

**ASSOCIATION OF UNIT OWNERS OF RIVERBEND ON THE
WILLAMETTE CONDOMINIUM
Resolution Number Three - Architectural Review Procedures and Guidelines**

WHEREAS, ORS 100.417 and Article 3, of the Bylaws of The Association of Unit Owners of Riverbend on the Willamette Condominium, provide the Board of Directors may act on behalf of the Association of Unit Owners of Riverbend on the Willamette Condominium, Inc., a nonprofit corporation formed under the laws of the State of Oregon;

AND WHEREAS, ORS 100.535 and Article 3.7, Powers and Duties of the Bylaws of The Association of Unit Owners of Riverbend on the Willamette Condominium, provides that the Association has authority to review and approve or disapprove of all improvements to any common element. ORS 100.535 further provides that a unit owner may not repair or alter a unit which would jeopardize the soundness or safety of the property, reduce the value thereof, impair any easement or increase the common expense unless all affected unit owners consent;

AND WHEREAS, it is the intent of the Board of Directors, to:

- (1) Ensure that any changes proposed are carefully considered for their effect on the uniform appearance of the property, and
- (2) Ensure that the Association not be financially or in any other way responsible for the future upkeep of such changes.

NOW, THEREFORE BE IT RESOLVED THAT the following procedures shall be followed:

1. Prior to commencement of any alteration, addition, or improvement to a common or limited common element and/or unit, the plans and required forms shall be submitted in writing to the Board of Directors, using the form incorporated into this Resolution as ATTACHMENT ONE. The proposal shall contain a description of the alteration or addition, including the height, width, length, etc.
2. Verbal requests will not be considered.
3. Each alteration or addition must be specifically approved even though the intended alteration, addition or improvement conforms to the Declaration, and even when a similar or substantially identical alteration, addition, or improvement has been previously approved. (A record of previously approved additions, alterations or improvement will be maintained by the Association.)
4. The application shall be informed in writing of the decision by way of a signed copy of the applicant's proposal.

If Applicable:

Neighbor #1 Approval

Neighbor #2 Approval

Signature

Signature

Printed Name

Printed Name

Address

Address

Time frame for beginning and completing work: _____



ACTION:

ARC Recommends:

Board of Directors' Action:

Approved _____ Disapproved _____

Approved _____ Disapproved _____

ARC Member's Signature

Board Member's Signature



Remarks: _____

5. The Board further has the authority to specify a product to maintain uniformity of appearance of the real property and/or its improvements.
6. The Board will make a periodic visual inspection of the community. Any unit owner in violation of these requirements will be sent a certified letter by the Board of Directors. The owner must reply to the Board within thirty (30) days of the date of the letter.
7. Any owner who alters, adds, or improves a common element without following these prescribed procedures and receiving prior written approval shall be personally liable for the costs involved in restoring the common elements to their original condition by the Association. Any expense thus incurred shall become a lien against the owner's unit. (Reference Resolution #2-Payment Policy)
8. The Association may charge the owner for costs associated with administering or processing requests or reviews involving an architect, engineer, and/or managing agent. All other major expenses related to the request will also be charged to the owner.

ATTEST:

Date

Board of Directors