

LARC REFERENCE MANUAL

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KING CITY CIVIC ASSOCIATION ARCHITECTURAL AND LANDSCAPE MANUAL

1. SOURCE OF AUTHORITY

KCCA COVENANTS, CONDITIONS, AND RESTRICTIONS
ARTICLE VII, SECTIONS 7 - 8

2. PURPOSE OF MANUAL

TO EDUCATE AND INFORM KCCA MEMBERS

TO PROVIDE A CONCISE SOURCE OF INFORMATION

3. PURPOSE OF RESIDENTIAL PROPERTIES COMMITTEE

TO REVIEW AND ESTABLISH CRITERIA FOR CONSTRUCTION AND
MODIFICATION OF PROPERTY

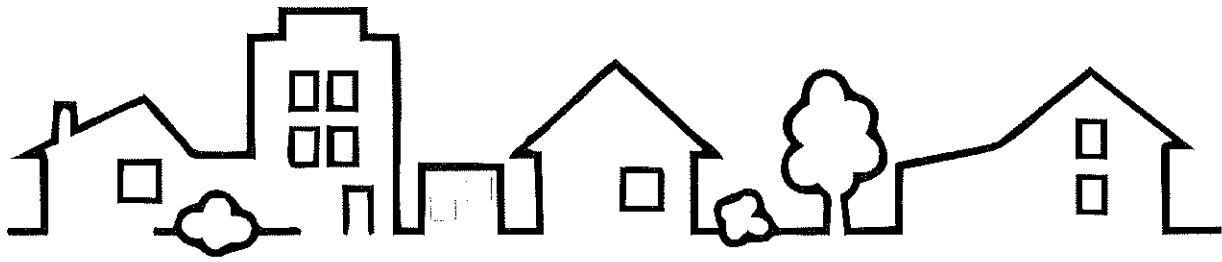
TO INFORM MEMBERS OF REGULATIONS AND CHANGES

TO ASSURE CONSISTENT APPLICATION OF RULES IN ORDER

TO MAINTAIN THE NEAT AND ATTRACTIVE APPEARANCE
OF THE COMMUNITY

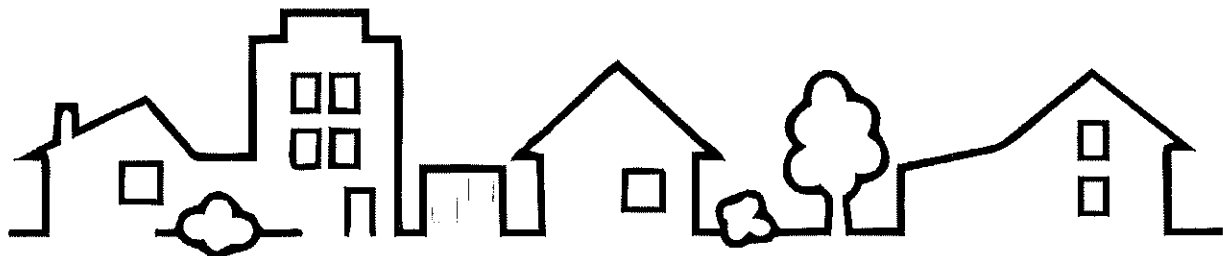
TO INVESTIGATE VIOLATIONS OF RULES

TO ENFORCE VIOLATION PROVISION



APPLICATION PROCESS

THE FOLLOWING INFORMATION IS ESSENTIAL TO ASSURE PROPER APPROVAL FOR YOUR PROJECT. FORMS ARE AVAILABLE AT THE CLUBHOUSE OFFICE.



PROJECT APPLICATION PROCEDURE

“Any addition, modification or alterations to the exterior of any building or Lot shall require a completed application and approval from the LARC Chair. Owner-members who fail to obtain approval may incur a fine or other penalty. Request for exceptions to these provisions must be presented to the LARC chair with full details and rationale.”

The procedure for obtaining such permission is as follows:

1. Complete Construction Project Request and provide the King City Civic Association with a diagram or description of the requested change, including such Information as materials, location, and dimensions. This request will be referred to the LARC.
2. Notification of affected neighbors PRIOR to requesting external changes in a building or yard is required.
3. Residents of Community Associations within the King City Civic Association must obtain approval of a project from their Association prior to presenting their request to the King City Civic Association.
4. The Committee will review the proposal and may reject it or suggest changes to bring it into compliance with regulations. If the Committee approves the project, a signed approval will be returned. Applicants may appeal to the KCCA Board If the request is denied by the LARC.
5. It may be necessary to submit the project to the City of King City for additional approval. Some projects require permits and the payment of a fee to the City of King City and to the City of Tigard. (See attached list)
6. Failure to obtain written approval from the Board can result in a fine up to \$600 plus costs.

THIS PERMIT EXPIRES NINETY
(90) DAYS FROM THE DATE
OF APPROVAL



MUST INCLUDE
CONTRACTOR'S CCB/LCB#:

15245 SW 116th Ave., King City, OR 97224 • (503) 639-6565 • www.mykcca.com

LANDSCAPE & ARCHITECTURAL REVIEW COMMITTEE (LARC)
PROJECT REQUEST FORM
FOR YARD CHANGES, HOUSE EXTERIOR & CONSTRUCTION

Contact Information

Name: _____ Date: _____

Street Address: _____

Phone: _____ Email Address: _____

I. Description of Project:

Describe below or attach a detailed description of the project design, including materials, dimensions and location on property. When painting the exterior, paint chip/sample is required. Fencing requires attachment (see reverse). Roofing manufacturers number, color or web page location

[Empty box for project description]

II. Neighbor Consideration:

List below neighbors contacted and comments:

- 1. _____
- 2. _____
- 3. _____

III. Sub Association Review: (i.e., Garden Villas, KC Condos, Royal Gardens, etc.)

Approval must be obtained from the sub association board for condos and townhouses.

Authorizing Official

Name Title Date

IV. King City Civic Association LARC Review:

Project Approved Project Denied Conditional Approval

LARC Chair Name Date

CITY PERMITS MAY BE REQUIRED

If you make changes to this project after you received approval, you must resubmit for approval of the changes without exception.

FOR YOUR PROTECTION

The following check list is a tool for you to use to protect yourself from fraudulent and/or unacceptable work.

1. Has the contractor provided you with references? Have you verified these references?
2. Is the contractor registered with the Construction Contractor Board and if so, what is the registration number? To confirm this information call (508) 378-7484 or go online to the Construction Contractor Board.
3. Does the contractor have any complaints filed with the Better Business Bureau? The number for the Bureau is (508) 721-9370.
4. Does the contractor have proof of liability coverage?
5. Is the contractor bonded?
6. Will all material used on the project conform to King City Civic Association regulations?
7. Have all the permits and inspections been obtained?
8. Have you received confirmation before final payment that subcontractors and vendors have been paid in full?

ARTICLE VII - USE RESTRICTIONS
SECTION 7 - ARCHITECTURE AND LANDSCAPING

“Any addition, modification or alterations to the exterior of any building or Lot shall require a completed application and approval from the LARC chair. Owner-members who fail to obtain approval may incur a fine or other penalty. Request for exceptions to these provisions must be presented to the LARC chair with full details and rationale.”

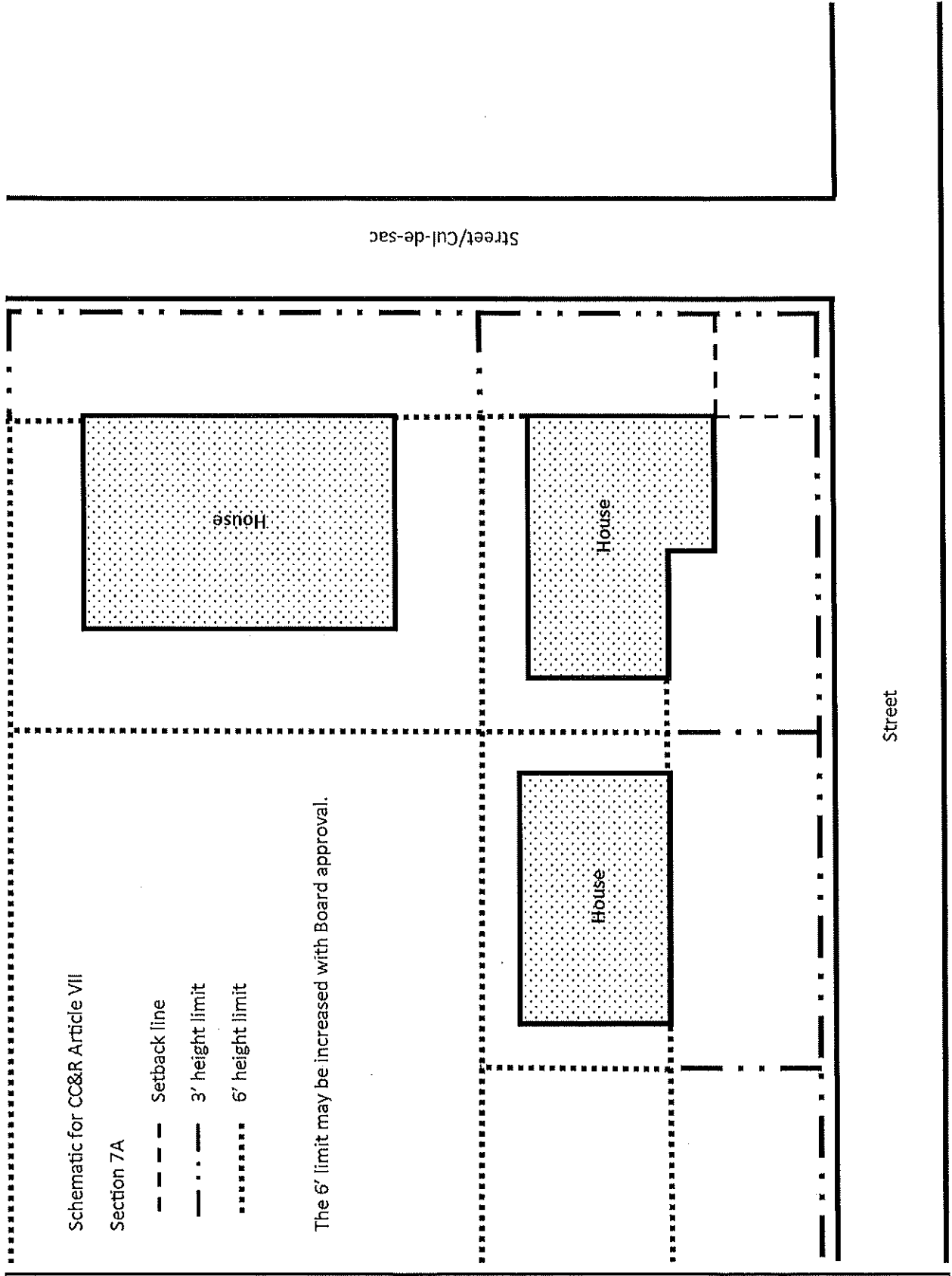
A. HEDGES, FENCES, WALLS, AND SHRUBS

No fences, hedges, or walls shall be placed in any yard that abuts the golf course. Shrubbery may be planted if it does not obstruct or limit the view of the golf course from adjacent Lots.

On all Lots, no hedge, fence, wall, or shrubbery shall exceed three (3) feet in height on the portion of the Lot between the setback line of the house and the street, including corner Lots and cul-de-sacs. This must conform with the standards of the City of King City regarding visibility clearance at intersections and walkways. Shrubbery along the foundation may exceed the three (3) foot limitation provided they do not block windows or doors. On the remainder of the Lot the maximum height shall be six (6) feet. Section 7A does not apply to the walls and fences previously established by the Neighborhood Associations. Replacement or alteration of these walls and fences does not require compliance with this Section.

REGULATIONS:

1. Fences may be of wood, masonry, wrought iron, chain link, or other material approved by the Board.
2. The structural side of a fence shall face the owner's property.
3. As of 1/1/2000, existing fences abutting the golf course are allowed to remain until the property is sold, at which time they must be removed.
4. These existing structures must be maintained in good repair until removed.



B. SATELLITE DISHES

Satellite dishes are allowed, with Board approval, to the extent of the FCC regulations.

REGULATIONS:

Authority: Federal Communications Commission

1. Association may enforce reasonable regulations:
 - a. Safety.
 - b. Paint disc to blend with location.
 - c. Prescribe location, subject to restrictions (below).
2. Regulations may not:
 - a. Interfere with a clear signal.
 - b. Cause an unreasonable delay in Installation.
 - c. Result in excessive cost.
3. May prohibit installation of individual discs if a central antenna is provided, subject to the following:
 - a. Desired service is provided.
 - b. A quality signal is provided.
 - c. Cost of service via individual disc is not exceeded.
 - d. There is no unreasonable delay in installation.
4. Installation on Association common property is prohibited.
5. Individual installation is permitted on exclusive use property.
6. Associations may require prior approval for masts extending more than twelve (12) feet above the roof line, or higher than the distance between the antenna location and the Lot line.
7. Associations may go to the FCC or a local court to validate Association rules but may not collect attorney fees that accrue from the suit.

C. SOLAR PANELS

Solar panels may be allowed, with Board approval.

REGULATIONS:

1. Panel(s) must lie flat against the roof with no projecting elements or brackets, and storage tanks.
2. The color of the panel(s) must blend with the color of the main structure and roof.
3. The placement of panel(s) must cause minimal modification of the main structure and not be of concern to neighbors visually.

D. SHEDS

1. Freestanding sheds on any Lot must conform to the style and color of the house, and shall be inconspicuous, or screened from adjacent Lots by a fence or plantings. Such sheds shall be limited to a maximum of six and one-half (6 ½) feet in height from the ground, and floor dimensions of no more than six (6) feet in width and eight (8) feet in length. The foundation and floor must be made of concrete or treated outdoor wood. The structure shall be anchored securely.
2. Attached sheds, utilizing the eaves of the house as a roof, may be approved. The width of such sheds will be limited to the overhead of the eave, and the length shall be such as will not detract from the appearance of the house. The foundation and floor must be of concrete or treated wood. The shed shall be painted or stained to match the main structure.

E. WALKWAYS, SIDEWALKS AND DRIVEWAYS

Residents are responsible for the maintenance, repair and replacement of all walkways, sidewalks, and driveways in front of and around the resident's property.

F. UTILITY METER ACCESS

Residents are responsible for ensuring all utility meters on their Lot are accessible. Meters should be clear of obstruction plants, shrubs, and/or lawn decorations.

G. FIRE HYDRANTS

Fire Hydrants cannot be blocked within 3 feet by any plants, shrubs, or trees. Ground cover can be planted if it does not exceed 2 inches in height.

RESOLUTION 2012 – 201 RESIDENTIAL PROPERTY PARKING

1. Motor vehicle parking on Lots shall be restricted to concrete driveway surfaces or within an enclosed garage. No recreational vehicles, boats utility trailers or camping trailers shall be parked on any residential Lot for more than 48 hours unless housed within a garage structure. Permission of the LARC Committee must be sought when expanding impervious driveway areas, must conform to local ordinances and building permits may be required by the city.
2. Golf carts shall not park anywhere in front of a residential structure except on the driveway or on a cart pad designed for the cart and approved by the Association.
3. Recreational Vehicles parked for 48 hours on a residential property may not repark on that same residential property for a period of 30 days. The Association Administrator may grant exceptions if requested in advance.
4. Vehicles parked on residential property must have current state registration and be in mechanically operable condition.
5. All Portable On Demand (POD) storage units or similar type units are considered temporary storage units and shall be registered with the Association Administrator prior to delivery onto residential property. There shall be no POD parking for more than 15 days on any Residential property.

ARTICLE VII - PROPERTY USE
SECTION 8 - PROPERTY MAINTENANCE

“Owners shall maintain all Lot and Units in attractive condition and good repair. Landscaping shall conform to the general pattern of the community. Units shall be regularly painted or stained to keep the exterior free of peeling or chipping paint.”

A. EXTERIOR STORAGE

Firewood may be neatly stacked at the rear or side of a house but must not be visible from the street. It may be covered with clear or translucent material. Bright colored coverings are prohibited.

Out of season patio furnishings or covered barbeques may be stored on patios and balconies. Clear, translucent or dark colored coverings are permitted. Bright colored coverings are prohibited. Major household appliances, such as freezers or refrigerators may not be placed or stored on patios, balconies or yards.

Driveways, front porches and side yards are not to be used for storage. If it is not a plant or yard decoration it cannot be visible from the street.

B. YARD LAMPS

Yard lamps shall be maintained to standards as established by the Board.

REGULATIONS:

1. Members are responsible for maintaining the yard lamp in front of their unit.
2. Lamps must be lit during hours of darkness.
3. Photocells, or equivalent, are required for on/off light operation.
4. Burned out bulbs must be replaced immediately.
5. Bulbs must produce at least 800 lumens (equal to a 60-watt bulb) and be white or clear, with seasonal exceptions.
6. Replacement lamps must be between 17" and 20" high and between 7" and 8" wide in a coach or carriage style.

7. Lamp posts must be between four (4) and six (6) feet high and painted black or white to match the lamp.
8. It is permissible to have foliage growing up the post as long as the light is not covered and does not prevent visibility. If the view is blocked it cannot exceed three (3) feet in height.

C. ROOF REPLACEMENT

REGULATIONS:

1. All roofing materials used in replacement of an existing roof must have KCCA approval. City of King permits are required.

D. YARDS & EXTERIORS

1. Yards may be covered with grass, ground covers, lava rock, gravel or bark dust. Artificial flowers are allowed, providing they look fresh (not faded or deformed).
2. Barriers must be placed to prevent loose materials from spreading onto sidewalks or streets.
3. Yards visible from the street or golf course shall not be decorated with objects that detract from the appearance of the neighborhood.
4. Seasonal decorations must be removed within thirty (30) days of the holiday.
5. Landscaping must conform to the general community pattern and be maintained, kept free of weeds and dead trees, branches, shrubs, grass or plants.
6. No trees, shrubs, plants and/or groundcover of any kind are allowed to grow over walkways. All trees must be limbed up, no lower than seven (7) feet above the walkway. Smaller trees cannot extend over walkways.
7. All trees to be planted MUST be approved by the LARC Committee, this includes the location of trees. KCCA has a list of approved trees from The City of King City. Contact the office for the list. Trees can be cut down or removed without a permit from The City of King City if the tree trunk is 6" in diameter or less at chest height.

8. Arbors may be constructed on Lots with advance LARC approval (see the LARC section below). Arbors must be anchored securely, with general dimensions of seven feet (7) tall, 5 feet (5) wide and three feet (3) long.
9. Flags and banners are allowed, providing that the pole is supported in a bracket that is attached to the building. Flags and banners attached to stakes that are less than two feet (2) high are allowed, providing that they are appropriately and attractively displayed.
10. All driveways and walkways must remain clear of all weeds, grass and moss. This includes the gutter side of the curb.
11. Obstructed Street View: Homeowner is required to keep street view unobstructed. If street view is obstructed, Homeowner will be required to trim the item (up or down), move item to a new location, or permanently remove item from the property.
12. Vehicle repairs, including oil changes, are not allowed in driveways or streets. If repairs cannot be done in the garage the repairs must be done elsewhere.

E. GARBAGE, REFUSE & COMPOST

1. Rubbish, trash, compost and other waste must be kept in sanitary containers and concealed from view.
2. Garbage cans, trash containers, etc. may be only in view the night before and on the day scheduled for trash collection.
3. Rubbish, trash, garbage and other waste must be regularly removed from the property.

F. SIGNS

1. Two signs are allowed per unit, which may not exceed a surface area of four (4) square feet or be more than three (3) feet in height from the ground.
2. Garage / estate sale and open house signs are limited to seventy-two (72) hours.
3. The only other commercial signs permitted are "For Sale" signs advertising a unit for sale and "For Rent" signs (where rentals are approved).

4. Election signs may not be displayed for more than sixty (60) days and must be removed within seven (7) days after the election for which they were posted.

G. LANDSCAPE & ARCHITECTURE REVIEW COMMITTEE

Proposals for alterations, modifications or additions to the exterior of buildings, units or landscapes must be approved by the Landscape and Architecture Review Committee (LARC). A LARC Project Request form can be obtained from the KCCA office document sorter or our web site, it must be approved before beginning a project.

Members are strongly advised to plan in advance to ensure LARC approval is obtained in time for a project to start. Requests for immediate approval are not possible given the volunteer nature of LARC. Staff are not authorized to provide LARC approvals. The procedure for obtaining LARC project approval is as follows:

1. Complete the LARC Project Request form (on our website or in the document sorter outside the KCCA office) and provide a diagram or description of the requested change, including information such as materials (paint swatches, if applicable), location and dimensions.
2. The form asks the requesting member to notify affected neighbors of the requested external change(s) and note their comments.
3. Residents of sub-associations within KCCA must obtain approval of their project from the sub-association prior to presenting their form to KCCA.
4. Turn Project Request forms into LARC through the KCCA office. The LARC Chair will receive a copy by email and hard copy from the Administrative Assistant. LARC will then review the request and either approve it, reject it or suggest changes to bring the request into compliance with regulations.
5. When the LARC-signed form is returned to the KCCA office, the Administrative Assistant will contact the requesting member by telephone. The original form is retained in the property file in the KCCA office.

6. Applicants may appeal to the Board if their request is denied, and they feel it should not have been.
7. Members are responsible for identifying and obtaining all necessary permits from and/or paying any fees to the appropriate governmental agencies. Neither KCCA nor LARC will advise on this. Failure to obtain written approval from LARC or the Board can result in fines. See KCCA's CC&Rs and Resolutions for more LARC information.

Member Complaint Resolution Process

The Board delegates the authority for responding to and resolving member complaints of alleged CC&R infractions to LARC. The CC&R Complaint form is on our web site and in the document sorter next to the KCCA office. When a complaint is received, whether from a KCCA member or from a LARC member: The Administrative Assistant documents receipt of the complaint form and places it in the LARC Chair's office in-box for committee action. A copy is also emailed to the LARC Chair, using a secure and KCCA-owned email account. LARC members verify the issue(s) alleged in the complaint.

If the LARC investigation reveals that no infraction has occurred, the LARC Chair will notify the complainant by telephone that no infraction has occurred. The complainant will not receive specific information relating to another member. If the investigation reveals that an infraction has occurred, the LARC Chair will ensure that the member responsible for the infraction receives a courteous telephone call or in-person visit to discuss the issue and agree on a timeframe for resolution.

If the issue goes unresolved after the agreed-upon timeframe has elapsed, the notice-writing and Board hearing process outlined in KCCA's Resolutions begins. Once the complaint is resolved, the original complaint form will be completed and signed by LARC then filed in the property file (maintained in the KCCA office).



15245 SW 116th Ave., King City, OR 97224 • (503) 639-6565 • www.mykcca.com

LANDSCAPE & ARCHITECTURAL REVIEW COMMITTEE (LARC)
COMPLIANCE NOTICE

Property Address

Date

Street Address

Dear Homeowner:

Our LARC Committee consists of King City residents who volunteer their time reminding our neighbors of the importance of keeping their property free of weeds and overgrowth. It looks as though your property needs some attention to comply with the King City HOA rules. King City residents rely on the LARC committee to remind homeowners of the importance of keeping our community looking neat and tidy. Unkept yards and homes detract from the beauty of King City and reduce the value of our homes.

During a recent tour of member's properties along your street the following violation(s) were noted:

- | | |
|--------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Untidy yard | <input type="checkbox"/> No permit (see below) |
| <input type="checkbox"/> Fence in need of repair | <input type="checkbox"/> Garbage can/recycling bin visible from the street |
| <input type="checkbox"/> Yard light not working | <input type="checkbox"/> Other |

Notes:

Permits are required for any addition, modification or alteration to the exterior of any building or lot. This includes changes of color. KCCA permits are free and the forms can be picked up at the office or found online at www.mykcca.com.

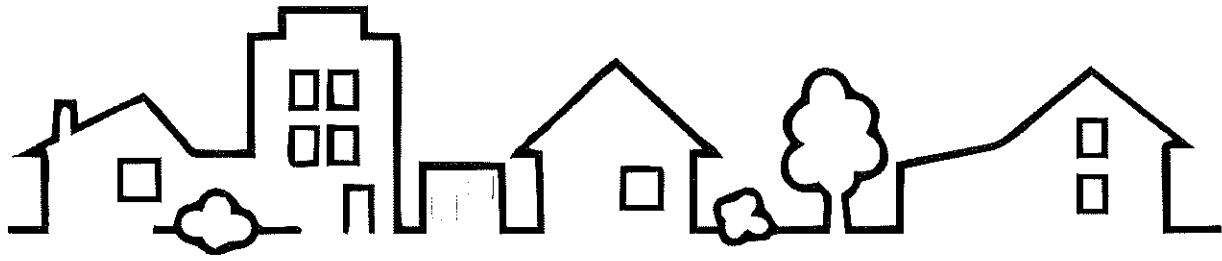
The exterior appearance of homes is very important in maintaining property values. "Neat and tidy" demonstrates a caring community. This is a courtesy notice. Please comply within 14 days.

Recheck Date: _____

Sincerely,

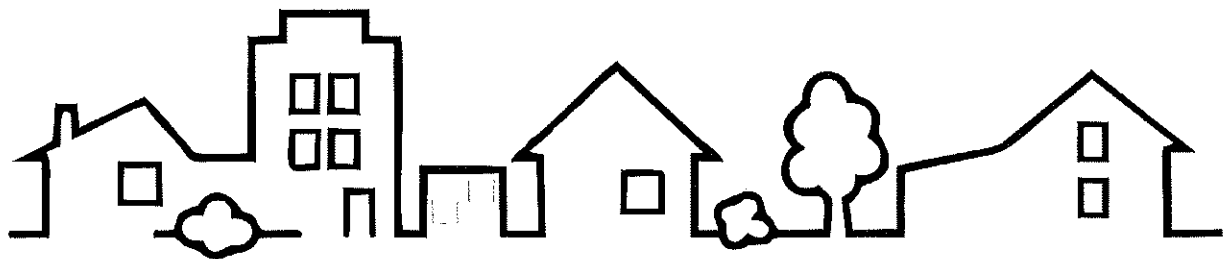
The Landscape & Architectural Review Committee Co-Chair Mary Maney. 360-798-8257

For questions email us at office@mykcca.com.



ENFORCEMENT POLICY

CC&R'S AND REGULATIONS GOVERNING THE ENFORCEMENT PROCESS



ARTICLE VIII – ENFORCEMENT OF RESTRICTIONS

SECTION 1 – GENERAL

“The Association shall have the right to enforce compliance with the Association Documents in the manner provided by law or in equity.”

SECTION 2 – SPECIFIC ENFORCEMENT RIGHTS

Without in any way limiting the Association's rights and remedies otherwise available by applicable law, the Association shall have the following rights and powers with respect to any Member's violation of the Association Documents.

A. Fines

The Association may impose reasonable fines in an amount established by the Board, not to exceed One Hundred Dollars (\$100.00) per violation per fine period as established by the Board. The Board may establish a fine period as a day, a week, a month or any reasonable period, depending upon the nature and magnitude of the violation, the harm posed by the violation, the difficulty in remedying the violation, and the amount of time previously allotted to the responsible party for remedying the same. The Board may also temporarily suspend a member's right to use the Association Property for failure to comply with the Association documents for a period not to exceed the earlier of ninety (90) days or until a lien is filed against the Unit. Before a fine is imposed or use is suspended, the Owner-Member against whom such action is proposed shall be given notice and the opportunity to be heard, as follows.

1. The Board shall give written notice to the Member at least ten (10) days prior to the meeting at which the Board will consider the violation.
2. At such a meeting, the Member shall be given the opportunity to present evidence and to question witnesses.
3. The Board shall notify the Member in writing of its decision within thirty (30) days following such meeting.

B. Suit to Collect Delinquent Assessments.

A suit to recover a money judgment for unpaid Assessments or other sums owed may be maintained by the Association. Such suit shall be maintainable without foreclosing or waiving the lien securing such unpaid Assessments.

C. Enforcement of Lien. The amount of the Assessment, plus reasonable attorneys' fees, and other costs of collection, and late charges assessed in accordance with Article V and all other sums owing to the Association by such Owner, shall be a lien on the Owner's property from and after the time the Association causes to be recorded with the Washington County Recorder a Notice of Delinquent Assessment.

**EXHIBIT A
SCHEDULE OF FINES**

All fines are per occurrence. In the event a violation is continuing in nature, the fine will renew either daily, weekly, or monthly until the violation is remedied or ceased.

General Use and Maintenance		Fine	Renews
1	Unsightly appearance of lot or unit visible from exterior. Improper upkeep of shrubs, trees, grass and plantings of every kind and failure to remove trash, weed or other unsightly materials in violation of Article VII, Section 8 of the Declaration	\$50	Daily
2	Improperly storing items on patios, balconies or in yards in violation of Article VII, Section 8 of the Declaration	\$250	Weekly
3	Failing to conceal garbage cans and trash containers from view except for the night before and the day scheduled for pick up	\$20	Daily
4	Garbage, trash or other waste not in proper container or otherwise stored improperly	\$50	Weekly
5	Keeping more than two (2) ordinary household pets on any Lot or in any Unit in violation of Article VII, Section 5 of the Declaration	\$25	Daily
6	Display or use of signs in violation of Article VII, Section 4 of the Declaration	\$50	Daily
7	Unauthorized rental of Unit	\$2000	Monthly
8	Failing to remove holiday decorations within thirty (30) days after the holiday	\$10	Daily
9	Construction, alteration, painting in new paint colors or exterior addition, alteration, or modification of any building or Lot without prior Board or Landscaping, Architectural Review, and Compliance Committee approval in violation of Article VII, Section 7 of the Declaration	\$100	Daily
10	Damage to Association Property (plus cost of repair)	\$100	N/A
Noise and Nuisance			
11	Noise violations	\$50	Daily
12	Non-noise violations, including intimidation or threats	\$100	Daily

13	Verbal or non-verbal abuse, harassment, intimidation, threatening, bullying, or oppression of or offensive language or activities directed at Association employees or contractor	\$250	Occurrence + actual damage and attorney fees incurred
14	Other offensive or unlawful activities in violation of Article VII Section 2 of the Declaration	\$100	Daily
Parking			
15	Parking of truck larger than ¾ ton capacity on a Lot for a period of more than 48 hours in violation of Article VII, Section 3 of the CCRs	\$25	Daily
16	All other parking violations	\$25	Daily
Pets			
17	Animals unattended; animals off leash or tether creating a nuisance in violation of Article VII, Section 5 of the Declaration	\$50	N/A
18	Failing to immediately remove or pick up pet waste from Association Property	\$25	N/A
19	Keeping animals other than dogs, cats or other ordinary household pets	\$100	Weekly
20	Keeping animals on a Lot for commercial breeding or raising	\$500	Weekly
Rentals			
21	Failure to provide the Board with updated resident and Member information	\$50	Monthly
22	Use of Lot for non-residential purposes in violation of Article VII, Section 1 of the Declaration	\$2500	Monthly
Other			
23	Other violations of the CCRs, Bylaws or Rules and Regulations of the Association not set forth above	\$50	N/A