

## **Design Review Policy**

### **Vision**

A timely process for members and teams to propose and get community feedback and approval for remodeling, land use, and construction in and around their homes and the site.

### **Needs / Requests**

- Support: We want to work toward meeting personal needs as well as needs of the community.

Integrity: We want to do projects within the context of our agreements, policies and guidelines and using community process

Understanding: We want to understand our neighbors and teams needs behind their project requests.

Trust: We build respect, community and connection by discussing and communicating our needs before beginning a project.

Beauty: We want beautiful indoor and outdoor space for all of us to enjoy

Participation: We enjoy the participation and creativity of our neighbors in the development of strategies to meet our needs.

Safety: We want to use the knowledge of our teams and community to insure the safety of our projects as well as to reduce our risk as a homeowners association

Ease: We want to balance the completeness of this process to meet the above needs with the desires of a requestor to move forward in a timely manner.

### **Vision and Values**

- Diverse Community: By allowing personal preferences to be expressed while respecting neighbors wants and needs.

Safety and Trust: By fostering open communications and maintaining the physical safety of the structures.

Balancing Community and Privacy: By assisting community involvement in deciding the effect of actions on community and privacy.

Beautiful Outdoor Spaces; By facilitating individual unity modification to personal outdoor spaces while balancing a desire for the community to be aesthetically pleasing.

Integrating Livelihood and Life: By allowing changes that facilitate working from home, while still protecting the community.

Sharing Our Lives and Consensus: By using community support and gathering community wisdom to solve individual desires.

### **Facts**

Because CoHo is organized as a Condominium per Oregon statute most of the structure and systems of our homes and the land surrounding our homes are defined as general common elements (GCE) in our bylaws. The homeowners association (HOA) is responsible for the general common elements rather than an individual homeowner.

Because of the potential impact to the HOA a policy and process was needed to allow homeowners to modify their units or the area around their units as well as for CoHo

teams to execute projects. The design review process flow with a team review and a 10 day community review period was the evolution of a way to accomplish this.

The Miscellaneous Project Process defines a project as one “that is owned, funded or maintained by CoHo or uses CoHo resources”. For purposes of this policy project also relates to homeowner funded and maintained work as well as team initiated work.

## **Assumptions**

By allowing homeowners to alter a general common element as they modify their units the HOA maybe taking on additional risk that could have financial ramifications to the HOA. This policy assumes that this risk can be mitigated to a level that the community (HOA) is comfortable with by developing creative solutions to address homeowner and community needs, by CoHo team technical reviews and by developing written agreements between the HOA and a homeowner.

It also assumes that the HOA will allow the use of GCE land for personal use with agreed upon written conditions.

## **Policy**

1. A person, persons or team identifies a need and works with Building Team, Grounds Admin Team, or other appropriate team and possibly neighbors to determine strategies to meet that need.

All projects or designs that meet the criteria listed below must follow the Design Review Process Flow (also known as the 10 day review process) and complete a Design Review Form before they are implemented.

- **Is determined by BT to impact structural integrity of the building**
- **Is determined by BT to impact the electrical, plumbing system or HVAC (heating and ventilating system) of the building**
- **Is on the general common element (GCE) portions of the CoHo site**
- **Is on the limited common element (LCE) portion of your unit and affects the view of your neighbor, creates additional noise, or obstructs light or solar access of your neighbors unit**

2. The Design Review Process Flow must be completed **before** any work can start. Any project or design on the Approved Exempt List is not required to use the Design Review Process.

As part of the Design Review Process a proposal is examined by the community for ten days. Within those ten days:

- Individuals with concerns relay those concerns to the initiating homeowner or team and their GAT or Buildings Team liaison
- GAT or BT liaison shares those concerns with the community
- Project initiators and commenters work to find resolution to those comments. GAT, Buildings and CPR are available to assist in getting resolution.

If changes to address comments are significant another 10 day review period may be

required.

3. All completed documents including any HOA agreements must be filed in the Building Team, Grounds Admin Team or Admin Team files.
4. All granting of the use of GCE property is temporary. The HOA reserves the right to rescind any GCE use agreements. Rescinding the use of GCE property by the HOA will be done only when a use has been established by the HOA that provides increased benefit to the membership of the HOA as consented to by the HOA at a business ( board ) meeting

### **Related Documents**

Design Review Process Flow

Design Review Form

Building Team Project Criteria

Grounds Admin Team Design Checklist

Approved Exempt List

### **Revision History**

This policy was created and initially approved 11/18/2007.

The policy was revised, and approved by consensus on 05/15/2011.