



Mountain Park Home Owners Association Architectural Application

2 Mt. Jefferson Terrace, Lake Oswego, Oregon 97035

Phone: 503.635.3561

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Architectural Committee Application

Please read the following notes before submitting an Architectural Application.

These notes are to assist you in completing the attached application form for submission to the Architectural Committee.

The criterion used by the Architectural Committee is that any work involving a change to the exterior appearance of the property requires an application. This is for your own protection to ensure that changes to Mountain Park property will not lead to a visual deterioration of our community.

The provision of an e-mail address will make it easy for us to contact you with any enquiries during the application process.

The Architectural Committee meets on the third Tuesday of each month. The decisions of the Committee are taken to the Board for approval on the fourth Monday of each month, and applicants are notified of the outcome of their applications within two or three days. Due to conflict, meetings may be delayed, but this is not usual, and we do everything possible to avoid hold-ups in the process.

For certain applications such as re-roofing, where the material and color is on the list of approved materials, prior approval will be given, usually by e-mail. A standard letter of approval will be issued in due course, but work may be commenced as soon as prior approval is given in writing.

Please submit your application on or before the first day of the month to ensure them being placed on the Agenda, although every effort will be made to accommodate applications received after this date, provided that sufficient time is allowed for the members of the Committee to examine the application, and visit the site if necessary, prior to the meeting. For legal reasons, applications can only be approved or denied. However, applications denied due to missing information or the like, will normally be re-submitted to the next month's meeting if the missing information is supplied by the applicant. It is therefore important to complete the application in full detail. All appeals to the board of directors will need to be submitted in writing.

In the case of any structures involving changes to the original, scaled drawings should be attached to the application. A site plan should be included, particularly in the case of walls or fences. For new construction, drawings must be of good, professional quality, showing all details and finishes.

Please note that applications will be granted only for the structures and changes requested on the application form, and that all work must be carried out to the best possible standard of workmanship, using good quality materials. Where applicable, only approved materials and colors may be used. Changes to the original application must be approved by the Architectural Committee.

Our aim is to assist the residents of Mountain Park maintain their property, and make any changes necessary, as simple a process as possible, while ensuring that the benefits of other residents are not infringed. We welcome all suggestions to help us achieve this goal.



MOUNTAINPARK
Nature's Neighborhood

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Email: carolee@mtparkhoa.com

Date: _____

Name: _____

Address: _____

Home Telephone: _____ Office: _____

Fax: _____ E-mail: _____

Name, Address & Telephone Number of Contractor:

This application is for (please check one):

- New Structure (e.g. home, garage)
- External Change (e.g. porch, deck, windows, external remodel)
- Roofs
- Fence, Wall, Hedge, Dog Run etc.
- Driveway, Steps
- Landscape
- Other (e.g. paint colors, signs, etc)

Please describe briefly the work, material, and colors proposed and attach drawing and color chips if necessary:

Expected Completion Date: _____

Applicant's signature: _____

For Office Use Only

Date of Architectural Committee Meeting: _____

- Approved
 Denied
 Re-Submit
 Board Approved

Date: _____