

2019 Architecture Forms & Information

General – Exterior Change Request Form	Page 2
Painting – Exterior Change Request Form	Page 3
Roof – Exterior Change Request Form	Page 4
Fence – Exterior Change Request Form	Page 5

General – Exterior Change Request Form

All Changes **except** Roof, Fence or Painting

All exterior changes including repair, changes, alteration or modification to existing structures or new construction must be approved prior to project start date. This includes decks, patios, driveways, sidewalks/walkways, windows/screens, mailboxes, garage doors, exterior remodeling, satellite dishes, spas and any other exterior change to the dwelling. See separate forms for Roof, Fence and Painting.

Name _____ Address _____

Phone (s) _____ Email(s) _____

Date Request Submitted _____ 30 days in advance Project Start Date

Project Start Date _____ Replacement Repair

Project Discussed with Neighbors Yes No

Project Description – Attach photos, drawing or brochures of nature, location, design, material and color.

Required. Materials and colors must be complimentary to the existing neighborhood in quality and design. Disposal of construction debris is the responsibility of the Homeowner.

Timeline. Projects must be completed within 60 days. Extension of time may be granted for good cause. Contact Architectural@BWHOA.org for extension.

Emergency Repair. Project may be started immediately in cases of emergency. Repair material must be the same as the existing and blend with undamaged parts so that the repair is not noticeable unless Architectural approval is obtained prior to commencing the project.

Codes, Ordinances, Permits. Homeowner is responsible for complying with all local and state codes pertaining to the project including permits.

Submit Form. Email this completed form to Architectural@BWHOA.org or mail to BWHOA, 18275 Indian Creek Drive.

For Architectural Committee use:

Request. Received by _____ Date Received _____ Approval Granted _____

Painting – Exterior Change Request Form

Painting of any residence or other structure must be before the painting project begins. This includes complete or partial painting of any structure including touch up repair, trim painting, gutter painting, etc.

Name _____ Address _____

Phone (s) _____ Email(s) _____

Date Request Submitted _____ 30 days in advance Project Start Date

Project Start Date _____ Replacement Repair

Project Discussed with Neighbors Yes No

Project Description – Attach photos, drawing or brochures of nature, design and paint color.

Required. Materials and colors must be complimentary to the existing neighborhood in quality and design. Disposal of construction debris is the responsibility of the Homeowner.

Additional Requirement. The Architectural Committee may request to inspect a 2x2 foot sample on the surface to be painted in order to make a decision concerning the paint color.

Timeline. Projects must be completed within 60 days. Extension of time may be granted for good cause. Contact Architectural@BWHOA.org for extension.

Emergency Repair. Project may be started immediately in cases of emergency. Repair material must be the same as the existing and blend with undamaged parts so that the repair is not noticeable unless Architectural approval is obtained prior to commencing the project.

Codes, Ordinances, Permits. Homeowner is responsible for complying with all local and state codes pertaining to the project including permits.

Submit Form. Email this completed form to Architectural@BWHOA.org or mail to BWHOA, 18275 Indian Creek Drive.

For Architectural Committee use:

Request. Received by _____ Date Received _____ Approval Granted _____

Roof – Exterior Change Request Form

Name _____ Address _____

Phone (s) _____ Email(s) _____

Date Request Submitted _____ 30 days in advance Project Start Date

Project Start Date _____ Replacement Repair

Project Discussed with Neighbors Yes No

Project Description – Attach photos, drawing or brochures of nature, location, design, material, manufacturer and color. A sample may be requested for approval.

Required. Roof materials and colors must be complimentary to the existing neighborhood in quality and design. Material and color must be consistent for the entire roof. Disposal of construction debris is the responsibility of the Homeowner.

Timeline. Projects must be completed within 60 days. Extension of time may be granted for good cause. Contact Architectural@BWHOA.org for extension.

Recommended. Roof materials should be dimensional/architectural/laminate shingles, luxury quality shingles, or cedar shakes/shingles. Consideration will be given to materials such as recycled, tile, metal, solar, glass or other products.

Same or Better. Replacement roofing material must be the same or better quality and appearance when compared to the existing material. It is highly recommended that when replacing a roof that consideration be given to materials that will provide for a long roof life and a high-quality appearance to add value to the home.

Emergency Repair. Roofs may be repaired as required in an emergency. Repair material must be the same as the existing and blend with the undamaged part of the roof so that the repair is not noticeable. Otherwise the entire roof must be replaced to allow for a consistent level of quality and appearance.

Codes, Ordinances, Permits. Homeowner is responsible for complying with all local and state codes pertaining to the permitting and installation/repair of the roof.

Submit Form. Email this completed form to Architectural@BWHOA.org or mail to BWHOA, 18275 Indian Creek Drive.

For Architectural Committee use:

Request. Received by _____ Date Received _____ Approval Granted _____

Fences & Structures – Exterior Change Request Form

Name _____ Address _____

Phone (s) _____ Email(s) _____

Date Request Submitted _____ 30 days in advance Project Start Date

Project Start Date _____ Replacement Repair

Project Discussed with Neighbors Yes No

Boundary verified by Survey Yes No

Project complies with City Code Yes No

Project Description – Attach photos, drawings or brochures of location, design, material and color.

Fence Changes. Construction of new fences and removal, painting, relocation or modification of existing fences require approval. Approval is also required for construction, repairs or modification of enclosures, gates, retaining walls, plant barriers, rock walls, berms and similar structures. Stain and paint colors need to be submitted for approval.

Minor Changes. For changes that are less than 10% of the structure, approval is not required.

Required. Materials and colors must be complimentary to the existing neighborhood in quality and design. Disposal of construction debris is the responsibility of the Homeowner.

- **Design.** Fences can either be ‘Good Neighbor’ (both sides of the fence have the same appearance) or good side of the fence can face away from the Homeowner’s home with structural elements on the inside facing the Homeowner’s home. All gates must have a working latch; it is preferable if the gate swings onto the Homeowner’s yard.
- **Materials.** Fences and structures should be constructed, modified or repaired with new materials. Used materials may be used if complimentary to the existing neighborhood in quality and design.

Location & Height. Fence location and height are restricted by Lake Oswego Code, so be sure to check their code for compliance, including set-back and height restrictions.

- **Homeowner to Homeowner Fence Location.** It is the responsibility of the Homeowner to ensure the fence will be located on the Homeowner’s property or on a location agreed upon by all adjacent Homeowners. BWHOA does not approve the location of fences between Homeowners.
- **Homeowner to Common Area Fence Location.** It is the responsibility of the Homeowner to ensure the fence will be located on the Homeowner’s property. If survey markers from a BWHOA survey are no

Bryant Woods Homeowners Association

longer visible, the Homeowner may be required to provide a new survey before construction. No survey is required if BWHOA survey previously determined there was no encroachment and

- the new fence is on the exact location or
 - farther from the Common Area than the previous fence.
- **Encroachment.** In September 2016, the Board agreed to allow existing structural encroachments, including fences, to remain in place until 10% or more of the structure is moved/replaced, but no longer than 20 years. In most cases, this allows existing structures to achieve their estimated useful life. However, all encroaching structures must be moved before September 2036, unless a permit was granted.

Fence Removal.

- **Homeowner to Homeowner Fence Location.** BWHOA does not approve the removal of fences between Homeowners.
- **Homeowner to Common Area Fence Location.** Approval is required to removal a fence adjacent to the Common Area.

Maintenance. Homeowners are responsible for keeping fences in good condition.

Emergency Repair. Project may be started immediately in cases of emergency. Repair material must be the same as the existing and blend with undamaged parts so that the repair is not noticeable unless Architectural approval is obtained prior to commencing the project.

Timeline. Projects must be completed within 60 days. Extension of time may be granted for good cause. Contact Architectural@BWHOA.org for extension.

Codes, Ordinances, Permits. Homeowner is responsible for complying with all local and state codes pertaining to the project including permits. Be sure you are checking with the most current code, go to City of Lake Oswego website for Building Codes Fences **50.06.004.2**.
https://www.ci.oswego.or.us/sites/default/files/fileattachments/planning/webpage/12916/fences_2017.pdf

Submit Form. Email this completed form to Architectural@BWHOA.org or mail to BWHOA, 18275 Indian Creek Drive.

For Architectural Committee use:

Request. Received by _____ Date Received _____ Approval Granted _____