

Pacific Shores RV Resort Owners Association ***Architectural Review Guidelines***

Lot Improvement Information Guidelines (Complete Bulletin)

The purpose of this Guideline is to provide Lot Owners with the information needed to successfully complete improvements to Lots in the Pacific Shores RV Resort. This guideline was prepared using information available in the *Declaration of Covenants, Conditions, Restrictions, and Easements for Pacific Shores Motorcoach Resort* (CC&R's), furnished to you at closing.

SUMMARY OF COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R) INFORMATION

Improvements or additions **may not be made to any Lot** unless the Lot Owner, as defined in the CC&R's, has first completed ***ALL*** of the steps enumerated herein. These guidelines are necessary to ensure that aesthetic values are preserved, and that maintenance of lawn or other areas are not impeded or made more costly because of lot improvements. Neither the Association nor the Architectural Review Committee will approve or recommend contractors. Upon request, the Resort Manager may provide a list of contractors who have successfully completed work at the resort. The Lot Owner may do his own work or may hire a contractor to complete planned improvements on the lot. The Lot Owner is responsible for total compliance with the approved Lot Improvement Plan, and that work is completed in accordance with the agreed upon time schedule. It is recommended that Lot Owners investigate to ensure that any contractor has a valid Contractors License and proof of Liability and Workers Compensation Insurance.

The Architectural Review Committee (refer to Article 7 of your CC&R documents), hereafter known as the Committee or ARC, is responsible to the Association's Board of Directors for assisting owners, reviewing owner improvement plans, and inspecting all work. A majority of the committee is necessary to take some action. An approval will be made on an individual **lot by lot basis** in accordance with the requirements of Article 7 and guidelines the Board and the Committee determine to be in the best interest of Association members. A homeowner whose plan is denied may appeal to the ARC, and, if not resolved to the Board of Directors. Reasons for denial will be provided to the Board of Directors.

A file will be created in the Association records to store copies of all approved, rejected, and completed ***Lot Improvement Request*** forms, plans, and all other related papers. The Committee or a designated representative will review the request and drawings for clarity, dates, completeness, and compliance with the CC&R's and these guidelines. The Committee will review considerations such as, but not limited to aesthetics, consistency with established improvements and the CC&R's, and the overall benefit or detriment that might result from the planned improvement. In addition, the Committee will consider the impact on views and reasonable privacy rights for applicant(s) as well as adjacent neighbors as factors in reviewing any proposed landscaping, construction, or other improvement.

The Committee or Board Member (when required as described above) will approve or deny all requests only in writing (ARC will use a Plan Status, (Form 3) like the one attached to this Bulletin). In the event ARC denies the request, and agreement can't be reached on modifications, an Owner's appeal process is provided in the CC&R's (Article 7, Paragraph 7.10).

THE OBJECTIVES OF THE ARC/COMMITTEE AS DEFINED HEREIN ARE:

- To carry out the general purposes expressed in the CC&R's.
- To ensure that any improvements or changes made on any Lot will be of good, safe, and attractive design. Additionally, the Committee will consider the impact on views and reasonable privacy of adjacent owners without warranting any protected views as stipulated in Article 7.8.2 of the CC&R's.
- The Committee majority, in concert with Resort Management, will ensure compliance using these rules and the provisions of Article 7, Paragraph 7.6 through 7.9 of the CC&R's.
- The Committee shall have the authority to deny construction or installation of any improvement and to disapprove any plan submitted to it as aforesaid if, in the opinion of the committee:
 - Such plans are not complete or in accordance with the provisions of the CC&R's, or
 - If the design, size, height, shape, materials, color or other parameter is deemed to be not in harmony with the general character of the Resort, or
 - If the Committee deems the plans, or any part thereof, or any proposed material to be contrary to the spirit or intent of the CC&R's, or contrary to the interest, welfare or rights of current or future adjacent Lot Owners, or
 - If the Committee shall decide that the planned improvement may adversely affect the value of any Lot(s) in the Resort.

ABOUT IMPROVEMENTS

GENERAL GUIDELINES

Any alteration to a lot that requires installation OR removal of any permanent item(s) (including plants, bushes, grass, concrete, block, walls and all other materials) must submit an ARC Application, receive written approval, and pay a deposit.

Removal and replacement of any existing item(s) using the exact size, dimensions and materials requires an approved ARC Application, but a deposit is not required.

To reiterate from Article 7.2 of the CC&R's, a Lot improvement is planting, construction, alteration, removal, relocation, demolition, repainting, addition, modification, decoration, or

redcoration of any improvement of any kind on the Lot. The Owner of a Lot shall furnish the Committee with plans for the improvement as specified herein. A Lot Improvement Drawing must show the nature of the improvement including, but not limited to, the kind, shape, height, width, color, materials, location, and any other o the Committee deems necessary to reach a decision on the improvement. The Lot Improvement Drawing, (Form 1P ARC) must include the entire lot, not just the changes requested.

The ***Lot Improvement Request*** form shall specify the estimated start and completion dates for the work. A **period of 90 days from the ACTUAL start date is *considered normal for most work***, however, in the event of delays due to inclement weather, or delay in receiving products, the work period may be extended by mutual agreement with the Committee. *(Explanation; The time constraint is important to preserve harmony and appearance on the Resort grounds. Things must be finished, and the area cleaned up in a timely manner - this is a Resort, not a work area)* The Resort Manager must be informed of the lot status and dates the lot will not be eligible for rent.

It is the lot owner's responsibility to monitor the contractor for compliance. If work is expected to extend past 90 days, within 7 days of the original expected end date, the owner must submit form Notice of Amendment/Change Order (Form 4 ARC) electronically via ARC@PSMCR.com for review and approval. Failure to submit this form may result in the loss of the ARC deposit, and possible fines to the Contractor of Record.

Owners must arrange with Resort Management for admission of contractor personnel and/or material delivery personnel. Owners may request assistance from Resort Management on suitable extra parking areas that may be available, instructing workers where to park, and explaining that we are in a Resort and people come here to enjoy themselves. Allowable hours/days of work by either Owners or Contractors are: 8 AM to 5 PM Monday through Friday. Work hours may be modified with permission of Resort Management. Do not allow work to disturb the area with loud voices, radios, etc. Be a good neighbor and keep the work area neat. Keep debris picked up, swept up and removed from the Resort Property, and any on hand materials neatly stacked. This includes, but not limited to cement, stone, pavers, lumber, and sod. Contact the ARC Committee or Resort Management for possible on-site disposal of select materials. Approval must be received in writing prior to any disposal. Mix cement trucks may **NOT 'Wash-out' on Resort Property**. During all phases of construction, owners are responsible for any and all damage to the resort, including but not limited to all streets and walkways. This includes any stains such as leaking hydraulics, fuel, oils or spilled concrete or construction products. Any spilled material must be cleaned up at once. The Lot Owner is financially responsible for any damage to Association/Resort property and will incur that cost, including cleanup costs.

All information must be in writing (no verbal requests/permits). ***Lot Improvement Request*** forms may be obtained from **Pacificshoresrvresort.frontsteps.com** via the Owners Portal. The Owner must complete the required information and submit, along with One (1) complete set of drawings for the proposed improvement electronically via ARC@PSMCR.com. The plot plan **MUST** include the entire lot, not just the area of proposed improvement. Proposed changes must be clearly identified in the plan. Electronic signatures are allowed. A security deposit (check) in the amount of **\$500** made payable to Pacific Shores RV Resort Owners Association should be either given to the Resort Manager if on site, or mail to the Manager's attention. The \$500 deposit will be waived for plant replacements or minor repairs to restore improvements to the original condition without modifications. The deposit will be

returned to an owner after the Committee's final improvement inspection assures that improvements were completed per the proposal, and that no remedial repairs, corrections, or Association work is required. In the event of a default, or, that the improvements were not completed per the Lot Improvement Plan, or are in violation, of the guidelines or the CC&R's, or, were not started or completed per the agreed upon times, or, cause work or expense for the Association, the advance deposit proceeds will be used to cover any Association expenses for remedial action. Any amount remaining after correction will be remitted to the owner. If the Association's cost is more than the deposit amount, the lot owner will be billed for any amount in excess of \$500.00 deposit.

Before anyone shall commence the construction, reconstruction, alteration, addition etc. of any improvement on any Lot in the Resort, there shall be submitted by the Lot Owner to the Committee One (1) complete set of plans/specifications along with the ***Lot Improvement Request*** form. Plans shall include, but are not limited to drawings, specifications, elevations, location on the Lot, materials to be used, colors, and other pertinent information to completely describe the improvement(s). No such improvement shall be placed, altered, remodeled, added to, or constructed unless and until above mentioned plans have received written approval of the Committee as provided herein. Once approved, signed by no less than two (2) ARC members, notification of that approval will be issued to the applicant.

No Improvements or additions may be made to any Lot unless the Lot Owner has first completed all the steps enumerated below. Violation of the above could result in the entire project being removed at the owner's expense. Following this list will ensure success.

Planned Improvement Drawing(s) will be required to describe all pertinent design features, dimensions, construction methods, finishes (see complete listing in Article 7, Paragraph 7.2.1), colors, countertop coverings, where it is located on the lot, and its' proximity to plot lines. Plans must be legible and completely clear in explanation. Example: *"Build cooking counter 36" deep x 96" long x 48" high backsplash x 36" high counter. Install stainless steel 3 burner propane fired barbeque with hinged cover, stainless steel bar sink, ceramic tile on countertop, and connected to power, water and drain. Framed construction, with concrete board sheathing, sand finish stucco, painted with latex paint in Almond color on all non-ceramic tile surfaces."* **The drawing must include all areas of the lot and clearly identify those areas for improvement vs existing areas. Pictures of the lot are not allowed unless they note the entire lot.**

NOTE: Contractors may be able to assist with this.

RESTRICTIONS AND LIMITATIONS TO IMPROVEMENTS

Corner Pins in the street mark all Lot property lines. Rear property Lot Pins can be determined from either existing pins, or the survey document for your Lot. It is vitally important that you locate all your Lot Corners and assure that all improvements lie within your Lot. If in doubt about Lot Pins, ask for help. All improvements placed on Association common grounds or on other lot(s) by any Owner must be removed and the affected property restored at the offending Owner's expense.

The Committee requests that a reasonable amount of original vegetation remain. Planting areas will require that a ***Lot Improvement Request*** form be submitted. Mow Strips will be required at all times to separate Grass from any Stone or Gravel products. Mow Strips will be requested around walls, BBQ's, vertical separation, etc. Mow strips will be a minimum of 4" wide X 4" deep, constructed of either concrete, pressure treated wood or other Masonry products approved by ARC. Once installed, Mow Strips will remain the lot owner's responsibility to maintain and/or replace. If you plan to install raised planters above grade (above the surface of the surrounding earth), the method for securing them in place shall be shown (*remember the wind*). Placement location must also be shown and must not unduly impede or obscure views from neighboring lots. Some planting areas may require changes, and/or cause a significant pressure drop in the Association water system or piping and must be discussed with ARC and the Resort Maintenance Supervisor as such changes may result in expense to the Lot Owner.

Conifer trees (no deciduous) and other vegetation known to grow on the Oregon Coast may be planted. Applicants must provide information regarding mature height and width of any plant material and shall be responsible to maintain the agreed upon height and width requirements. If those dimensions are exceeded the applicant agrees that the Homeowners Association may trim to the agreed upon height and width requirements, and it will be the owner's responsibility to reimburse the Home Owners Association. If in doubt about suitable choices, local landscape product suppliers can advise you. Factors used by the Committee in deciding whether to approve a tree planting plan will be the potential effects of tree size and height on views from other lots and the need for trimming and other maintenance. All plantings and improvements will be approved on a **'Lot by Lot'** basis, however. Owners must consider the effect of a planting location for trees, shrubs, and hedges so as not to intrude on other lots as the plantings grow to maturity. **Some lots will not accommodate tree planting.** In addition, CC&R 5.2.2 reads: *"The Association shall maintain all pine trees on individual lots."*

For the safety of vehicles, and pedestrians, all plants and bushes within **6** feet of paved roadway will not be allowed to grow over a maximum height of **4** feet. Individual lot owners will be required to maintain plants as agreed.

Some exceptions are some trees and plants that were installed prior to this guideline (dated August 2014) being adopted. Specifically, hedges that have been planted with the intent to screen Resort utility fixtures from view "may" also exceed the general height limit with ARC written permission.

(Continued on next page)

HEDGES:

Along Paved Roadways:

For the safety of vehicles and pedestrians, all plants and hedges within six 6 feet (72") of a paved roadway will not be allowed to grow over a maximum height of four 4 feet (48") in height from street level. Individual lot owners will be required to maintain plants as agreed.

Hedges that have been planted with the intent to screen **Resort** utility fixtures from view may exceed the general height limit with ARC or HOA Board detailed written permission.

Head-in Lots:

Hedges and plants will not be allowed to exceed four 4 feet (48") in height in any location on the lot, and not be allowed to grow over the property line.

Between Lots (except Head-in Lots):

Hedges and plants will not be allowed to exceed six 6 feet (72") in height, and not be allowed to grow over the property line.

Between Lots (ONLY Lots 1-25, 189-197 and 237-252):

Hedges and plants will not be allowed to exceed eight 8 feet (96") in height and will not be allowed to grow over the property line.

Behind Exterior Property Lots (ONLY Lots 1-25, 189-197 and 237-252):

Hedges and plants will not be allowed to exceed eight 8 feet (96") in height and will not be allowed to grow over the property line.

Behind Lots and Between Lots Backing onto Clubhouse and North Pool Area: (ONLY Lots 94-104 and Lots 142-160)

Hedges and plants will not be allowed to exceed four 4 (48") feet in height, and not be allowed to grow over the property line.

Pedestrian/Traffic Hazard Locations (Lots 49, 57, 134, 148, 149, 169, 176, 177& 241):

A portion (or all) of the bushes on these lots have been deemed a pedestrian/traffic hazard. Bushes on these lots that ARC or the BOD deem traffic blind spots will be maintained at 4' tall (48") maximum. Resort maintenance staff will perform (and continue to perform) ONLY this portion of trimming on above mentioned lots. The owner is responsible for any remaining work on their property. Said work may include utility box area.

WALLS:

All approved nontransparent walls will never exceed a finished height of 48” above street grade or current pad.

No walls higher than 18” are allowed behind lots 142-160 in the Clubhouse area.

In all cases, owners must contact lot owners adjacent to their lot if wall construction may impact neighboring lot(s).

COOKING CENTERS, CABINETS and STORAGE BENCHES

If you plan to build a cooking counter or countertop, standard bar top heights should be maintained. Built-in storage for chairs or other items is encouraged. Humidity is high here on the Coast. Be sure to provide adequate vents to prevent condensation. If your Counter houses a Propane Tank, you also need ventilation for the Tank. More ventilation is better and safer. You should either pour a minimum of a 6" wide strip of concrete or place brick or some other impervious surface around the perimeter of an installed cabinet, bench, counter, or any other improvement to prevent damage to it as a result of lawn maintenance. (A mow strip is recommended to prevent damage).

WINDSCREENS AND PERMANENTLY INSTALLED FIRE PIT/FIREPLACES

Permanent Windscreens may not be higher than 7’0” from the top of the pad on that lot to the top of the structure. (total height including stem wall and glass). Stem wall (or footer wall) below glass may not exceed 48” total height above said lot concrete. All glazing must be tempered with approved safety glass. Acceptable glass colors for said windscreen are clear or bronze. Bronze tint will not exceed “Ann Bronze”, this is the most transparent shade of bronze tint. For design purposes, wind loading design speed is 80+ miles per hour for Newport. You may request a sample drawing of an approved windscreen installation from an ARC committee member.

If you plan to permanently install a Fireplace or a Fire Pit, only propane fired gas log Fireplaces/Fire Pits will be permitted. No wood fireplaces/fire pits are allowed at Pacific Shores. This policy helps to preserve harmony and prevent complaints of smoke, sparks and damage to coaches, awnings, and people.

TEMPORARY WINDSCREENS

Temporary windscreen permits will be approved on a case-by-case basis by the ARC committee. All temporary windscreens will require a securely mounted anchor system on at least one end to ensure said screen will not move under windy conditions, possibly damaging surrounding property. Temporary windscreens must be removed and stowed when the motorcoach has vacated said lot. Under no circumstances will temporary windscreens be allowed to remain extended while not in use by person(s) in the immediate vicinity of said screen. Failure to adhere to these regulations may cause temporary windscreen permit revocation.

IMPERVIOUS PAD, PATIO EXPANSION, OR A DECK

If you plan to enlarge your slab or install brick pavers, cobblestones, or other surfaces, you need to include descriptive details to specify such parameters as the material to be used, colors, dimensions, exact location on your planned improvement, and structural details (e.g. footings, beams, ground attachment points, and other plot structural details). Any replacement or extension to poured slabs that a motorcoach could come in contact with, must be poured at a minimum of 6" in depth and contain steel rebar reinforcement at a maximum distance of 24" on center minimum (OC). Any raised patio or deck will not exceed +12" above grade. (Grade is considered original driveway pad height or street).

NOTE: Application for any walls installed on any raised deck areas will be limited to combined height of 48" above ground level.

ARTIFICIAL TURF:

Artificial turf is allowable on a case-by-case basis. The **ONLY** approved vendor and *specific* product is:

Global Syn-Turf Headquarters

5960 Inglewood Dr Ste.

#150, Pleasanton, CA 94588

Product is: Super Natural 80 - [Super Natural 80: Most Realistic Synthetic Turf \(globalsynturf.com\)](https://globalsynturf.com)

Currently, the **ONLY** approved installer is: Moxie Construction, LLC

2355 State St Ste 101, Salem OR 97304 503-710-1407

WATER FEATURES:

Under no circumstances will any water feature be allowed to exceed 48" tall. All maintenance, chemicals and water clarity to be maintained by the lot owner year round. Failure to perform said maintenance will be rectified by Resort management and billed to owner.

STAIRS:

Stair height shall be no less than 6" vertical riser and not to exceed 8" vertical riser.

GENERAL INFORMATION:

If you install any planted materials that require care, you are responsible and must arrange for care while you are not on property. The Association will not provide this service. If lot landscape plantings are not maintained and become overgrown, damaged, or die, Resort Maintenance may be required to take corrective action that **will** be billable to the Lot Owner at **\$50.00 per hour per employee**. The curbside lighted Lot Number Pedestals are important for emergency purposes. Lot Owners must keep vegetation trimmed away from the lights for clear visibility and maintain a soft white working light bulb in said fixture year-round.

Driveway Barriers:

Any Rope/Chain system to limit access to any lot must be approved by ARC prior to any installation. Approved materials for such barriers will be limited to Stainless Steel Posts & Stainless Steel Chain or Stainless Steel Posts and Nautical style, neutral color rope not to exceed 1" in diameter.

Utilities:

If project requires any movement, or abandonment of irrigation or any other underground services including electrical, sewer or water, lot owner will be responsible for any necessary permits and must contact Pacific Shores Maintenance Director to coordinate any changes to said underground runs prior to commencement of construction.

Owner understands that if there are **ANY** excavations to be performed within the utility easement at a depth greater than 12" on their property that "locates" will be called (Simply dial 811) and **NO excavations will start until said "locates" are completed and a "locate number" has been received by the Lot owner and forwarded in writing to the ARC committee.** ANY damage/injury in a result of failure to obtain "locates" approval above will be Lot owners sole responsibility.

If any underground water, sewer, power, phone/cable TV, or sprinkler lines are to be moved and/or installed, your plan documents (Form 1P) must include dimensional data so that they can be quickly located in the event of a leak or break while you are absent. No electrical, water, drain, or sprinkler lines may be located within a concrete slab. Meeting this requirement will help to prevent line breakage in the event of land slippage.

Water, sewer, and electric lines may pass under slabs for limited distances or where service risers go to cooking counters, etc. Pipes rising through a slab must be in conduit to prevent breakage if the land or slab shifts. Under no circumstances can potable water and sprinkler lines be interconnected. If a sink is installed in any cooking center, that sink must have a drain connected to the sewer line in an approved manner. A permit from the City of Newport is required, and a copy of the permit must be forwarded to the ARC Committee for work to begin. All drain lines connected to a sewer must be protected with a trap or check valve/backflow preventer.

To maintain utility, water and electric access, any applicant that proposes impaired access situation (deemed by ARC) on the lot will be required to install a minimum of 2" diameter ABS pipe, capped on both ends 8" below ground to afford access to said "Landlocked" locations. A clear description of the location of said pipe(s) will be clearly displayed on Plot Plan (Form 1P) for ARC approval.

PROJECT COMPLETION

When you have completed your improvement project, please fill out, sign and return the *Notice of Completion of Lot Improvement Project (Form 5)* attached to this *Bulletin*. This form will initiate action for an onsite review, approve the improvements, and issue a refund check of the deposit.

Good Luck on your Lot improvement project. The Association strongly endorses what you are doing. Continued improvements such as you are planning will help to make Pacific Shores RV Resort an even better and prettier place with the appealing outdoor appearance and upscale ambiance, we all desire to maintain our Resort aesthetics and Lot values.

INCLUDED ATTACHMENTS:

Form 1 ARC – Lot Improvement Request
Form 1P ARC- Plot Plan
Form 2 ARC – Applicants Check List
Form 3 ARC – Plan Status
Form 4 ARC – Notice of Amendment/Change Order
Form 5 ARC – Notice of Completion
Permit Information Sheets (2)

GUIDELINE REVISIONS: Revisions to this document are identified by the Revision # and Date of Revision located at the bottom left corner of each page. Any projects approved and completed ***prior*** to the latest Revision fall under “prior authorization rules” that were applicable and/or awarded at the time of construction. (Grandfathered). The most current revision(s) will always be the guidelines followed to approve any future projects or additions.

The following pages are Information and Forms needed to commence/continue the process of an ARC improvement.

Pacific Shores RV Resort Owners Association
Architectural Review Guidelines

Want to make an improvement to your lot?

Before you begin, obtain approval from the Architectural Review Committee (ARC)

All necessary forms are available via the Owners Portal “Frontsteps”

Internal Documents / Architectural Review Committee (Guidelines & Forms)

- A. Read **Lot Improvement Information Guidelines (Complete Bulletin) and ARTICLE 7 of your CC&Rs** for ALL Lot Improvement information.
- B. Obtain or download and print all forms required for a Lot Improvement. (attached below) After reading all forms, initially fill out the following forms for your application:
 - 1. **FORM 1 ARC** LOT IMPROVEMENT REQUEST (2 pages)
 - 2. **FORM 1P ARC** PLOT PLAN
 - 3. **FORM 2 ARC** APPLICANTS CHECKLIST
- C. Complete FORMS 1, 1P and 2 ARC
 - 1. Include **detailed** drawing(s) of your lot and planned improvement.
(include **ALL** property lines and measurements)
 - 2. Describe the improvement(s) (refer to CC&R Article 7)
 - a. Nature, kind, shape, height, width, color, materials, location, etc.
 - b. Identify any and all utilities that are affected (sprinkler, cable TV, sewer, water, electric, etc.)
- D. Include your Security Deposit of **\$500.00** (check payable to Pacific Shores RV Resort Owners Association -ARC. Please note lot number.
- E. Return forms ARC 1, 1P electronically via ARC@psmcr.com. The security deposit should be submitted to the Resort Manager.
- F. Following a review by the Committee, If there are no questions about your project, the ARC will **“APPROVE”** your project, and you may then go forward with the work. You will be advised, or the project will be **“Denied”** with an explanation.
- G. When your project is completed, submit FORM 5 **Notice of Completion** form to the **ARC Committee**. The ARC will then inspect your project, and if all complies, the project will be signed off as completed and your Security Deposit will be refunded.

***Pacific Shores RV Resort Owners Association
Architectural Review Guidelines***

Lot Improvement Info Guidelines Page 1 of 2 (Form 1 ARC)

Lot Improvement Request

Date Submitted: _____

Lot Number: _____ **Owner's Name:** _____

Owner's Phone Number: **Cell:** _____ **Home:** _____

Owner's Email Address: _____

I plan to use a contractor (*circle one*): YES NO

If YES, indicate contractor name, address, and phone number:

I plan to do some of the work myself (*circle one*): YES NO

If YES, detail what portion of the work you will be doing yourself:

Estimated start date: _____ **Estimated completion date:** _____

Notify the Resort Manager that your Lot must be removed from the Rental Pool until project is completed and signed off by ARC.

Lot Improvement Request

Lot Improvement Info Guidelines Page 2 of 2 (Form 1 ARC)

Describe the planned improvement. (Refer to *Lot Improvement Information Guidelines – Complete Bulletin* handout)

(Attach drawings, sketches or other details for Association use and records.)

By signing below, Owner attests that no work will begin until the ARC Committee completes a review of this request and gives written notice of approval. Owner understands that certain portions of the work planned may require permits from the City/County offices and are owners responsibility to obtain. Owner understands and agrees that the Committee may inspect lot improvements and that Certificate(s) of Insurance are required for all contractors working on the improvements. Owner understands and will comply with all items on Form 2. Owner understands that no member of the Committee shall be responsible, in any way, for any defects in any plans submitted, revised, or approved in accordance with the foregoing, nor for any structural or other defects in work done according to such plans. No member of the Committee shall be responsible for or have any liability with respect to any mistake in judgment, or for any acts or omissions made in good faith in the performance of their duties hereunder. By purchase of the lot, and/or signing below the Owner(s) agreed to, and shall be bound by all decisions of the Committee made in good faith and waives any right to seek recovery from or take legal action against Pacific Shores Motorcoach Resort Homeowners Association, Pacific Shores Motorcoach Resort (PSMCR), Resort Management or its employees, HOA or PSMCR Board Officers, or the ARC Committee or any member thereof. (See Article 7, Par 7.10 for appeal process.)

Legal Lot Owner Signature: _____ Date: _____

ARC Signature: _____ Date: _____

ARC Signature: _____ Date: _____

(type signatures allowed)

Notice of receipt of Security Deposit and Plans

Deposit Amount: _____ Check# _____ Date: _____

Received by: _____

Deposit waived due to the small nature of the improvement.

Approved by: _____ Date: _____

PLOT PLAN (must include entire lot in drawing) (FORM 1P ARC)

Lot Owner _____ Lot # _____



Above Form 1P shows ALL improvements including everything above and below ground with all sizes, dimensions and locations. **USE REAR OF DOCUMENT IF NECESSARY.** If more room is required, use additional pages.

LOT OWNER DATE ARC MEMBER DATE

Pacific Shores RV Resort Owners Association
Architectural Review Guidelines

Lot Improvement Information Guidelines (Form 2 ARC)

Applicants Check List

Lot #: _____ Owner's Name: _____ Date: _____

___ Read **Lot Improvement Information Guidelines (Complete Bulletin) & CC&R Article 7**

___ Printed and Completed **Form 1 ARC (2 pages)**

___ Printed Plot Plan **Form 1P ARC (Must be a detailed drawing and submitted with application)**

___ Printed, completed (Initial on all lines) and signed Form 2 ARC (Submit with Forms 1 & 1P)

___ Detailed **description** of project and material to be used (Nature, Kind, Shape, height, width, color and location) **NOT** "Just like on Lot # _____"

___ Locate 811 was contacted before any digging begins.

___ Contractor has been advised to contact the ARC Committee or Resort Management for guidance on acceptable materials that may be disposed of on sites, such as sod and grass. Written approval is required before materials can be disposed of. ,

___ Lot owner has made an effort to maintain a **reasonable** amount of green space on their lot.

___ Contractor has been advised that Ready-Mix cement trucks may **not wash-out** on Resort property

___ Contractor has been advised of **permissible work hours** (8:00 A.M. – 5:00 P.M. Mon.-Fri)

___ **Security Deposit** (\$500 check) payable to Pacific Shores RV Resort Owners Association -ARC

___ Resort Manager have been advised of contractor and delivery traffic to your site

___ During construction **ONLY** Lot owners Coach will be permitted to occupy said lot.

Lot Owners Signature _____ Date _____

***Pacific Shores RV Resort Owners Association
Architectural Review Guidelines***

Lot Improvement Information Guidelines (Form 3 ARC)

Plan Status

Lot #: _____ **Date:** _____

You are hereby informed that your lot improvement plan submitted on _____ has been

Approved Denied *(circle one and show brief reason if plan is denied)*

Reason for denial, or, modifications required to secure approval by the Committee (ARC):

Signed by Committee (ARC): _____

Signed by Committee (ARC): _____

If your request was approved, you may now proceed with your project. Please review the steps enumerated in the ***Lot Improvement Information Guidelines – Complete Bulletin*** handout you were given at the beginning of this process. Make sure you keep the Committee informed of your progress as you complete the planned Lot Improvements involved. The Pacific Shores Owners Association congratulates you and welcomes your confidence in our beautiful Resort. Your effort to improve your Lot helps us all to maintain the value of our investment.

Copy to

ARC file

Lot owner

Contractor (Contractor **must** have a copy when Resort access is requested to begin work)

***Pacific Shores RV Resort Owners Association
Architectural Review Guidelines***

Lot Improvement Information Guidelines (Form 4 ARC)

Notice of Amendment / Change Order

Original Submission Date_____ **Lot #**_____

Original Projected Completion Date: _____

Proposed Completion Date: _____

Requested Change: _____

ARC Approval: _____ **Date:** _____

Copy To: Lot Owner
 ARC File

Pacific Shores RV Resort Owners Association

Architectural Review Guidelines

Lot Improvement Information Guidelines (Form 5 ARC)

Notice of Completion

Lot # _____ **Date:** _____

In compliance with the provisions of CC&Rs, Paragraph 7.6.3, I hereby certify that the work involved in the improvement project on my Lot has been completed as covered in my permit with the original submission date of _____

NOTE: Sign-off may be delayed until at least two (2) ARC members or Board Members are available and on site to complete a final inspection.

Lot Owner's Signature _____

ARC Member Signature _____ Date: _____

ARC Member/Resort Manager Signature _____ Date: _____

OFFICE USE ONLY

REFUND OF DEPOSIT

Refund Amount: _____ Date: _____ Check # _____

Issued by: _____

Copy to: ARC file
Lot Owner

***Pacific Shores RV Resort Owners Association
Architectural Review Guidelines***

Lot Improvement Information Guidelines (ARC Permit Information)

Where to Obtain City or County Permits

Please remember that you must obtain ARC project approval before going for any City/County permits.

You or your contractor may obtain required permits at the below listed locations.

Electrical Work: Permits for may be obtained at City Hall, City of Newport, 169 S.W. Highway, Newport, OR 97365:

The contact person is: Electrical – Mr. Chuck Crawford. These people make field inspections on work in progress and may only be available in the office early in the morning.

The Administrative Secretary for the Office is Ms. Wanda Haney. She can be reached by phone at (541) 574-0629 or by FAX at (541) 574-0644. You may find it helpful to check with her on their availability or schedules.

Gas fired permanently installed fireplace (mechanical permit): Permits may be obtained at the Lincoln County office at 210 S. W. 2nd Street, Newport, OR 97365 (Phone 541-265-4192):

The contact person is Mr. Al Earmes. He is normally in the office from 8 to 9 A.M. weekdays.