may be on this list. **Best practice tip** - homeowners should always check with the Contractor's Board to verify a contractor's licensing and status.*

**A. Replacement Roofs:** Original Claremont homes had either cedar shake or tile roofs. You may re-roof with tile or approved composite; however, you may not replace your roof with cedar shakes. The standard for composite roofing is that material be deeply dimensional. This standard will help maintain the quality, appearance, and curb appeal of roofs. Roofing that meets the standard is usually called tri-laminate architectural shingles which are superheavy weight or deeply dimensional. Architectural shingles are nearly twice as thick as three-tab shingles and are therefore more durable and less vulnerable to curling. The following roofing products have been pre-approved, but ARC approval of style and color is still required before installation:

- Certain Teed Presidential Shake TL® (480 lbs./sq)
- Certain Teed Grand Manor Shingle® (425 lbs./sq)
- PABCO Paramount Advantage® (495 lbs./sq)
- Owens Corning® (350 lbs./sq)
- Approval may be obtained for other products that are equal to or superior to those listed.

Colors must be neutral, black, brown, or gray, with some flexibility based on the color of the home's exterior. Building code requires that roofs be able to hold 600 lbs./sq. Tile roofs weigh about 1100 lbs/sq. When you replace an original Claremont roof, the existing roof **MUST** be removed. Building codes now require solid plywood sheets under roofing. You may not re-roof over your existing shake or tile roof. You are advised to seek professional evaluation of the weight-bearing capacity of the structure of your house.

**Skylights:** “sola-tube” and similar skylight or day-lighting fixtures are acceptable but require approval in advance of installation.

**B. Garage Doors:** If you are replacing your garage door(s), the new door(s) must be the same style as other Claremont garage doors, i.e., traditional panel style. A single row of clear tempered glass windows is allowed across the top of the garage doors to allow for natural light. Windows come in a variety of styles and the selection is your personal choice but should be compatible

with the Claremont panel style garage door. Adding windows to existing doors is not recommended.

Garage doors are painted the same color as the body of the house.

**C. Painting:** Painting your Claremont home requires prior ARC approval. Repainting portions of your home for any reason, and in any color (even if the same color as previously used) also requires ARC approval. However, painting a small portion of your home on a “repair” basis (meaning less than one full side of your home) does NOT require approval and is considered maintenance.

You may choose any brand of paint manufacturer.

Claremont standard paint finishes are:

1. Flat or Satin finish for the body of your home
2. Satin finish for the trim and gutters
3. Semi-Gloss or Satin finish for the front door

Submit a color sample of each color used. Smokey earth tones that blend well with the rest of the community are preferred. Paint stores will provide you with a sample of your colors. Please note on your application the paint manufacturer as well as the names and ID numbers of all the paint colors you choose.

**D. Awnings:** All awnings must be approved before installation. Use the Paint and Awnings application. Applications must include a color brochure with pictures showing the color and style. You must also include the size of the awning in the application. Awnings may be solid or striped in earth-tone color(s) that blend with the body color of your house. Awnings and frames must be kept in good repair after installation.

**E. Decks:** Decks more than 30 inches off the ground may not be built at rear or side yards unless it can be shown that the deck and its latticework do not interfere with your adjoining neighbors' views or that this addition is necessary because of the configuration of the property and the existing house. If the deck is more than 30 inches off the ground, Washington County requires that it have a fence or railing around the edge. You are responsible for checking with Washington County and complying with their building requirements and codes.

1. Where decks are built off the ground, your plan must include approved plant material or screen to close the gap between the deck and the finished grade.
2. Materials used for decking must meet all county and state building and structural codes. Clear cedar and redwood are acceptable, as are high-quality composite materials. For any composite material, include the brand name and provide a color sample for ARC's review and approval.
3. Permanent benches, planter boxes and other features over 36 inches in height, measured from the walking surface, may not be built on decks or patios.
4. Decks may be painted or stained. Color selection must be approved as part of the application.

**F. Hand Railings:** Many seniors and people with disabilities rely on handrails to maintain balance and prevent serious falls. All exterior driveway, walkway or porch handrails require ARC approval before installation. All applications must contain photos, specifications, and contractor information.

1. All railings must be either wrought iron or aluminum and be prepared with a gloss black or bronze topcoat. A powder-coated option is permissible to obtain a smoother and more durable finish.
2. All proposed installations must comply with applicable Oregon and Washington County Building codes. The Americans with Disabilities Act (ADA) requires that all handrails must be a minimum of 34 inches high and not exceed 38 inches in height.
3. Location and placement of railings must be included in the ARC application and is subject to ARC approval.

**G. Walls, Fences and Latticework:** The location, placement, width, height and materials of all front courtyard fences or walls, dividing or privacy fences, and retaining walls must be approved in advance. Claremont was designed to be an open HUD approved adult resort community in which children under the age of 18 may not reside. In keeping with the open design of our community, your yard may not be fenced completely. Segments of fencing for privacy between homes or stone planters for decoration may be approved if they meet the guidelines established by these Standards. The impact on your neighbors will also be a consideration. Construction and finish of all fences and walls require ARC approval.

1. Only one wall or fence may be placed on or near any of your lot lines. Material samples, drawings and specific measurements must be submitted with your application.
2. Fences and walls need to allow maximum possible views of community amenities. For example, you may not build a wall or fence that obstructs your neighbors' views of any amenity such as the golf course, putting course, or a water feature.
3. Front courtyard walls must have a minimum setback of five feet from the street side property line. To comply with Washington County setback requirements, large shrubs, hedges, and walls on corner lots must have a setback of 20 feet from the corner curb to protect sight lines for drivers.
4. No wall may be placed on the golf course side of your residence beginning from the rear of your house and extending to your rear property line. If your lot is on the golf course, fencing may not be erected between your yard and the golf course. Fences or barriers may not be built for purposes of containment or to prohibit entry to your yard. Stone planters may be used for decoration if they are less than three feet high and if open spaces exist between them.
5. Retaining walls, where necessary, must be constructed of natural stone or materials that very closely resemble natural stone. Please provide a sample of the wall material with your application. Placement of retaining walls and the material chosen will be considered on an individual basis.
6. Privacy fencing sections may be built between homes only for privacy from one residence to another. Generally, privacy fencing in side-yards between houses should not exceed 20 feet in length and 6 feet in height and shall not extend beyond the foundation of a home in front or back. Limited lattice may be used above the standard 6 feet if required for privacy due to elevation changes. Details will be reviewed for each installation. The preferred style of fence for use between houses is a "good neighbor" fence, a style that is attractive from both sides. Verified location of lot lines and monuments or stakes must be included with the application.
7. Wood fencing is preferred. Vinyl may be considered when it meets Architectural Standards assuming the color will be integral to the product and does not require paint or

stain. Include a sample of the material when applying to use a vinyl fence product. Ornamental metal or composite railings must be approved. Chain-link fences are not permitted in Claremont.

8. New fencing must be on one lot, with one owner, and not on the lot line with shared ownership. A fence that needs to be replaced is to be considered a new fence. Existing fences that need repair and are currently on the lot line require a written agreement in the form of a joint application stating the work to be completed and signed by all parties. Fences are intended to blend in with surrounding structures.

**H. Patio Covers or Pergolas:** A pergola or patio cover is an open structure that is free standing or attached to your house that extends above the patio or deck. The pergola or patio cover is considered an extension of your house.

1. The structure may extend over the deck, not to exceed the width of the house foundation.
2. Your ARC application shall include the material to be used, the finish color and a scale rendering of the structure.
3. Any covering you intend to use must be approved by ARC.

**I. Walkways and Driveways:** All plans and materials for replacement, repair or addition of patios, driveways, walkways, or paths must be approved in advance. For consistency through the community, only exposed aggregate may be used as a driveway surface. Stamped, broomed concrete, or pavers may be used for patios, porches, or walkways. Please be aware that color of concrete may vary, therefore, gray or earth tones are preferred. You may not use asphalt on any paved surface on your residential lot. Drainage must be considered and addressed on your ARC application.

**J. Heat Pumps and Air Conditioners:** Heat pumps and air conditioners, which can be noisy, may be approved as long as they meet noise guidelines (not to exceed 74 decibels at start-up). Most major manufacturers of heat pumps and air conditioners have at least one acceptable product that meets this requirement. When reviewing a request for a heat pump or air conditioner, ARC will consider location, noise level, proximity to neighbors, and visual impact. Applications must include a manufacturer's brochure with visual and mechanical specifications including decibel rate. Washington County approval may limit product or location.

**K. Solar Panels:** The CCA Board has approved Solar Panel Device Standards. Applicants must submit an ARC application, using the *Landscape, Structures and Roofing* application, along with contractor's name and phone number, estimated start and end date, and all required permits from Washington County.

1. Solar rooftop devices are defined as the following:
  - a. Photovoltaic (PV) panels or modules
  - b. Solar water heating (SWH) panels or modules
  - c. Integrated photovoltaic systems (IPS) (i.e., photovoltaic singles, tiles or siding or thin-film laminates)
2. Considerations:
  - a. Solar rooftop devices must be visually integrated with the architecture of the house regarding style, location, size and color.

- b. The installation of such device should eliminate or minimize visibility from the street and the golf course.
- c. Because the design aesthetics are generally more pleasing, and the impact on other homeowners is minimized, ARC has a strong preference for the IPS-type (integrated photovoltaic systems) of solar device.
- d. Devices must be owned by the homeowner; leased products from third parties are not allowed.
- e. Tracking platforms or mechanisms that allow devices to tilt seasonally, permanently or by time of day are not allowed.
- f. Before the installation of any devices, the roof surface should be verified to have a minimum roof life of 10 years. Roof life will be determined by proof of roof installation date, professional roofer certification or professional home inspector certification, in each case in a form and substance acceptable to ARC.

### 3. Technical Guidelines:

- a. Installations must comply with applicable building codes and you must obtain all necessary permits. Installations must also comply with the Energy Trust of Oregon and Oregon Department of Energy guidelines and compliance codes.
- b. The minimum system size of a PV system should be 2KW (8 to 10 panels). The minimum panel efficiency for a PV system should be 10%. The maximum panel tolerance for a PV system shall be +3/-3.
- c. The minimum system size for a SWH system should be two panels. SWH systems should have non-mechanical overheat and freeze protection mechanisms.
- d. All PV installations should have a minimum manufacturer's power performance warranty of 20 years. All SWH installations should have a minimum manufacturer's power performance warranty of 10 years.

### 4. Aesthetic Guidelines:

- a. Solar panels must have a non-reflective surface.
- b. The maximum panel clearance (distance from the roof surface to the top surface of the panel) should be eight inches. The maximum number of roof planes used for a single type of installation should be two. Panels must be installed on the plane of roof material and may not extend above the ridge line of the roof. Panels (collectors) must be a continuous unit without gaps.
- c. All conduit or pipe runs should be internal/concealed (non-visible from the outside) or, if external, be painted to match the background color.
- d. PV systems require that the inverter should be placed either inside or within three feet of the existing utility meter, preferably on the same plane as the existing utility meter. Inverters and additional utility meters should not be installed in plain sight from the street.

5. Application Submission Requirements:

- a. Your completed application must include a color visualization and/or simulated image of the installation, printed on 11 x 17 inch paper.
- b. Your solar system application must be accompanied by a professional construction drawing to scale for the proposed installation, The exact location and number of collectors, means of attachment to the roof structure and location of all exterior components must be shown.
- c. A site map is also required, showing the orientation of the home in relation to other properties. The site map can be created from web-based applications such as Google maps.
- d. Specifications for the installation must include:
  - i. Verification of a minimum 10-year roof life.
  - ii. Documentation that the systems meet the required technical guidelines.
  - iii. Current roof material and color.
  - iv. Proposed panel manufacturer and panel color, including stock photos of the panel from the manufacturer's website.
  - v. Proposed panel frame color and material.
  - vi. Confirmation that code requirements for health and safety regarding access by fire fighters have been met.
  - vii. Documentation that contractor and subcontractor liability insurance is in place.
  - viii. Confirmation that the solar panel system will be owned by the homeowner.

**L. Satellite Dishes and Antennas:** Satellite dishes and antennas used to receive video programming may be installed, but their size and location must be approved before installation. When choosing an installation site, consider the visual impact on neighbors. The dish may not be visible from the street or the golf course. A discreet location, such as under the eaves, is recommended. Please choose the smallest possible dish for your installation.

**M. Exterior Lights:** Exterior lights are entry lights mounted to a home. Flood lights that are intrusive to neighboring properties are not allowed. Residents are encouraged to use exterior lights with timers or photocells as a prime deterrent to vandalism in our community.

Minimal landscape accent lighting is permitted when the fixtures are specifically made and installed for this purpose. Garden lights may not be invasive to neighboring properties and must be installed in the ground with the light directed downwards to light paths or steps, for example. Small garden spotlights may be used to accent specific items, such as a tree or water feature. Any type of additional strung lighting is considered holiday lighting and is not allowed for year-round decorating purposes. Such lighting must be removed no later than two weeks after the holiday.

**N. Exterior Storage:** Tools and garden supplies, wheelbarrows, gardening materials, garden tools, bags of fertilizer, stacks of lumber, etc., must be stored so that they are not visible from the street, adjoining property, golf course or common areas.

**O. Waste and Recycling Containers, Clotheslines and Fuel Tanks:** Items of this type must be screened so that they are not visible from the street, adjoining property, golf course and other common areas. Barbeques and patio furniture should also be stored to minimize their visual presence. Use a clean cover or tarp in a neutral color such as black, dark green, brown, or beige. All enforcement with fines will occur if this is ignored.

Do not leave garbage cans and recycle bins at the curb for longer than 24 hours. These are unsightly and windstorms may scatter the contents. For security, if you anticipate being away for an extended period, please arrange with a neighbor or friend to return your garbage cans and recycle containers to your storage area after pickup. Garbage cans left on the curb for any length of time is a sign that no one is home.

**P. Fire Pits:** Outdoor gas fireplace pits are permitted and require ARC approval. They must follow any Washington County requirements and, if connection to a gas line is necessary, it must be installed by a professional. Wood burning fire pits are NOT allowed in Claremont.

**Q. Fireworks:** Fireworks of any kind are NOT permitted on Claremont properties, private or common. The State of Oregon and Washington County maintain enforceable ordinances that vary annually and from season to season. Given the unpredictable weather conditions, drought and heat, plus the close proximity between Claremont homes, the use of any legal or illegal fireworks are not permitted on Claremont private property, golf course, or common areas at any time.

**R. Golf Ball Screens:** The size, location and material of all golf-ball-protection screens require ARC approval before installation. ARC recognizes that the safety of you and your guests outweighs the visual rights of adjoining neighbors. However, golf-ball-protection screens must meet appearance standards and be located to minimize the visual impact on neighbors. Specific guidelines include the following:

1. Safety structures may be installed permanently or temporarily near house, decks, patios and yard recreation areas.
2. Protective screens must be placed within your property lines.
3. Protective screens should be angled, if possible, to minimize the negative impact on your neighbor's views of any amenity, without reducing safety.
4. Screens must always be kept in good repair.
5. Neighbors must be informed about the placement of your protective screen.
6. Standard golf protective screens, netting and poles need to be an unobtrusive color.
7. Scale drawings of screen location & height not to exceed 15 feet must accompany application.

**S. Hot Tubs and Spas:** The size, materials and location of hot tubs and spas must be approved before installation. As a general rule, your hot tub or spa should be located and totally screened to achieve minimal impact on neighbors, passersby, and the golf course. Consult your neighbors before constructing or installing a hot tub or spa. Objections will be dealt with by the Architectural Review Committee or the Board of Directors as needed.

Disposal of water from the hot tub or spa must comply with the Oregon Department of Environmental Quality procedures to avoid harming aquatic wildlife and plant life and must

be drained into the sewer. No other water tubs or miniature swimming pools (in-ground or above) may be placed on your property.

**T. Temporary Structures:** Temporary structures such as trailers, tents, sheds, or outbuildings, may not be placed on your property.

**U. Yard Signs:** Signs may be displayed and maintained on Residential Lots if approved as to appearance and location by the ARC. Two temporary signs are not larger than 18 x 24 inches advertising the property for sale, rent, estate sales, or temporary decorations. Signs must be removed at the conclusion of the advertisement. Real Estate signs on posts are allowed. No signs are allowed facing the golf course. Political signs placed on residential lots are allowed and may be placed no earlier than two (2) months prior to the election date and removed the day after the election is held. Approval is not required for signs 6 x 24 inches displaying the occupant's name and/or address. Home business signs of any kind are NOT allowed. Construction and/or repair company signage is NOT allowed.

**V. PODs, Portable Toilets and Dumpsters:** PODs (Portable on Demand) moving containers may remain on your driveway for no longer than ten (10) days. Please submit an ARC application form to place one on your property for any project.

Portable Toilets may be in place for up to ten (10) days. Include the estimated length of your project on your application. Extensions may be requested as needed. Inform your contractor of the need for a clean portable toilet each week.

Only commercial dumpsters/containers may be used. Disposable or collapsible dumpsters may not be used at any time. Twenty (20) cubic foot dumpsters/containers may be on site for thirty (30) days. Any container larger than 20 cubic feet requires ARC approval. ARC reserves the right to ask an owner to remove any dumpster/container that creates a safety hazard.

For any major interior or exterior renovation exceeding an estimated 30-day duration, please inform the ARC of your progress and your need to have a dumpster/container on site longer. During the project, kindly keep your neighbors apprised of the project schedule and status.

**W. Flags and Banners:** The official American flag is the only flag approved for display in Claremont as it is the only flag that represents all of us and our nation. Two types of American flag displays are permitted: "house-mounted" and "in-ground" (vertical pole). The house-mounted style is commonly installed on the face of the garage with the bracket mounted 4 to 5 feet above the driveway. Most brackets allow the flag to be flown horizontally or at a 45° angle. The pole is 5 or 6 feet in length and the standard flag size is 3 x 5 feet.

In-ground installations are typically 15 to 20 feet high and fly a 4 x 6 feet flag. This style may only be placed in the back yard, and it is recommended to obtain prior approval from adjacent neighbors. The location should take into consideration the visual impact and obstruction your neighbors' view of Common Area amenities.

Banners may be displayed to celebrate a seasonal event, alma mater, sports team, or military service. Please become familiar with Flag Etiquette available on many websites.



## IV. Changes to Your Landscaping

### **A. Yard Ornaments:** Standard-size birdbaths are acceptable as are garden or yard statues.

All statues taller than 36 inches from the walking surface or grade level must be approved before installation. Trellises, arbors, miniature bridges, or other structures used for yard decoration must be approved before installation. Weathervanes and wind chimes may be used if they do not obstruct your neighbors' views or disturb the quiet enjoyment of their property. Plastic flowers, plants, artistic ornaments, or other decorative objects are not permitted in your yard.

### **B. Hedges and Shrubs:** Approval is required for the location, placement and height at maturity, and plant material for all hedges. A majority of homes in Claremont have a view of some amenity. These amenities include, but are not limited to, water features, golf course, putting course, ponds and common areas.

As a homeowner, you must regularly maintain your property, including pruning of all trees and shrubbery. This maintenance must be considerate of all neighbor's properties, including their light and views. Hedges or shrubbery plantings that would substantially obstruct your neighbors' light, or views of any amenity such as the golf course or a water feature, will not be approved. All continuous landscaping toward an amenity must be maintained to a height of no more than three feet. Exceptions may be approved by ARC depending on the lot location.

1. Hedges must be properly planned and maintained, with plant material that produces an opaque screen. Deciduous plant material may not be used for hedges.
2. Because hedges are sometimes required for privacy between homes, exceptions may be made with the agreement of both homeowners and with the approval of ARC. Privacy hedges, when approved, may not exceed 8 feet in height.
3. Hedges in all front yards must be at least 5 feet from the front property line and provide substantial clearance for safety.
4. To comply with Washington County setback requirements that protect sight lines for drivers, hedges, and large shrubs on corner lots may be no more than 3 feet in height.

### **C. Ground Cover and Bark Dust:** Applying bark dust is considered regular maintenance and does not require ARC approval. However, to maintain uniformity of appearance and the community's visual quality standards, ARC requires that dark-colored bark dust, 3/4 inch or smaller be used, Wood chips, bark chips, nuggets, or any type of man-made material may not be used on Claremont residential lots.

For ground cover in your landscape, use grass, standard creeping plant material, low bushes or shrubs, river rock, bricks or natural stones. Red cinder rock may not be used. No single surface material should cover your entire yard, and features such as river rock should be used in limited areas.

### **D. Artificial Turf:** The Board of Directors approved the use of artificial turf in Claremont in 2022. ARC Applications must include details about the product chosen, the installation process and the installers credentials.

Specifications: Installation of high-quality artificial turf for private residential yards in Claremont must be in accordance with the following guidelines:

1. Turf may be installed in front, side, and back yards.
2. Maximum area square footage shall be as follows:
  - a. Front Yard: 600 sq. ft.
  - b. Side Yard: 200 sq. ft.
  - c. Exposed Back Yard: 600 sq. ft.
  - d. Enclosed Back Yard: 800 sq. ft.
3. Turf Blade Height:
  - a. Front and back yards facing the golf course or other open spaces: No less than 1  $\frac{3}{4}$  inches
  - b. Fenced or enclosed back yards: No less than 1 inches
4. Roll Width and Seams:
  - a. No less than 12 feet to reduce seams
  - b. Seams must be glued to avoid separation
5. Pile/Face Weight: 70 oz. or greater
6. Turf Yarn Material:
  - a. Monofilament PE Thatch
  - b. Polyethylene which is non-soluble, heat and frost resistant, UV stabilized, non-flammable, anti-acid resistant to chemical attack, provides drainage re through material at 30 inches of water/rain per hour per square yard.
7. Color:
  - a. Natural field green or evergreen which matches natural lawn grasses
  - b. Choices should have a brown thatch base.
8. Border landscape requirements:
  - a. A natural area of shrubs, flowers, and trees on barked or other landscape treatment shall be no less than 3 feet between turf border and sidewalks or curb.
  - b. Turf may abut driveways.
9. Site preparation and installation:
  - a. Installation be performed by a licensed turf contractor with experience in high quality turf products.
  - b. The substrata must be properly graded to provide even support.
  - c. A compacted 4 inches of  $\frac{1}{4}$  inch crushed rock, an infill of well-draining sand to hold the individual fibers erect, and a porous padding shall support the turf.

**E. Sidewalks:** Sidewalks and curbs are the responsibility of the adjoining private property owner. They must be maintained so that users are able to traverse them safely. Occasionally the concrete pads heave or crack because of tree roots or other factors. The property owner must maintain the level surface of the sidewalk so the that it is both safe to walk on and attractive to by passers. Concrete curbs are vulnerable to chipping and other damage. Care must be taken to maintain their integrity and appearance.

**F. Trees:** Trees are considered an economic, environmental, and aesthetic asset to our community. They are the responsibility of the adjoining property owners. Invasive tree roots can cause damage to utilities, water lines, sidewalks, driveways, and curbs. If this occurs, the

homeowners are responsible for the required repairs. CCA does not advocate the removal of trees, but it may approve the removal if circumstances suggest it would be practical and beneficial to do so. Occasionally, trees are located on a lot line, in which case the location of the property line must be determined before submitting an application.

ARC approval is not required for removal of any tree with a trunk circumference less than 18 inches in circumference (6 inch diameter) measured less than 6' feet above the ground level. When trees are removed or lost in a storm, the stump must be ground down to six inches below ground level unless on top of utilities.

**G. Tree Replacement:** When a tree is removed for any reason, a replacement tree may be required. Replacements must be approved the ARC and when applicable, by the Townhome Association ARC. Following approval, ARC will assist in identifying possible locations for a replacement. When a tree cannot be placed in the same location, the area must be landscaped. Replacements approval will be based on:

1. The potential impact on neighbors' views of the street, golf course, putting green, water features and other common amenities.
2. Possible blocking of light.

The following table shows a list of trees that are recommended and those not recommended by ARC. The "not recommended" column contains names of trees that have been planted in Claremont previously. These large shade trees have extensive invasive roots which can cause damage when planted near utilities and concrete. This is an edited list from the Washington County Department of Land Use and Transportation. The list will be updated from time to time.

<b>Recommended</b>	<b>Not Recommended</b>
Katsura	Sugar Maple
Ginkgo Autumn Gold	Northern Red Oak
Patmore Ash	London Plane
European Hornbeam	Flower Pear
Red Bud	Linden
Dogwood	Zelkova
	Red Sunset Maple

The ARC will consider an application for a tree other than those in the recommended list. The intent is to make Claremont attractive to all residents, visitors, and all perspective buyers by improving the landscaping. An updated guide to recommended trees is available in the Clubhouse Office.

**H. Tree Ownership:** Location determines the ownership of a tree. The costs of maintenance, removal, and replacement of a tree on a shared property line is shared equally by the adjoining property owners. An application for removal of a shared tree must be received from both owners before approval. A tree located on a single property is owned by that property owner.

**I. Tree Maintenance:** Homeowners are responsible for above-ground shaping (limb removal) of trees on their property. Trees should be shaped to accommodate pedestrian and street traffic. Required pedestrian sidewalk clearance is seven feet and twelve feet for street traffic. Most

varieties of trees do not benefit from topping to reduce height. Such pruning may result in poor appearance and require additional future maintenance of the tree.

Homeowners are encouraged to hire a licensed arborist for this type of tree maintenance. Landscape, arborists, and irrigation specialists are licensed and bonded in Oregon. If you choose not to use one, the liability is yours if a problem should arise. For more information, contact the Landscape Contractors' Board at 503-967-6291.

There is no Oregon statute or Washington County regulation requiring a tree owner to prune branches overhanging an adjoining property line. Cooperation from the tree owner, including cost sharing or mediation is encouraged when the overhanging branches are causing significant problems for the adjoining property owner. Additionally, it is strongly recommended the provisions contained above regarding vitality and natural appearance be followed.

Organic material such as leaves, needles, bark, dead branches, fruit, seed pods, pollen, etc. are considered natural events and the owner of the source tree is not responsible for removing from an adjacent property. However, if such organic material, along with tree roots are present in streets, sidewalks, cart paths or in common areas available to Claremont residents, guests and the general public and create a safety hazard, it is the property owner's duty to remove this material.

## V. Community Standards

**A. Parking:** The CCA and ARC are aware that there are many valid reasons for vehicles to be parked in driveways or on the streets during the day. Certain circumstances, such as 24-hour in-home care, may require overnight parking as well. With these exceptions in mind, overnight parking of any vehicle or equipment, including boats, trailers, motorcycles, trucks, truck campers, or other recreational vehicles, is not allowed in any part of Claremont or on adjacent public streets, except in areas designated for such parking.

1. Your own vehicles or those being stored for a family member must be parked in your garage overnight. (See Article IV 4.8 of the *CC&R's* for further details.) This will help deter criminal activity and maintain the attractiveness of our community.
2. You may request a temporary exception if unusual circumstances require overnight parking of a vehicle in your driveway or in front of your house. Requests should be submitted to the Clubhouse Office.
3. If you are moving into your new Claremont home, you may park your vehicles in your driveway for up to two weeks while you are getting unpacked and settled.
4. Your visitor(s) may park in your driveway or on the street in front of your house for up to seven (7) nights during a visit. If more time is required, then ARC and the Clubhouse office should be contacted for approval of an extension.
5. Per Washington County you or your visitor may park a recreational vehicle on your driveway for a maximum of 96 hours per month for the purpose of loading and unloading, and for cleanup and minor repair.
6. An RV or any other large vehicle may not be parked directly in front of your neighbor's house or driveway, or a community mailbox even temporarily because of daily presence of large vehicles, i.e., garbage trucks, emergency, landscape, and various delivery truck services.

7. In some instances, permission may be obtained to use the Clubhouse parking lot for a reasonable period of time for parking of visitors' and other vehicles, Use of the parking lot is at the vehicle owner's risk. Contact the Clubhouse Office for permission to use this parking lot for specific periods of time. Office staff must have make, model, color and license plate number on file.
8. If you are attempting to sell a vehicle, a notice may be posted on the "Claremont Resident Bulletin Board" in the Clubhouse and/or in the "*Gots & Wants*" section of monthly newsletter, but a vehicle may not be parked in the Clubhouse parking lot for this purpose.

**B. Pets & Wildlife:** Per our *CC&R's*, you are limited to two (2) household pets. Your animals must not be allowed to become a nuisance. They must be restricted to their own property, kept on leashes, curbed, and not allowed to run loose on a neighboring property or on common areas, the putting, course or the golf course. Dogs must not be allowed to bark in an unrestrained manner that may annoy others.

1. You have the right to request neighboring pet owners to control their barking dog or wandering pet.
2. If you walk your dog, you must follow the Washington County leash law and clean up after your pet, which requires that you pick up and properly dispose of all plastic collection bags.
3. Dogs are not allowed on other Claremont homeowners' property.
4. Food and water for your pet(s) must not be left out overnight unless in an enclosed outdoor area.
5. Aggressive dog behavior, especially dog bites, should be reported to Washington County Animal Services at 503-846-7041.
6. Invisible fences to contain your pets require ARC approval. Because this type of fence must be placed within your property lines, verification of the lot line monuments must accompany your application.
7. You may not feed the wildlife, including but not limited to geese, ducks, squirrels and raccoons. These animals can cause significant damage to turf, waterside areas, attics and even your crawlspace when they are encouraged to nest in our community.
8. You may have standard residential birdfeeders in your yard as long as you keep them clean and maintained. Do not "overfill" the feeders so that food spills onto the ground and attracts undesired wildlife.

If you are having a problem with wildlife or nuisance animals, the Clubhouse Office can provide a copy of a document called "Living with Urban Wildlife," a pamphlet that contains ideas for controlling and getting rid of nuisance animals. If you suspect they are nesting under your deck or around your yard, contact an exterminator immediately. If you notice a problem with an animal on the golf course, call the Clubhouse Office or Golf Shop to report.

**C. Vegetable & Fruit Gardens:** Vegetable and fruit gardens are not permitted in the front of your house. Such gardens are allowed only along the sides of homes and in the back yards. Consideration of required care must guide your choice of plants. Residents must monitor maturing vegetables and fruit closely and harvest them quickly when they are ripe to deter scavengers and rodents. The most notable problems occur with tomatoes and peppers, but vines which trail along the ground, i.e., squash, eggplant, cucumbers, melons, etc. also need to be

picked when ripe. Root vegetables must be removed as soon as they are mature. Scavengers are hungry, invasive, offensive, and destructive in unmanaged gardens. Neglect and disregard for these rules will result in fines. Any expenses for eradicating rodents and other wildlife will be borne by the owner of the offending garden.

**D. Home Businesses:** Claremont CC&R's restrict home businesses to those that do not generate activity above the norm for our residential community and do not require signs to be posted or supplies delivered. Your home business should be invisible to your neighbors and must be in compliance with all Washington County business ordinances.

**E. Estate and Garage Sales:** Claremont policy prohibits garage or yard sales. This policy exists because of security concerns, increased traffic and extra strangers visiting our neighborhood. However, we recognize a homeowner's need to downsize, and "estate sales" are authorized under the following conditions:

1. The Clubhouse Office must be notified when an estate sale is planned. During estate sales, traffic control and parking are serious concerns on all of our streets but are especially important on streets that have a single-point access or are cul-de-sacs.
2. An estate sale must be professionally managed with on-site security and traffic control on estate sale day.
3. The estate sale management company may not bring in items from other locations to sell.
4. The sale must be contained entirely within your house and garage. No merchandise is allowed on the driveway or in the yard.
5. Estate sales may not be scheduled on regular garbage-collection days. Currently, this is Friday, but may fall on a Saturday when a holiday occurs within the week.
6. Estate sale signs may be used only on the actual days of the sale and are limited to two (2) signs.
7. Estate sales may not be scheduled on Fridays. If they are, they will be closed down immediately.
8. Garage and yard sales are prohibited.

**F. Renting or Leasing Your Claremont Home:** The Clubhouse Office MUST be notified, and the tenant registered if you are planning to rent or lease your property. As the owner, you are responsible for tenant's compliance of the *Architectural and Community Standards* and the CC&R's of Claremont.

1. **Rental or Lease of Residential Unit:** Any dwelling that is leased or rented may only be leased or rented on terms requiring that it (i) be occupied by at least one person 55 years of age or older and (ii) may not be occupied by any persons under age 18.
2. **Minimum Lease Term:** No lot owner may advertise, lease or rent their unit for a period less than nine (9) consecutive months; however, any lease for nine (9) months or longer may be extended beyond its original term on a month-to-month basis to the same tenant.

**G. Absences from Your Claremont Home:** If you plan to be away for an extended period of time you must notify the Clubhouse Office where you can be reached and when you will return. During extended absences you must make arrangements for someone to take care of your

property while you are away. We often have heavy winds and or rains that can create havoc in your garden and around your home.

**H. Use of Power Equipment:** We request limits on the use of noisy power equipment by you or anyone who is working on your property. Please do NOT use power equipment before 8:00 AM or after 5:00 PM, Monday through Saturday and NOT at all on Sundays or Holidays. This does not apply to the golf course.

**I. Security, Lights, Parking and Garage Doors:** Security is an ongoing concern for all of us. The number one thing we can do is to have outdoor lights on at night. Local police continue to remind us that having our cars in the garage at night is an advantage and keeping our garage doors closed at all times is a good practice to adopt. An open garage door is an easy point of quick entry and does not enhance the community.

## **VI. How to Appeal an ARC Decision**

In accordance with the CCA *CC&R's*, you may appeal a decision of ARC by taking the following steps:

1. Put your appeal in writing within ten (10) days of receiving notification of ARC's decision. Direct your appeal to the Chairman of ARC. Be sure to include your specific objections to the decision and any mitigating circumstances that you feel justifies your appeal.
2. You may request a meeting with the full ARC if desired.
3. If your appeal to ARC is not successful, you may further appeal to the CCA Board. This step should be in writing to the President of the CCA Board and copied to the Chairman of ARC.
4. The CCA Board's decision is final and may not be appealed further.

**NOTE:** *If you live in one of the Townhomes, you should begin your appeal process with your Townhome ARC and Townhome Board.*

# Addendum I

## Violations & Compliance Resolution

### Fine Policy, Penalties and Procedures

**WHEREAS**, The purpose of this fine policy is to provide an established written policy regarding the imposition of fines and other sanctions for violations of provisions of the Claremont Civic Association governing documents which consist of *Article III, Powers and Obligations of the Bylaws* for the Claremont Civic Association and gives to the Claremont Civic Association the authority to exercise and perform all of the powers, duties and obligations granted to it by the *Articles of Incorporation*, the *Declaration of Protective Covenants*, *CC&R's* and the *Bylaws*.

**WHEREAS**, Article IX of the *CC&R's* gives the Board of Directors the authority to impose reasonable fines against owners for violations of the *CC&R's*, the *Bylaws* or any rules or regulations adopted by the Association; and

**WHEREAS**, Article IV of the *CC&R's* defines restrictions on use of Residential Lots; and

**WHEREAS**, each homeowner received a copy of the *CC&R's* at the time he or she purchased a Claremont home, and is responsible for reading the *CC&R's* and therefore, knowing the restrictions on use of residential Lots; and

**WHEREAS**, the Board of Directors wishes to establish fines amounts that are appropriate in relation to a specific violation; NOW THEREFORE BE IT RESOLVED that the following schedule of fines is adopted by the Board of Directors.

#### A. Schedule of Fines:

Violation	CC&Rs Reference	Amount of Fine
Animals (Livestock etc.)	4.6	\$25 per day
Landscaping Maintenance	4.7	\$100 per week
Exterior Maintenance	4.7	\$100 per day
Parking	4.8	\$100 per day
Vehicle in Disrepair (per vehicle)	4.9	\$100 per day
Signs	4.10	\$25 per day
Rubbish & Trash	4.11	\$50 per day
Temporary Structure	4.12	\$100 per day
Service Yard & Waste Cans (unscreened)	4.15	\$25 per week
Unauthorized Structure/improvement without ARC approval	4.1	\$100 per day per occurrence
Significant Changes made to Landscape etc without ARC approval	4.1	\$100 per day per occurrence
Offensive or Unlawful Activities	4.5	\$100 per day



**B. Procedures:** You and your neighbors are encouraged to resolve differences directly.

No fine or penalty shall be levied against a Member unless the following procedural safeguards have been followed:

1. Homeowner(s) submit a *Complaint Form* directly to the Administrator if you observe or witness any violation(s) of the Claremont community standards.
2. The Administrator will make every attempt to communicate and collaborate with the Member to cure the alleged violation(s).
3. If the alleged violation(s) are not cured in the time specified by the Administrator, the Member will have the opportunity to appear before the Board of Directors at their next scheduled meeting. A notice will be sent to the homeowner via certified mail 30 days before the board meeting detailing the alleged violation(s).
4. The Board shall hear the violation(s) and evaluate the evidence of the alleged violation(s). If the Board determines that the violation(s) are not consistent with the ARC Community Standards, the remedies available to the Board in correcting the violation(s) are not limited to the Schedule of Fines, but may include suspension of membership, placement of liens, or any other remedy available to the Association by law or in equity.
5. In the event a Member shall correct all alleged violations prior to the Board hearing date, the CCA Board shall discontinue the proceedings.

**C. Private Property Landscaping Violations:**

1. In the event the alleged violations are landscaping in nature, and involve private property, the Member will be notified by the Administrator of the violation(s) with a stated timeline given for the violation(s) to be cured.
2. If there is no response from the Member, or the Member refuses to make the necessary cure of the violation(s), CCA may hire a Landscaping Company to enter the private property to cure the violation(s).
3. All landscaping services will be billed directly to the Member for payment.

Entry onto a private lot to do the work of cleaning up landscaping issues is allowed under the CCA governing documents.

The above Policies are consistent with *Article IX – Enforcement – CC&R's*

# Addendum II

## ARC Application Forms

Fill out the appropriate form when planning an exterior project, are requesting maintenance or have a complaint regarding architectural and design standards. Be sure to fill out the form(s) completely. **Forms are available in the Clubhouse outside the Administrator's office and at [claremontcivic.com/documents](http://claremontcivic.com/documents).** Submit completed form(s) to the Clubhouse office or the Administrator.

### A. Paint & Awnings

When you plan to paint the exterior of your home or any structures on your property, or if you want to install an exterior awning submit a *Paint & Awning. Application for Architectural Review*. Attach paint or stain color samples to the application that you plan to use, or a sample of the awning material you are applying to install. Indicate which color you plan to paint body, trim, doors and or decks fences and gates. Be sure to include the paint, stain, or awning manufacturer as well as the contractor you intend to use.

### B. Landscape, Structures, Roofing

Use this application to obtain landscape approval including the removal of trees that are located on your property, French drains, artificial turf and large landscape changes. This form also is for any structural changes that affect the exterior of your home such as decks, golf ball screens, windows, siding, railings, walkways, solar, and roofing. Please use this form to obtain approval if you are planning to have a long-term port-a potty or dumpster placed on or near your property.

### C. Complaint Form (for private property)

When you have a complaint about maintenance or question about design compliance on a **private property** in Claremont, use this form; this includes structural, landscape and trees on private properties located within the Claremont community. The complaint must be signed (anonymity will be respected).

### D. Maintenance Request (for common property)

When you have a complaint about **common property** maintenance and would like attention given to it, please complete this form. This form is for Civic common property, Greens common property, Greens Townhomes common property, the Claremont Golf Course, the Clubhouse, Terrace House and the pools. Please be sure to sign the form and include your contact information. The Claremont Townhomes has a separate request form.

### E. Tree Service Request (for common property)

When you have a complaint or would like to request maintenance on a tree that is located on **common property** within the Claremont community including the golf course, please use this form. Please be sure to sign the form and include your contact information.

# Paint & Awnings

## Application for Architectural Review



Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Homeowners \_\_\_\_\_ Date Submitted \_\_\_\_\_

Homeowner's Signature(s) \_\_\_\_\_ & \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Best time to contact you \_\_\_\_\_

Email Address \_\_\_\_\_

Describe your proposed project: \_\_\_\_\_

\_\_\_\_\_

Start Date (mm/dd/yr) \_\_\_\_\_ Estimated Comp Date (mm/dd/yr) \_\_\_\_\_

Contractor's Names and Phone Numbers: \_\_\_\_\_

\_\_\_\_\_

Paint Manufacturer: \_\_\_\_\_

Body Color: \_\_\_\_\_ Door Color: \_\_\_\_\_

Trim Color: \_\_\_\_\_ Fence Color: \_\_\_\_\_

Describe all areas to be painted trim color: \_\_\_\_\_

**Attach paint samples for each color.**

**Homeowner Initials** \_\_\_\_\_

**Awning applications must have a photo or sample of the awning material or product attached.**

**Homeowner Initials** \_\_\_\_\_

*I Understand That:*

- This application must be submitted, reviewed and approved by the ARC prior to any work commencing.
- This form must be completed in its entirety, and accompanied by all necessary attachments as specified in the Design Guidelines before any action by ARC will be taken.
- ARC has up to 15 working days to process this application. When the application is approved, I will be notified in writing that I can begin the project.
- The time limit for Portable Toilets is **10 days**. It will NOT be placed in the public right away. The contractor and I are responsible for placing it in the most reasonable location on my property.
- I am responsible for ensuring that all required county permits are obtained before work begins. I am responsible for verifying license, bonding and insurance of the contractors. I am responsible for verification of my property lines. Claremont is in no way responsible for any work, person, or material used in this project.
- **If you live in a townhome, you must first receive approval from the Townhome ARC committee. They will submit your form for approval from Civic ARC.**

**Homeowner Initials** \_\_\_\_\_

**Homeowner Initials** \_\_\_\_\_

**Homeowner Initials** \_\_\_\_\_

**Homeowner Initials** \_\_\_\_\_

**Homeowner Initials** \_\_\_\_\_

**Homeowner Initials** \_\_\_\_\_

Received by office: \_\_\_\_\_

☐**Approved**

*This project must be completed by the specific completion date. If delays occur, the Clubhouse Office must be notified.*

\_\_\_\_\_  
Civic ARC Member\_\_\_\_\_  
Date\_\_\_\_\_  
Second Civic ARC Member\_\_\_\_\_  
Date☐**Approved With Conditions**

*Conditions are as follows:*

\_\_\_\_\_  
Civic ARC Member\_\_\_\_\_  
Date\_\_\_\_\_  
Second Civic ARC Member\_\_\_\_\_  
Date

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date☐**Not Approved**

*For the following reason(s):*

\_\_\_\_\_  
Civic ARC Member\_\_\_\_\_  
Date\_\_\_\_\_  
Second Civic ARC Member\_\_\_\_\_  
Date

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date**Townhome Association**☐**Approved**☐**Approved With Conditions**☐**Not Approved**

**Explanation:**

\_\_\_\_\_  
Townhome ARC Member\_\_\_\_\_  
Date\_\_\_\_\_  
Position

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date\_\_\_\_\_  
Homeowner\_\_\_\_\_  
Date

# Landscape, Structures & Roofing

## Application for Architectural Review



Property Address \_\_\_\_\_ Lot # \_\_\_\_\_

Homeowners \_\_\_\_\_ Date Submitted \_\_\_\_\_

Homeowner's Signature(s) \_\_\_\_\_ & \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Best time to contact you \_\_\_\_\_

Email Address \_\_\_\_\_

Describe your proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date (mm/dd/yr) \_\_\_\_\_ Estimated Comp Date (mm/dd/yr) \_\_\_\_\_

List all products and materials to be used: \_\_\_\_\_

\_\_\_\_\_

Contractor's Names and Phone Numbers: \_\_\_\_\_

\_\_\_\_\_

**If you live in a townhome, please submit form to the townhome ARC committee .**

### *I Understand That:*

- This application must be submitted, reviewed and approved by the ARC prior to any work commencing **Owner Initials** \_\_\_\_\_
- This form must be completed in its entirety, and accompanied by all necessary attachments as specified in the Design Guidelines before any action by ARC will be taken. **Owner Initials** \_\_\_\_\_
- ARC has up to 15 working days to process this application. When the application is approved, I will be notified in writing that I can begin the project. **Owner Initials** \_\_\_\_\_
- The time limit for Portable Toilets is **10 days**. It will not be placed in the public right away. The contractor and I are responsible for placing it in the most reasonable location on my property. **Owner Initials** \_\_\_\_\_
- I am responsible for ensuring that all required county permits are obtained before work begins. I am responsible for verifying license, bonding and insurance of the contractors. I am responsible for verification and knowledge of my property lines. Claremont is in no way responsible for any work, person, or material used in this project. **Owner Initials** \_\_\_\_\_
- **Approval from all neighbors affected by this project (if applicable).** **Owner Initials** \_\_\_\_\_

_____	_____	_____	_____
Signature	Lot#	Signature	Lot #

_____	_____	_____	_____
Signature	Lot#	Signature	Lot #

Received by office: \_\_\_\_\_

☐

**Approved**

*This project must be completed by the specific completion date. If delays occur, the Clubhouse Office must be notified.*

\_\_\_\_\_

☐

**Approved With Conditions**

*Conditions are as follows:*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Civic ARC Member

Date

Second Civic ARC Member

Date

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_

☐

**Not Approved**

*For the following reason(s):*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Civic ARC Member

Date

Second Civic ARC Member

Date

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_

### **Townhome Association**

☐

**Approved**

☐

**Approved With Conditions**

☐

**Not Approved**

**Explanation:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Townhome ARC Member

Date

Position

I hereby accept all conditions required by ARC for approval of this project, and will complete the project including these conditions.

\_\_\_\_\_

**Complaint Form (for Private Properties)**  
**Request for Standards Compliance**



Date: \_\_\_\_\_

Location (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What is your concern? Describe the situation in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the times and dates of occurrence and attach photos if possible : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: We are unable to take action on anonymous complaints.  
Please contact the Clubhouse office for help with a confidential concern.**

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Office Use Only:**

Committee or person assigned to: \_\_\_\_\_

Follow-up action taken: \_\_\_\_\_ Date taken: \_\_\_\_\_

Additional follow-up action needed?

☐

If yes, on what date: \_\_\_\_\_





# Claremont Civic Association Maintenance Request Form



Date: \_\_\_\_\_

Item that needs maintenance: ☐ Clubhouse ☐ Landscape ☐ Golf Course

Maintenance requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location (be as specific as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other pertinent information (please attach photos if available): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Office Use Only:

Committee or person assigned to: \_\_\_\_\_

Follow-up action taken: \_\_\_\_\_ Date taken: \_\_\_\_\_

Additional follow-up action needed? ☐ If yes, on what date? \_\_\_\_\_

Expenditure: \_\_\_\_\_

Approval of Board needed: Yes ☐ No ☐

Account number: \_\_\_\_\_

Completion date: \_\_\_\_\_ By: \_\_\_\_\_



# Claremont Civic Association Tree Service Request



Date: \_\_\_\_\_

Lot # \_\_\_\_\_

Service Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Species, height, and diameter (if known): \_\_\_\_\_

\_\_\_\_\_

☐ Trim

☐ Remove

☐ Replace

\_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other pertinent information (please attach photos if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval of adjacent neighbors:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date to Tree Committee \_\_\_\_\_

Tree Ownership: ☐ Golf Course ☐ Landscape

☐ Approved ☐ Approved with modifications ☐ Not Approved

Date of Approvals: Golf: \_\_\_\_\_ Landscape: \_\_\_\_\_ Tree: \_\_\_\_\_

Action to be taken, or reason for rejection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident Notified by: \_\_\_\_\_ on \_\_\_\_\_ (date)

**Work Done & by Whom: (be descriptive, attach proposals from outside companies):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Cost: \_\_\_\_\_

**Date Action Completed**

Trimming: \_\_\_\_\_

Removal: \_\_\_\_\_ Grinding: \_\_\_\_\_ Replacement: \_\_\_\_\_

Date Filed: \_\_\_\_\_

## NOTES:





