DESIGN COMMITTEE

MANUAL OF

RULES AND PROCEDURES

REVISED APRIL 20, 2019
Dear Sunriver Owners & Welcomed Guests,

It is my sincere hope that every property owner in this very special place that we call Sunriver, will take the time to understand the intent and purpose of the Design Committee Manual of Rules and Procedures.

Sunriver was designed without precedent as a place where people could co-exist with nature and a place where recreation is the primary community industry. Set in a unique environment, Sunriver is blessed with natural attributes rarely found in any development. It is of prime importance to the continued aesthetic and ecological quality of Sunriver that all structures and landscaping are compatible with one another, and are in harmony with the natural surroundings. A deep conviction guided the efforts of those who understood this need to reduce man's intrusion and preserve the beauty of the forest environment. To ensure that their plan would reach fruition, the planners and architects of Sunriver adopted strict environmental and architectural standards. These standards were developed to protect the natural attributes that attracted you here in the first place.

Several surveys made it evident that Sunriver owners wish to preserve our quality of life and beauty of the forest environment. It will remain that way and continue to flourish as long as owners not only support, but also fully understand the ideals of those who had a hand in shaping it. Balancing optimum livability and quality of life with sensitivity towards the environment isn't always easy, cheap or popular; it's just the right thing to do!

We didn't inherit Sunriver and its wonderful natural attributes from our parents. We're borrowing it from our children. Giving priority to conservation of our environment over economic considerations is worth every struggle. Tomorrow's generation will thank us for our efforts.

Sincerely,

Hugh Palcic
General Manager
Sunriver Owners Association
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td></td>
<td>iii</td>
</tr>
<tr>
<td>1.00</td>
<td>DESIGN COMMITTEE POLICY AND RESPONSIBILITIES</td>
<td>1</td>
</tr>
<tr>
<td>2.00</td>
<td>GENERAL GUIDELINES</td>
<td>1</td>
</tr>
<tr>
<td>3.00</td>
<td>GENERAL MAINTENANCE AND APPEARANCE</td>
<td>3</td>
</tr>
<tr>
<td>4.00</td>
<td>APPLICATION PROCEDURES AND GUIDELINES</td>
<td>4</td>
</tr>
<tr>
<td>5.00</td>
<td>SUNRIVER BUILDING PERMITS</td>
<td>6</td>
</tr>
<tr>
<td>6.00</td>
<td>CONTRACTOR REGISTRATION AND GUIDELINES</td>
<td>7</td>
</tr>
<tr>
<td>7.00</td>
<td>FEES AND DEPOSITS</td>
<td>9</td>
</tr>
<tr>
<td>8.00</td>
<td>REVIEW AND APPEAL</td>
<td>10</td>
</tr>
<tr>
<td>9.00</td>
<td>INSPECTIONS</td>
<td>11</td>
</tr>
<tr>
<td>10.00</td>
<td>ENFORCEMENT PROCESS</td>
<td>12</td>
</tr>
<tr>
<td>11.00</td>
<td>ENVIRONMENTAL GUIDELINES</td>
<td>13</td>
</tr>
<tr>
<td>12.00</td>
<td>CONSTRUCTION GUIDELINES</td>
<td>13</td>
</tr>
<tr>
<td>13.00</td>
<td>SETBACKS</td>
<td>16</td>
</tr>
<tr>
<td>14.00</td>
<td>MINOR ADDITIONS FOR PROJECTS UNDER CONSTRUCTION</td>
<td>18</td>
</tr>
<tr>
<td>15.00</td>
<td>ENCLOSED ADDITIONS</td>
<td>18</td>
</tr>
<tr>
<td>16.00</td>
<td>GARAGES</td>
<td>19</td>
</tr>
<tr>
<td>17.00</td>
<td>HOT TUBS, PRIVACY SCREENS AND FENCING</td>
<td>19</td>
</tr>
<tr>
<td>18.00</td>
<td>DECKS</td>
<td>20</td>
</tr>
<tr>
<td>19.00</td>
<td>EXTERIOR COLORS</td>
<td>21</td>
</tr>
<tr>
<td>20.00</td>
<td>EXTERIOR LIGHTING FOR SINGLE FAMILY RESIDENCES, TOWNHOUSES, CONDOMINIUMS AND APARTMENTS</td>
<td>22</td>
</tr>
<tr>
<td>21.00</td>
<td>TRASH ENCLOSURES</td>
<td>23</td>
</tr>
<tr>
<td>22.00</td>
<td>LANDSCAPING</td>
<td>23</td>
</tr>
<tr>
<td>23.00</td>
<td>WINDOWS, SKYLIGHTS, AND DOORS</td>
<td>25</td>
</tr>
<tr>
<td>24.00</td>
<td>HEAT PUMPS AND AIR CONDITIONERS</td>
<td>26</td>
</tr>
<tr>
<td>25.00</td>
<td>SIGNS</td>
<td>26</td>
</tr>
<tr>
<td>26.00</td>
<td>OUTDOOR FURNITURE AND SPORTS EQUIPMENT</td>
<td>29</td>
</tr>
<tr>
<td>27.00</td>
<td>ANTENNAS, FLAGS AND FLAGPOLES</td>
<td>30</td>
</tr>
<tr>
<td>28.00</td>
<td>SOLAR PANELS</td>
<td>31</td>
</tr>
<tr>
<td>29.00</td>
<td>MISCELLANEOUS</td>
<td>31</td>
</tr>
</tbody>
</table>
CONSTRUCTION AGREEMENT FOR SINGLE FAMILY RESIDENCE FORM A
CONSTRUCTION AGREEMENT FOR COMMERCIAL, TOWN CENTER, RESORT & MULTI FAMILY FORM B
CONSTRUCTION AGREEMENT FOR ALTERATION ADDITION LANDSCAPING FORM C
SUBMITTAL FORM & APPLICATION FORM D
APPLICATION FOR ADMINISTRATIVE APPROVAL FORM E
REPRESENTATIVE OF PROPERTY OWNER AGREEMENT FORM F
PROPERTY INSPECTION REQUEST FORM G

FEE, PERMIT AND DEPOSIT SCHEDULE SCHEDULE A
REVIEW FEE SCHEDULE SCHEDULE B
SCHEDULE OF FINES SCHEDULE C
SCHEDULE OF SUNRIVER SERVICES SCHEDULE D

SAMPLE PLOT PLAN APPENDIX A
SAMPLE MINOR ADDITION PLAN APPENDIX B
LANDSCAPING IN SUNRIVER APPENDIX C
PROTECTION OF SUNRIVER TREES DURING CONSTRUCTION APPENDIX D
COMMERCIAL SIGN DEFINITIONS APPENDIX E

INDEX
INTRODUCTION

The Sunriver Owners Association (SROA) has the authority and the responsibility for the operation and control of the Sunriver Design Committee (Committee). The functions of the Committee are as outlined in the Consolidated Plan of Sunriver and supporting Village Declarations.

The Committee was established to enhance consistency and assure compliance and equity in the implementation of policies, plans, declarations, conditions, covenants, restrictions and other documentation governing the physical development of Sunriver. The conservation of Sunriver, as an unusually attractive private community in which to live, is dependent largely upon the melding of continuous design excellence with each homeowner’s sensitivity to and protection of the natural environment. The Committee serves as an arm of the Board of Directors to provide continued assurance of: (a) compliance with protective restrictions; (b) design excellence; (c) compatibility of construction; and (d) conservation and maintenance of the natural environment within Sunriver.

The Committee must approve all plans and specifications used for the development of all areas under the jurisdiction of the SROA (within the boundaries of Sunriver) in order to assure that such plans and specifications are consistent with the Consolidated Plan, the applicable Village Declarations and the Rules and Procedures governing the physical development of Sunriver.

The Design Committee Manual of Rules and Procedures (Rules) were approved by the SROA Board of Directors (the "Board") on August 14, 1993, and became effective on January 1, 1994, with respect to all applications made on or after such date, as a mandatory set of requirements governing the architectural control and the maintenance of the natural environment within Sunriver. These Rules and any subsequent amendments to these Rules shall supersede all previous design rules, manuals, amendments and policies. Set forth in these Rules are the policies, procedures and guidelines which are necessary to assist the Committee and the property owners through the design review process. The strength and effectiveness of design review and architectural control are key elements in every "automatic-membership" community such as Sunriver and these processes are performed to enhance the property values of each individual owner. Adoption and implementation of these Rules allows SROA to perform a timely and fair review of all development and construction proposals. The Rules complement and support the Consolidated Plan and the Village Declaration, which are recorded in the Deed Records of Deschutes County and which set out the various conditions, covenants and restrictions that are binding on all property in Sunriver.

The Committee is charged with the responsibility to insure that the design review and control process is effectively administered and that each individual property owner and the community as a whole is treated fairly and equitably. To assure equity for all property owners and achieve uniform and orderly compliance with the Rules, the following procedures will be used to deal with unauthorized property improvements:

1. When an owner requests modification to existing structures, site improvements or landscaping, the Design Committee shall require that all items which were never in compliance with the Rules be brought into compliance as a condition of approval to the current request, whether: (a) the non-complying item was never properly approved; (b) the non-complying item was approved then changed without approval; or (c) the non-complying item for any other reason never was in compliance with the Rules. If any non-complying items described by this sub paragraph of the Introduction come to the attention of the SROA Design staff, they shall take action to seek correction of the items, even if no application for modification has been filed.
2. To reduce fire hazards from chimney embers, to assist emergency response, and to reduce the intrusive characteristics of certain improvements, owners must comply with the following sections of the Design Review Manual not later than January 1, 2004, even if improvements located on an owner’s lot complied with the applicable provisions of a prior Design Manual when they were constructed. The applicable Design Manual Sections are as follows:

a) Spark arrestors shall be installed in conformance with Section 29.04.

b) House numbers of contrasting color in view under a light source and/or on a post at the lane shall be installed in conformance with Section 29.07.

c) Exterior lights shall be shielded in conformance with Sections 20.00 and 30.18.

d) Trash enclosures and a path or walkway from the driveway to the enclosure shall be constructed in conformance with Sections 21.00 and 30.19.

3. No additional items (other than those listed above), which were in compliance with the rules in force when an owner’s structure was approved and built shall be required to be modified in order to comply with the Rules, unless the particular item is replaced or substantially altered.

4. All owners shall provide purchasers of the property being sold with a copy of this Introduction to the Rules and inform them of their obligation to bring and keep the property being purchased into compliance with the applicable provisions of the Rules in general, and specifically the responsibility to conform the purchased property with the requirements of sub-paragraph 2 of this Introduction, unless such property has already been brought into compliance.

5. Upon the request of an owner and payment of an inspection fee (per Section 9.08 of the Rules) the SROA Design staff will inspect the property and issue a certificate regarding its compliance with the provisions of the Design Manual.

You are advised to contact the SROA office prior to filing any application to be sure that you are aware of the most current Rules and any amendments thereto.
In 1995, the SROA Board of Directors approved a policy to have the Community Development Department, when requested by either party of a real estate transaction, conduct a property inspection for an additional fee to determine if there are existing violations of Design Committee rules and Ladder Fuel Reduction standards. In 2004, compliance with Noxious Weed standards will be included in the inspection.

This inspection is voluntary. Real estate agents should, however, make buyers aware of SROA design rules and SROA regulations. Infractions of such rules and regulations could impact future requests for improvements to the property in question and result in fines or other enforcement actions as authorized in the Sunriver governing documents.

SROA will provide Sunriver real estate companies with an annual reminder notice regarding the availability of these SROA property inspection services by the Community Development Department and provide these real estate companies with a copy of the PROPERTY INSPECTION REQUEST form. When an inspection is requested, SROA will charge a fee of $125*. This inspection will include an initial review of the property and one re-inspection to determine if all construction and landscaping improvements were performed in accordance with the Design Committee Rules and any conditions of approval applicable at the time of construction and in accordance with SROA's Ladder Fuel Reduction and Noxious Weed standards. SROA will charge a fee of $25 for each additional inspection requested over and beyond the first re-inspection included with the initial inspection fee. Buyers will be instructed that SROA holds the record owner responsible for any existing violations. Thus, SROA will hold the new owner responsible for any violations not corrected before closing regardless of any agreement between the buyer and the seller.

SROA will require the record owner to consent to the inspection. If the person requesting the inspection is someone other than the record owner, written authorization signed by the record owner must accompany the request. It is recognized that some sale agreements contain an “Inspection Contingency for Professional Inspections” clause authorizing buyers to request professional property inspections. A copy of such agreement signed by the record owner is sufficient authorization for the Property For Sale Inspection provided the inspection is ordered and performed during any time constraints set forth in the sale agreement. SROA will provide the inspection report to the record owner and to the requestor and real estate agents of same.

The Property For Sale Inspection is conducted on site by the SROA Code Enforcement Officer and is limited solely to determining if construction and landscaping improvements were performed in accordance with the Design Committee rules applicable at the time of the construction, in accordance with any conditions of Design Committee approval imposed at the time of approval or if subsequent improvements were made without Design Committee approval. The inspection will also determine if the property is in compliance with current Ladder Fuel Reduction and Noxious Weed standards. All decisions by the Code Enforcement Officer relative to a Property for Sale Inspection will be made based on the files of record. The Code Enforcement Officer does not have the discretionary decision making authority of the Design Committee and therefore confines his/her inspection to decisions previously made by the Design Committee and whether any improvements were constructed, changed and/or modified without first receiving Design Committee approval.
All interested parties should note the following:

- Owners should be aware that if and/or when they submit plans for future improvements, the Design Committee may in its sole discretion, require owners to bring additional items into compliance with current standards that were not noted in a previous property for sale inspection upon the finding that the item in question is not in compliance with applicable provisions of the current Design Committee Manual of Rules and Procedures.

- The scope of this inspection is not intended to usurp the Design Committee's authority regarding future decisions, nor does it include any review or analysis of civil, mechanical, structural, geotechnical, or other engineering, building, surveying or zoning code compliance or similar considerations.

- As it may pertain to siting/surveying errors and encroachments, this inspection only includes a cursory review of the relationship of improvements to setbacks and property lines due to the fact that a survey of the property is not required and the SROA staff performing the inspection is not a licensed surveyor. Therefore, discrepancies between the approved plans and actual as built conditions relative to the site, property lines and established setbacks may not be obvious or noted in the inspection report.

- The Sunriver Design Committee, the SROA and the Sunriver Community Development Department, or any member of staff thereof, shall not be liable for any encroachments into established setbacks, easements, neighboring property or SROA owned property. Buyers should be advised to have a property survey done by either a licensed surveyor or an engineer.

Neither the Sunriver Design Committee, the SROA or the Sunriver Community Development Department, or any member of staff thereof, shall be liable to any owner, occupant, builder, developer, or real estate licensee for any damage, loss or prejudice suffered or claimed on account of any action or failure to act of the Sunriver Design Committee, the SROA or the Sunriver Community Development Department, or any member thereof.

*Effective 1/1/20 per SROA Board of Directors
1.00 DESIGN COMMITTEE POLICY AND RESPONSIBILITIES

1.01 All Sunriver property that is subject to the Consolidated Plan, and/or any Village Declarations and deed restrictions, shall be subject to these Rules. Exterior improvements or changes of any kind require Committee approval. This includes, but is not limited to: (a) all new building; (b) major and minor exterior remodeling; (c) painting; and (d) all site improvements (such as changes in the natural environment, existing surface drainage, and the placement of berms).

1.02 The Committee is responsible for reviewing all plans and specifications for any development and/or improvements within Sunriver to determine architectural compatibility and compliance with the Consolidated Plan and any applicable Village Declarations.

1.03 The Design Committee may in its sole discretion withhold consent to any proposed work if the Committee finds that the proposed work would be inappropriate for the particular unit or incompatible with the high design standards that the Developer intended for the Village or area where it is located. If these rules are silent on the standard for any consent, approval determination, or other similar discretionary action by the Design Committee or the Board, the standard shall be sole and absolute discretion as opposed to any standard of good faith, fairness, or reasonableness. Considerations such as siting, shape, size, color, design, height, impairment of the view from other parcels within the Village or other effect on the enjoyment of other parcels or common areas, disturbance of existing terrain and vegetation, and any other factors which the Design Committee reasonably believes to be relevant, may be taken into account by the Committee in determining whether or not to consent to any proposed work.

1.04 The Committee has NO responsibility for:

   1.04.1 The structural integrity, safety features or building code compliance for any structure or improvement to an existing structure.

   1.04.2 Geologic, natural or other possible hazards caused by conditions occurring either on or off the property.

   1.04.3 The internal operation or functional integrity of the structure or improvement.

   1.04.4 Siting and surveying errors including any encroachments into established setbacks, easements, neighboring property or SROA owned property. Owners are advised to have a property survey completed by a licensed surveyor prior to commencement of any construction activity.

   1.04.5 The accuracy of any plans of record and/or on file with SROA. It is the applicant’s and/or the owner’s responsibility to ensure the accuracy of the plans and information submitted and/or obtained from SROA.

Note: General land use requirements and building codes are established by Deschutes County, National Wild and Scenic River Act, and the Oregon State Wetlands Act and other agencies. Owners, builders and developers must comply with all applicable laws and regulations as well as these Rules, the Consolidated Plan and applicable Village Declarations.

2.00 GENERAL GUIDELINES

2.01 At Sunriver the existing landscape and climate are important factors which must be considered in the design of any improvements and alterations. All architectural elements shall be subordinate to the forest, blend with the natural landscape, and maintain the integrity of the forest environment and open spaces.

2.02 Written approval of the Committee is required for all new construction, demolition, landscaping, and interior alterations increasing the number of sleeping areas or reducing garage parking space and exterior alterations to any existing structure or property located in Sunriver. Violation of this rule constitutes a Class "C" infraction.

   2.02.1 The fee for any submittal of the Design Committee for written approval of any modification which did not receive approval prior to project initiation may be equal to three (3) times the specified amounts listed on the most current fee schedule for such modification (see Schedules A and B), as determined by the Director of the Community Development Department. Such increased fee shall be in addition to any fine levied for the infraction.
2.03 Exterior alterations include, but are not limited to: Painting, re-roofing, exterior doors and windows, construction of driveways, garages, carports, porches, flagpoles, heating and air conditioning units, spas, spa and equipment enclosures, sports facilities, signs, exterior lighting, and any other exterior addition alteration or demolition of any improvement, structure or property.

2.04 Interior modifications/alterations are: any revisions to the existing floor plan that would increase the number of existing and previously approved sleeping areas and/or reduction of an existing garage parking space (refer to Sections 12.09.04, 16.05, and 16.06 of the Rules).

2.05 Written approval is required for all affixed or free standing exterior decorative objects whether they be natural or man made. Installation of such objects without prior written approval shall constitute a Class "C" infraction.

2.06 All new construction will be evaluated on such criteria as site, proportion, orientation, color, architectural design and compatibility with the surrounding environment, and neighboring structures. These architectural guidelines and regulations encourage a community of individually diverse and outstanding architectural designs that create neighborhoods that complement and grow out of their beautiful natural setting. They are not intended to dictate specific architectural styles that must be used within the Sunriver community. Rather, the intent is to give property owners and their architects or designers Sunriver’s design framework and the standards for design that will be constructed within its jurisdiction.

2.07 There are several guidelines outlined in the Consolidated Plan, and the Village Declarations, which are binding upon the Committee and all property owners. General Provisions for and Restrictions on Use of Private Areas as outlined in the governing documents generally pertain to:

2.07.1 Residential Use
2.07.2 Temporary Structures
2.07.3 Appearance
2.07.4 View
2.07.5 Offensive or Obtrusive Conditions

Note: All owners should reference applicable Village Declarations for more precise definition as to what is permitted in Sunriver. These documents can be reviewed at the SROA office.

2.08 In addition to the other criteria set forth in these Rules, an application may be granted only upon finding that the proposal meets the following criteria in the sole and absolute discretion of the Design Committee.

2.08.1 That the proposed use is consistent with the purposes and policies of The Consolidated Plan, applicable Village Declarations, these Rules and any applicable zoning ordinance and/or other applicable laws and regulations.

2.08.2 The size, location and architectural design of the proposed use are such that it shall have minimal adverse impact on the property value, livability and permissible development of the surrounding area. Consideration shall be given to compatibility with the immediate vicinity and to any other impact the proposed improvement would have upon the Sunriver community. All design elements, materials and proportions should be consistent with the architectural style chosen. Materials should be characteristic of Central Oregon such as wood, native stone and tinted/textured concrete masonry units. Roofs should be designed to reduce the apparent mass of a building, add visual interest and be appropriate for the architectural style of the building. Designs should generally be asymmetrical and should emphasize horizontal rather than vertical building forms. Exterior walls shall be constructed using a combination of architectural features, a variety of building materials and landscaping to reduce the scale and massing. Buildings shall incorporate changes in direction (articulation) and divide large masses into varying heights and sizes. To further reduce the scale and massing of structures, all two-story or taller structures should include single story or lower story elements. Two story or taller structures should incorporate a partial
second or higher story rather than stacked stories. Higher masses should generally occur toward the center with lower profiles occurring toward the outer portions of the structure. As a rule of thumb for a two story structure, 60% of the actual square footage should be on the ground floor with no more than 40% on the second story. In any case, the square footage of each floor level above the ground floor level shall be materially less than the first floor. Diversity of heights and reduction of massing is the desired outcome.

2.08.3 The site planning and design of the proposed improvements shall, as far as reasonably possible, provide an aesthetically pleasing and functional environment to the highest degree consistent with the nature of the use and the given setting. All structures should be located on the site with a minimum of disruption to the natural topography and landscape. In other words, the structure should be designed for the site; the site should not be modified to fit the structure. The goal is to integrate the structure with the site and not allow the structure to dominate the site. Consideration shall be given to maintaining design excellence, and sensitivity to the natural environment. Structures should be specifically designed for the lot where they are proposed, as opposed to trying to make stock plans fit. A structure’s design should be appropriate to its setting, and should exhibit architectural integrity, simplicity, and a sense of proportion. Architectural diversity, individuality and an emphasis on quality, not size are all-important considerations.

2.08.4 Maximum lot coverage by homes and structures in a Single Family Residential (R.S.) District shall be 35% of the lot area. Maximum lot coverage by structures in all other Districts within Sunriver shall be as required by the Deschutes County zoning ordinance for that District. All areas of the lot covered by buildings and structures including any deck that is not deemed to be grade level (more than 12 inches above finished grade), and all areas within any screened enclosure (i.e. hot tub enclosure, dog run, privacy area, trash and mechanical enclosures) are to be included in calculating the total lot coverage. Eaves and any driveway, walkway, deck, patio or porch that is deemed grade level (12 inches or less above finished grade) will not be considered in determining lot coverage. Any improvement affixed to a grade level deck or patio (such as: benches, railings, walls, screens, trellises, roofs, etc.) shall classify the entire area as an above grade level improvement and therefore be included in the lot area calculation. The Design Committee in its sole discretion, for the purpose of permitting the construction of items which are required to be screened by the rules (i.e. mechanical equipment, enclosures, trash enclosure, hot tub, etc). can make exceptions to this rule (Section 2.07.4) for homes approved prior to January 2002. Lot coverage guidelines do not, however, establish an automatic right to develop to the boundaries of the envelope or to the maximum allowable lot coverage. The Design Committee has absolute discretion to require a lesser lot coverage ratio than might be otherwise permitted in any District, in order to protect significant natural features, or to ensure compliance with the architectural guidelines and core principles of the Design Committee Rules.

2.08.5 In no event shall more than five (5) single family residential homes be allowed in Sunriver which, in the opinion of the Committee, are of the same basic design with similar exterior elevations. The Committee may also consider location of similarly designed homes and proximity to one another in rendering a decision on any submittal. It is the intent of these Rules to encourage a wide variety of architectural design within Sunriver and to discourage excessive repetition. Changes to roof design, window location, wing walls and other exterior elevation features will be considered by the Committee on a case by case basis to determine whether the proposed design is sufficiently different.

2.09 Deschutes County requires that a building permit be obtained and for some types of development a Site Plan Review may also be required from their planning department prior to beginning construction on any structure or making any additions or changes to an existing structure (refer to Appendix “G” of the Rules and contact the Deschutes County Planning Department for requirements).

3.00 GENERAL MAINTENANCE AND APPEARANCE
3.01 Provisions for, and maintenance of strict standards for the improvement and maintenance of private areas within Sunriver assure that property will have maximum value for those who acquire it. By requiring proper maintenance of improvements and grounds within private areas, deterioration of any individual property is prevented and quality of life is enhanced for those owners of adjacent property.

3.01.1 Reference should be made by all owners to applicable Village Declarations and the Sunriver Rules and Regulations for additional rules that pertain to maintenance and appearance.

3.01.2 Items not requiring Committee approval such as non-permanent recreation equipment, sports facilities, bicycles, toys, etc. shall not be left around the property in an unsightly manner and shall be kept out of view when not in use. (The term "permanent" shall mean any item which cannot be brought indoors on a nightly basis or when not in use).

3.01.3 Cables, chains, ropes, etc. attached to trees for the purpose of securing a pet, fencing, clothes lines, etc. shall not be permitted. Securing a pet to a cable, tree, stake, etc. lends to the destruction of the natural vegetation and can be unsightly. Screened pet runs are permitted (refer to Section 17.07 of the Rules) but require Design Committee approval. Dog houses, unless inside a screened, approved dog run, are prohibited.

3.01.4 Nothing shall be nailed, screwed, or permanently attached to a tree (except as permitted in Section 22.11.5).

3.01.5 Violation of this rule constitutes a Class "C" infraction.

4.00 APPLICATION PROCEDURES AND GUIDELINES

4.01 The applicant is charged with the responsibility of being aware of all rules and regulations that relate to any application and that the following approvals may be required prior to submitting plans for final Design Committee approval.

4.01.1 Preliminary Approval. Preliminary review and approval is required prior to submittal for final review for all new single and multi family residences, and all new commercial and resort projects. Preliminary review of any major remodel is strongly recommended. Review of preliminary plans shall be of an advisory nature; therefore, such submittal may consist of informal presentations. At a minimum the submittal shall include a site plan showing the location of the proposed structure(s) on the lot together with its/their relationship to the lot lines and contour lines drawn to scale (1” = 10’ min) and all exterior elevations of the proposed structure(s) (1/4” = 1’). All preliminary submittals shall be submitted in accordance with the application procedures and guidelines set forth in Section 4.00.

4.01.2 Sub-Association Approval. If the property is governed by a sub-association, or is within a commercial or resort area, written approval from the sub-association or owner/manager of the commercial or resort area is required prior to final submittal to the Sunriver Design Committee.

4.02 All applications to be reviewed by the Committee are to be submitted through the Community Development Office. The plans and the application shall be developed in accordance with Sections 4.04, 4.05, and 4.06 of the rules. The plans, the application, the appropriate construction agreement (reference Form A, B or C), the appropriate review fee and the construction deposit (refer to Section 7.00 of the rules) must be filed with and accepted by the Community Development Office no later than 12:00 noon two weeks prior to the next Design Committee public meeting. See Schedule E (Schedule and Submittal Deadline). In accordance with Section 4.16 corner pins shall be located and the property shall be staked and strung prior to the submittal deadline (Exception: only corner pins need to be located for Preliminary review. However, it is strongly recommended that the property be completely staked and strung in accordance with Section 4.16). The Committee meets twice a month. The time of each meeting is noted on the agenda, which is available at the SROA Community Development Office and also posted on the SROA website at www.sunriverowners.org ten days prior to the next scheduled meeting.
If the applicant is other than the owner, Form F must be signed by the applicant and submitted at the time of application.

4.03 Buildings in a Single Family Residential District shall be sited for maximum passive solar application with the Deschutes County Planning Department prior to submitting to the SROA.

4.04 Four sets of plans are to be submitted for Committee review. Except as permitted above for preliminary submittals, all plans shall include a site plan, all elevation views noting all exterior materials, floor plans, building cross sections, and any other information as specifically required by Form "D" of the Rules. **Reverse floor plans and elevations are not accepted.** The floor plans and elevations submitted are to be true reflections of the structure to be built on the site. No reversed lettering or dimensions on submitted documents will be accepted. No documents with excessive red marks or pencil marks noting revision of building design will be accepted. All plans (including preliminary plans) submitted must: be of a professional quality; be drawn to scale; accurately reflect existing and as built conditions; and clearly reflect the applicant’s intentions. Caution should be exercised when using old plans of record or archived plans for remodels and additions. It is possible that the plans of record are not accurate. It is the applicant’s and/or the owner’s responsibility to ensure the accuracy of the plans and information submitted.

4.05 Decisions of the Committee shall be made in scheduled meetings on agenda items only. Where changes are non-controversial and of a minor nature, they may be approved administratively. Administrative decisions are decisions made by the Chairman, or a Committee member designated by the Chairman, subject to appropriate documentation for record purposes. If the Chairman determines that the application submitted for Administrative approval should be reviewed by the full Committee, then the application will be reviewed by the Committee immediately following the next scheduled Committee meeting. Administrative reviews are reviewed at the end of the regular agenda. The Community Development Office will have the decision available the following Tuesday after the Committee meeting. Applicants may attend this portion of the meeting. Applicants will be notified by mail of the outcome of any administrative decision by the Committee Chairman within ten working days.

4.06 Application for Administrative Approval requires a fee (refer to **Section 7.00** of the Rules), one set of plans, and an Application for Administrative Approval Form (refer to **Form "E"** of the Rules) submitted to the Community Development Office. Paint samples are to be provided (refer to **Section 19.06** of the Rules). Roof materials and other samples are to be provided by the applicant unless special arrangements are made through the Community Development Office.

4.07 If for any reason an applicant withdraws a proposal from the agenda prior to the review, the proposal will be rescheduled within 60 days on a date acceptable to the applicant. If this is unacceptable to the applicant, the applicant must resubmit a new proposal in compliance with all proper requirements, **accompanied with new fees.** The original review fees are automatically forfeited at the time the plans are withdrawn; however, the construction deposit will be refunded.

4.08 The applicant and owners of property within 300 feet of a proposed construction site will be notified when a plan is either initially submitted or resubmitted for Committee review; comments concerning such notification are solicited. Interested parties are welcome to review the plans, which have been placed on site for the mandatory "on site review" by Committee members. However, under no circumstances shall the plans be removed from site.

4.09 In the event that a request is made to the Committee for consideration of any plans, which may be in conflict with existing zoning, setback requirements or other conditions, the Committee shall defer consideration of the proposed project until such issues are officially resolved by Deschutes County or SROA.

4.10 In the event that an applicant or property owner submits a plan to the Committee for approval when conditions on the property are in violation of existing Rules, the Committee upon a majority vote shall be entitled to withhold approval of the submission pending complete correction of all violations. The Community Development staff may at times request the Committee to withhold approval of a submission when they are aware of property conditions which are in violation of the Rules, Covenants and Restrictions. A majority Committee vote for withholding approval is also required in such cases.
4.11 When an application is submitted for Administrative Approval on an existing structure, a Committee member will personally visit the site to better understand the applicant's request and, while there, shall also note any items on property which appear to be in non-compliance with the current Rules.

4.12 With the exception of administrative approvals, when an application which requires an SROA Building Permit is approved, the applicant must wait ten working days and have submitted the appropriate construction agreement signed by the owner of record before an SROA building permit through the Community Development Office can be issued (refer to Section 5.01 of the Rules).

4.13 If the application is deferred the applicant must resubmit under the normal guidelines. Fees only have to be paid once unless the project is denied. If the application is deferred three times the project is considered denied.

4.14 When a specific application is denied, no reapplication for substantially the same proposal on the same property may be made for a three year period following the date on the final denial decision. If significant changes are made to the initial proposal the applicant may refile an application on the changed proposal, and if the changed proposal is within six months from the initial proposal, the applicant will not be charged with an additional review fee. After a period of six months has elapsed, a changed proposal will require new forms, review fees, and a construction deposit. If the application is denied for the second time, the applicant may file an appeal with the Board (refer to Section 8.00 of the Rules).

4.15 Applicants will be mailed a copy of the decision rendered by the Committee not less than 10 working days after the Committee has rendered its decision. In the event that a request for either review or appeal is received (in accordance with Section 8.00 of the Rules) issuance of a building permit will be deferred until a final decision is rendered.

4.16 The actual corner pins must be located and be visible for inspection. If a corner pin cannot be found, a licensed surveyor must be retained to locate or replace the corner pin. Except as permitted for Preliminary review, staking shall be accomplished with substantial stakes, which shall be a minimum of three (3) feet in height. Stake out with use of colored string or ribbon is to clearly denote: foundation line, first floor, first floor decks, trash, mechanical, and storage enclosures, upper floor(s) (if it overhangs the first floor) second floor decks with exterior stairs and driveways. Property lines are also to be staked and strung and shall remain until the project is completed. All trees proposed for removal shall be identified by tying a ribbon around them. They shall not be painted or otherwise harmed. The application may be deferred in the Design Committee's sole discretion if: 1) The corner pins have not been located and/or are not visible; and or 2) Staking and stringing has not been accomplished in accordance with these Rules. Where staking is impractical, the Director of Community Development may approve an alternate method of displaying boundary lines.

5.00 SUNRIVER BUILDING PERMITS

5.01 After approval of final plans, a building permit shall be obtained from the Community Development office and be prominently displayed at the job site prior to commencement of any construction or demolition/preparation activity including the removal of any vegetation. Commencing construction prior to obtaining a Sunriver building permit and displaying it at the job site is prohibited and will result in work stoppage and/or a fine. Violation of this rule constitutes a Class "C" infraction.

5.02 Committee approval is valid for 12 months from the date of such approval, which includes new construction, demolition, remodeling and landscaping. If construction/demolition has not begun within that time, a new application must be made and all previous fees and deposits will be forfeited.

5.03 Building permits are issued in 3-month increments up to a maximum of two years. A current permit must be kept on file until the project is completed and has received final inspection approval. Completion of construction is defined as follows: the finalization of the project in accordance with all applicable rules including all conditions of approval and items noted in the final inspection report. Permits should be initially purchased for the duration of time it will take to complete the project. If additional time is needed, permits shall be purchased prior to the expiration of the current permit, in increments of three months up to the maximum allowable two years. If after two years or upon expiration of the building permit, whichever is earlier, the project is not completed in accordance with the definition stated in this section, the construction deposit is forfeited and the owner and/or contractor will be subject to a fine along with any other enforcement action necessary to bring the project into compliance with the rules. Violation of this rule constitutes a Class “C” infraction.
5.04 With the exception of administrative approvals, no building permit will be issued by the Community Development Office prior to ten working days after the Committee renders its decision to allow for appeals by anyone opposed to the Committee’s approval. In the event that a request for either review or appeal is received in compliance with Section 8.00 of the Rules, issuance of a building permit will be deferred until a final decision is rendered in accordance with the provisions of Section 8.00 of the Rules. In the event that a request for a hearing before the Magistrate or Judicial Council, relative to a violation of the rules, is received in accordance with the applicable rules, the Design Committee in its sole discretion will determine if the violation warrants withholding issuance of the building permit or, in the case of a project under construction, work stoppage until the violation has been officially resolved, the violation has been corrected or the fine has been paid. The appropriate construction agreement signed by the owner of record must be on file prior to issuance of the building permit.

5.05 The general contractor or owner acting as his own general contractor is responsible for managing the construction or other work being performed on property to assure that all work is completed in accordance with all applicable rules and in a high quality workmanship like manner. Environmental considerations, as well as full compliance with Section 6.00 of the Rules shall be the responsibility of the general contractor or owner acting as his own general contractor. Any change in general contractor or owner prior to receiving final inspection approval must be submitted in writing to the Community Development Office. In the event that a change in ownership occurs, new construction agreements signed by the new owners and new construction deposits must be submitted once the new owners take possession of the property. Failure to comply with this rule will result in work stoppage and/or a fine. Violation of this rule constitutes a Class "C" infraction.

5.06 Upon completion of the construction, demolition, alteration, landscaping or minor addition, a written notice of completion must be sent to the Community Development Office (refer to Section 9.06 of the Rules).

5.07 The Director of Community Development may withhold issuance of a building permit where there exists prior violations of these Rules, the Sunriver Rules and Regulations, the Consolidated Plan, or any applicable Village Declaration by the contractor.

6.00 CONTRACTOR REGISTRATION AND GUIDELINES

6.01 Any company, contractor, or sub-contractor making an application for a Sunriver Building Permit, and/or working on a project in Sunriver which requires Committee approval, must be registered with the SROA Community Development Office, and shall furnish and agree to the following:

6.01.1 An annual registration fee (refer to Section 7.00 of the Rules).

6.01.2 A current and valid Oregon Construction Contractors Board License, (unless owner-built for owner use).

6.01.3 Certificates of insurance and name of agents for commercial liability, bond and workers compensation insurance, unless owner-built for owner use.

6.01.4 Current Contractor Permits. Contractor permits must be renewed at the first of each calendar year and will only be issued by the Community Development Office upon successful compliance with this section (6.01) of the rules and payment of the contractor registration fee. All contractors, sub-contractors, etc. shall have contractor permits or copies of such in any vehicle that is on a Sunriver job site. Any contractor or sub-contractor working on any project requiring Committee approval must be prepared to show proof that they are currently registered with the SROA Community Development Office or are an employee of a registered contractor. Violation of this rule constitutes a Class “C” infraction.

6.01.5 Familiarity and compliance with all applicable Design Committee Rules and Sunriver Rules and Regulations.

6.01.6 A passing score (80%) on a written test of Design Committee Rules and Procedures. If a contractor wishes to have the contractor’s business listed in SROA’s registered contractor list, the contractor must pass the foregoing written test.
6.01.7 General contractors (or owners acting as their own general contractors) shall be responsible for the actions of their sub-contractors, employees and any other person, company or business caused to be a visitor of Sunriver by such general contractor or owner.

6.01.8 Work on any project within Sunriver requiring Committee approval being performed by any company, contractor or sub-contractor who is not registered with the Community Development Office shall be cause for immediate work stoppage and/or a fine. The one exception to this Rule is if the builder/worker is also the owner. **Violation of this rule constitutes a Class "C" infraction.**

6.01.9 SROA may refuse to register or may revoke registration of any contractor or sub-contractor who knowingly and repeatedly violates Design Committee Rules, Sunriver Rules and Regulations, or fails to comply with conditions of approval for construction. Any contractor or sub-contractor who is refused registration or whose registration is revoked under this section may be temporarily registered for the time necessary to complete works in progress under contract at the time of registration.

6.02 Each general contractor, sub-contractor or person working in Sunriver shall abide by all the Rules and Regulations governing Sunriver including, but not limited to, the following:

6.02.1 It is the responsibility of all general contractors, and owner/builders to notify the Community Development office of any changes to the approved construction documents on file with the Committee and receive approval of any changes prior to making them. Making changes prior to receiving approval will result in work stoppage and/or a fine. **Violation of this rule constitutes a Class “C” infraction.**

6.02.2 It is the responsibility of all general contractors and owner/builders to comply with all conditions imposed by the Design Committee that the approval is subject to. **Violation of this rule constitutes a Class “C” infraction.**

6.02.3 No animals will be allowed on the job site in or out of a vehicle. **Violation of this rule constitutes a Class "E" infraction.**

6.02.4 Portable toilets shall be made available for workers at the job site prior to the commencement of any construction activity. Portable toilets must be available until permanent toilets are functional. Placement of the portable toilet is subject to approval by the Committee. Violation of this requirement will result in a "Stop Work Order".

6.02.5 All building materials will be stacked and stored on the job site within the staging area denoted on the plot plan. Staging areas shall be confined to the area proposed for the driveway or approved by the Committee. **Violation of this rule constitutes a Class "D" infraction.**

6.02.6 There shall be no trespassing across the adjoining lots or common ground. **Violation of this rule constitutes a Class "C" infraction.**

6.02.7 A receptacle for trash accumulation at the job site shall be provided with weekly trash pick-up and removal. A covered trash container for construction workers' personal trash shall also be provided. Any container leaving the site shall be covered. The site shall be kept free of trash and debris. **Violation of this rule constitutes a Class "C" infraction.**

6.02.8 No radios or music allowed on job site except indoors during interior work if the house is completely closed in with all windows and doors and the volume is such that it cannot be heard from the outside. **Violation of this rule constitutes a Class "C" infraction.**

6.02.9 No construction work will begin before 7:30 A.M. or continue after 7:00 P.M. To alleviate the noise factor and preserve the tranquility of the area, exterior construction work is not permitted on Sundays or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Interior work on new homes and on existing structures is permitted on Sundays and holidays, during the above permitted working hours, if all exterior walls are closed in, all exterior openings are complete such as doors, windows,
skylights, etc. and are closed during interior work construction. Violation of this rule constitutes a Class "C" infraction.

6.02.10 Construction parking shall be as follows:

a. All parking shall be where practical, off-street or on the driveway of the construction permit. Parking on common ground is prohibited except as noted in Section 6.02.10c.

b. Vehicles or equipment which cannot park off the street shall be required to park on one side of the street or lane in a manner which does not block the access of emergency vehicles or equipment. This manner of parking shall only be allowed during normal permitted working hours (refer to Section 6.02.9). No overnight on street parking is permitted.

c. Should it be necessary for vehicles to park partially on common ground next to the paved portion of the street, (parallel to the road surface with at least two wheels on the pavement), the contractor responsible for the permit shall restore the common ground to its natural state. (Refer to Section 9.06.2 and 12.08).

d. All vehicles parked on or near the job site will be so designated as a registered contractor by a visible contractor parking permit displayed prominently on the dashboard or window of the vehicle.

e. The parking privilege described in this Section 6.02.10 is revocable at any time for just cause deemed by the Design Committee.

f. No vehicle or equipment shall be left in the street if the attendant is not on the job site. An attendant must be readily available to move the vehicle or equipment if necessary in case the vehicle is required to clear the street in times of emergency access or snow plowing.

g. Temporary structures or construction trailers, which have been approved by the Committee, may be permitted on a property during the period of construction. Any temporary structures shall be removed within 15 days after completion of construction. Under no circumstances shall temporary structures or construction trailers be used as living quarters.

h. Violation of this rule constitutes a Class "C" infraction.

6.02.11 Warming fires shall be confined to a barrel with appropriate screen during colder winter months. A permit from the Sunriver Fire Department is required. Violation of this rule constitutes a Class "C" infraction.

6.02.12 Temporary construction trailers shall comply with Section 12.11.1 of the Rules.

6.03 Property owners wishing to act as their own general contractor shall assume the same responsibility and follow the regulations as any other builder (refer to Section 6.02 of the Rules).

6.04 Work stoppage shall occur when a project encroaches upon a "setback" or does not conform to the plans approved by the Design Committee or the conditions of approval imposed by the Design Committee and the contractor and/or owner may be subject to other penalties as prescribed by the rules (refer to Section 9.00 of the Rules).

7.00 FEES AND DEPOSITS

7.01 Design Review, Appeal, Inspection and Permit fees (refer to Schedule "A" of the Rules) are established to help cover costs of the Design Committee and Community Development Office to assure satisfactory compliance with these Rules.
7.02 Construction Deposits (refer to Schedule "A" of the Rules) are held in escrow until the project has received final inspection approval or until the building permit expires. Construction deposits are refundable or may be forfeited (refer to Section 9.06 of the Rules).

7.03 Annual contractor registration fee (refer to Schedule "A" of the Rules).

8.00 REVIEW AND APPEAL

8.01 No request for appeal will be accepted until a "final approval" with or without conditions or a "final denial" has been rendered by the Design Committee.

8.02 The following portion of the Consolidated Plan of Sunriver (Section 8.05) governs appeals from Design Committee decisions:

8.05 Review and Appeal.

a. Review and Appeal by Applicant. In the event that a decision rendered by the Design Committee is unacceptable to the applicant or his representative, such person or persons may:

(1) Request a review of such decision by the Design Committee by directing a written request of such review to the Sunriver Owners Association by certified mail postmarked no later than ten (10) working days after the decision is rendered by the committee. Such review shall be held by the committee at its next regularly scheduled meeting.

(2) In the event that the decision rendered by the Design Committee upon review is unacceptable to the applicant or his representative, such person(s) may request hearing before an Appeals Board whose membership shall consist of the President of the Sunriver Owners Association, the Chairman of the Covenants and Enforcement Committee to the Sunriver Owners Association, or any successor to such committee, and a third member to be selected by the aforementioned two (2) members. Such third member shall, if feasible, have special knowledge pertinent to the application under consideration. Request for such appeal shall be directed in writing and by certified mail to the Sunriver Owners Association and postmarked no later than ten (10) working days after the decision was rendered by the Design Committee upon review. The decision by the Appeals Board shall be final.

b. Appeal by Owner other than Original Applicant. In the event that a decision rendered by the Design Committee is unacceptable to any owner other than the applicant, such owner or his representative may request review by an Appeals Board, the membership of which shall be described in Section 8.05.a above. Request for such appeal shall be directed in writing and by certified mail to the Sunriver Owners Association and postmarked no later than five (5) working days after the final decision is rendered by the Design Committee. The decision rendered by the Appeals Board shall be final.

Written request for appeal shall be accompanied by a payment of an appeal fee in an amount as set forth in the Design Committee Rules (refer to Schedule “A”).

c. Miscellaneous Provisions

(1) Members of the Appeals Board shall not discuss any case referred to the Design Committee for review to the Appeals Board itself until such time as the case is scheduled at the formal hearing conducted by the Appeals Board.
(2) The Appeals Board shall hear any case submitted to it within fourteen (14) days of receipt of request for appeal.

(3) No building permit shall be issued by the Design Committee less than ten (10) days after the Design Committee renders its decision. In the event that a request for either review or appeal is received within the time limits as specified, issuance of a building permit will be deferred until a final decision is rendered in accordance with the provisions of Section 8.05.

(4) In the event that a request for review or appeal is received in accordance with the provision in Section 8.05, notice of the request and its scheduled hearing date and time will be sent to the person or persons initiating the request and property owners entitled to notice under the Design Committee rules and regulations. This notice will be mailed within three working days of receipt of the request.

8.03 It shall be the function of the Appeals Board to review final decisions of the Design Committee when an appeal is requested by any party following the procedure for filing an appeal set forth in Section 8.05(a) or (b) of the Consolidated Plan of Sunriver. The Appeals Board shall consider only matters presented at the time of the Design Committee hearing and/or rehearing. The sole issues before the Appeals Board shall be whether the Design Committee properly applied the Design rules to the facts before it at the time of the hearing and/or rehearing, and whether any exercise of discretion granted by the design rules constituted an abuse of discretion.

9.00 INSPECTIONS

9.01 All requests for inspections are the responsibility of the general contractor or property owner acting as his own general contractor. If the General Contractor has failed to request the proper inspection through the Community Development Office the property owner is ultimately held responsible. Failure to call for and receive approved inspections and/or making building alterations or changes of any kind, which are not in compliance with approved plans, will result in work stoppage and/or fines being levied.

9.02 All requests are to be directed to the Community Development Office (refer to Appendix “G” of the Rules).

9.03 Footing Inspections: Footing and site inspections are required and shall be requested a minimum of 24 hours prior to placement of concrete. The Community Development Staff will determine whether or not the form work for the foundation is positioned in compliance with the approved plans. If the form work for the foundation is not in compliance with the approved plans, a stop work order will be issued requiring work to stop immediately and remain in effect until the form work correctly matches the approved plans and passes inspection or a new site plan is submitted for Administrative review and approved (refer to Section 4.06 of the Rules). The Community Development Staff will also check the site plan for compliance with tree removal. Any tree removed that is not approved for removal by the Design Committee or with a permit from the Natural Resources Department will subject the general contractor or property owner acting as his/her own general contractor to fines as provided for in the Sunriver Rules and Regulations. Failure to call for and receive a footing inspection prior to pouring concrete will result in a stop work order and/or a fine. Violation of this rule constitutes a Class “C” infraction.

9.04 Tree Protection Inspections: Properties under construction may be inspected periodically for tree protection compliance by the Community Development and/or Natural Resources Staff. Failure to implement any of the tree protection measures required by the Design Committee as a condition of approval will result in a stop work order and/or a fine. Violation of this rule constitutes a Class “C” infraction.

9.05 Ridge Height Inspections: Ridge height inspections may be requested by the Design Committee or the Community Development office, if the approved height is in question. If a ridge height inspection is requested, it is the responsibility of the contractor to demonstrate to the Community Development Staff the ridge height of the new construction and that it is in compliance with the Committee approved plans. If the ridge height is in violation work is to stop immediately, and revised plans are to be submitted for Administrative review (refer to Section 4.06 of the Rules). Work may not resume until approval has been received from the Committee.
9.06 Final Inspections: Upon completion of the construction, alteration, landscaping or minor addition, a written notice of completion must be sent to the Community Development Office (refer to Appendix “G” of the Rules). The new construction, alteration, minor addition, or landscaping will be inspected for conformity with the approved application. Non-approved exterior changes will result in forfeiture of the construction deposit and/or a fine. Within 14 working days Community Development staff will review the project and the construction deposit will be returned provided:

9.06.1 All improvements, modifications, or changes are completed in accordance with the approved application materials, all conditions of approval, and all applicable provisions of the rules.

9.06.2 Any vegetation, adjoining property, common ground, roadway or pathway that is damaged or disturbed during construction/demolition is repaired or restored to the condition that existed prior to construction/demolition (subject to Community Development office approval and in the case of roads, and/or pathways, the Public Works Department).

9.07 Failure to comply with the Rules for inspections will result in a stop work order and/or forfeiture of construction deposits and/or a fine. Violation of this rule constitutes a Class “C” infraction.

9.08 Inspections may be made at any time throughout construction/demolition to insure compliance with these Rules.

9.09 Prior to closing when a property is sold, the owner can request an inspection to determine if the property is in compliance with these rules (refer to Section 9.02 of the Rules).

9.09.1 An inspection fee is required (refer to Section 7.00 of the Rules) and must be paid by the owner.

10.00 ENFORCEMENT PROCESS

10.01 Violation of the Rules may result in fines or stop work orders as provided by the Consolidated Plan of Sunriver and/or the Sunriver Rules and Regulations.

10.02 Section 8.03 of the Consolidated Plan provides as follows:

Violation of Sunriver Declaration of Design Committee Rules by Non-Qualifying Improvements. In the event that any owner constructs or permits to be constructed on his property an improvement contrary to the provisions of a Sunriver Declaration or the Design Committee Rules or in the event that an owner maintains or permits any improvement, condition or other thing on his property contrary to the provisions of a Sunriver Declaration or the Design Committee Rules, the Administrator may, no sooner than sixty (60) days after delivery to such unit owner of written notice of the violations, enter upon the offending unit and remove the cause of the violation, or alter, repair or make change the item which is in violation or such Sunriver Declaration or Design Committee Rules as to make it conform thereto; provided however, that if the owner objects to such entry, no such entry shall occur without prior resort to appropriate judicial process. The Administrator shall charge the owner and the owner shall pay the entire cost involved in such restoration by it in order to enforce the revisions hereof. Such costs shall become payable upon delivery by the Administrator to the owner of notice of the amount due and shall be paid into the Maintenance Fund provided that such costs were paid by the Maintenance Fund. Any such charges so levied shall become a special assessment against the unit of the owner.

10.03 Section 8.04 of the Consolidated Plan of Sunriver provides as follows:
Violation of a Sunriver Declaration or the Design Committee Rules Relative to Landscaping. In the event that any owner fails to comply with the provisions of a Sunriver Declaration or with the Design Committee Rules limiting removal of trees or shrubs, the Administrator may, no sooner than sixty (60) days after the delivery to such owner of written notice of the violation, enter upon the offending property and replace appropriate trees and shrubs in a manner deemed sufficient in the Administrator's sole discretion to remedy the effects of the violation; provided, however, that if the owner objects to such entry, no such entry shall occur without prior resort to appropriate judicial process. The Administrator shall charge the owner and the owner shall pay the entire cost involved in such restoration by it in order to enforce the provisions hereof. Such costs shall become payable upon delivery by the Administrator to the owner of notice of the amount due and shall be paid into the Maintenance Fund provided that such costs were paid by the Maintenance Fund. Any such charges so levied shall become a special assessment against the unit of the owner.

10.04 STOP WORK ORDER PROCEDURES In addition to other applicable provisions of the Consolidated Plan and the Sunriver Rules and Regulations, the following procedures shall apply to stop work orders:

10.04.1 Once it has been determined that the violation warrants work stoppage, the contractor will be ordered to cease and desist all work, construction, repair, alteration, landscaping, and excavating of any kind.

10.04.2 The stop work order shall continue until the violation has been corrected as authorized by the Design Committee.

10.04.3 A plastic tape shall be placed around the property under violation and the "STOP WORK ORDER" describing the property and violation shall be placed in clear view of the public.

10.04.4 If the contractor/sub-contractors refuse to stop work, a certified letter shall be sent to the property owner who is in violation. The letter shall describe what the violation is and require that all work be discontinued until the problem is rectified. A limit shall be placed on the amount of time allowed to correct the problem. In most cases the time limit will be set at either 24 or 48 hours.

10.04.5 In the event the written notice is ineffective, the SROA may seek an injunction to force compliance.

10.04.6 A fine may also be levied in conjunction with a stop work order (refer to Section 10.05.2 of the Rules).

10.05 SCHEDULE OF FINES. Fine for committing an infraction of the Rules, except as otherwise specifically provided in the Rules, shall not exceed the amount listed on Schedule "C".

10.05.1 Fines for infraction of rules that are not covered under the Schedule of Fines shall be established by the Board of Directors.

10.05.2 Fines for infractions of Rules may be levied in conjunction with other penalties as described in The Rules, the Consolidated Plan and the Sunriver Rules and Regulations.

11.00 ENVIRONMENTAL GUIDELINES

11.01 The climatic environment of Sunriver is widely varying. Local building codes generally address this issue. Contact the Deschutes County Planning Division for guidance. (refer to Appendix “G” of the Rules)

12.00 CONSTRUCTION REQUIREMENTS

12.01 Structures shall be constructed and sited to minimize disruption of natural site features (topography, vegetation, rock outcrops, drainage, etc.).
12.02 Pitched roofs and roofing materials. Roofing materials will be judged on an individual basis, for architectural compatibility and sensitivity to the natural environment. Colors shall be in accordance with Section 19.03 of the Rules. Continuous roof vents and/or gable vents shall be used in lieu of roof jack vents. Exposed metals shall comply with Section 19.08 of the Rules. The standard acceptable for laminated fiberglass/asphalt type shingles shall be a minimum of 260 pounds per roofing square. Pitched roofs are to have a minimum pitch of 4/12, flat or other shaped roofs may be used only when approved by the Committee.

All roofing material used in new construction shall meet a Class 'A' fire rating. Class 'B' rated metal roofing may be used if installed under Class 'A' rated criteria. In the event of: remodel/addition to, repair, or replacement of an existing roof that exceeds 20% of the existing roof surface, the entire roof area (consisting of existing and any additions and/or repair surfaces combined), shall receive a roofing material holding a Class 'A' fire rating or a metal roof (Class 'B' rating) installed under Class 'A' rated criteria.

The intent of this rule is to provide assurance that all existing wood roofs in Sunriver will eventually be replaced with a Class "A" fire rated roof material. Any addition, repair, or replacement is cumulative towards a 20% lifetime maximum of the original existing roof area. 20% was determined to allow for necessary repairs during the remaining life of the existing wood roof. If several remodels or repairs are planned that will eventually exceed 20% of the existing roof area, the applicant should consider this in their initial decision to repair, or replace with a Class "A" roof.

12.03 Building heights. In some cases, it will be important that unit owners restrict the height of improvements on their property. Before finalizing the building ridge height it is strongly recommended the applicant confirm that the building conforms to the Deschutes County solar ordinance. The ridge height shall be measured from the existing and undisturbed elevation at the mid-point of the building footprint unless otherwise permitted by these Rules. The maximum ridge height permitted for any structure in Sunriver shall be 30 feet, except as otherwise permitted or limited by the Deschutes County Zoning Ordinance for Sunriver Urban Unincorporated Community (SRUUC) or deed restriction.

12.03.1 Single story ridge line is 21 feet or less with side yard setback of 5 feet.

12.03.2 Two story ridge line is above 21 feet and less than 30 feet with a side yard setback of 7.5 feet.

12.03.3 High rise ridge line is any ridge height permitted by these Rules above 30 feet with setbacks as required by the Deschutes County zoning ordinance for SRUUC.

12.04 Exterior walls and trim. Exterior siding materials generally accepted by the Committee are: cedar or redwood beveled or channeled siding; tongue and groove lap board; cedar or redwood board and batt; and batts on rough sawn paneling with batts 1x2 at 8" on center, 1x3 at 12" on center, or 1x4 at 16" on center. Other siding design and materials will be judged on their individual merit by the Committee. The applicant shall provide a sample of other exterior treatments and, where possible, indicate known examples of this material used in Sunriver. Aluminum and vinyl siding are not permitted.

12.05 Masonry. Exposed masonry shall be limited to materials that appear indigenous, natural and blend with the surrounding environment. Colors shall be of a neutral tone that blends with the house colors. A sample of the proposed masonry is to be included with the submittal.

12.06 Doors and windows (refer to Section 23.00 of the Rules).

12.07 Exposed metal (refer to Section 19.08 of the Rules)

12.08 Grading. Construction grading shall be limited and shall minimize cut and fill. All disturbed areas of the site shall be graded so that no additional drainage occurs onto an adjacent lot, but instead is directed toward the street or toward an existing drainage system in a common area. Extreme care shall be taken to prevent erosion and to restore disturbed areas to a natural configuration. Any contouring of a building site shall be approved by the Committee prior to starting construction. Existing vegetation in areas to be graded shall be respected. ANY
AREAS DISTURBED SHALL BE RAKED AND RESEEDED WITH DESIGN COMMITTEE APPROVED NATIVE GRASSES OR RESTORED IN ACCORDANCE WITH AN APPROVED LANDSCAPE PLAN.

12.09 Walkways or driveways shall be treated as follows:

12.09.1 Driveways and walks shall follow as closely as practical to the natural contour of the property and minimize loss of trees.

12.09.2 Walkways made of asphalt, concrete, concrete pavers, bark chips, lava cinders, gravel or log sections are approved materials. Surfacing material, which is reflective, such as white stone, is prohibited.

12.09.3 For all new construction, rebuilds and/or major driveway renovations, the driveway will be required to be constructed of asphalt, concrete or paver stones. Walkways made of gravel and cinders shall be effectively contained and appropriately defined with use of rocks, curbing, or 4”x6” minimum timber. It is strongly recommended that all existing driveways eventually be upgraded to a paved surface as described above. The Design Committee in its sole discretion may require an existing gravel driveway to be paved or constructed of paver stones as a condition of approval for any major remodel or complete reconstruction.

12.09.4 Single Family Residential (RS) District Parking Requirements: For a new residence, substantial remodel or complete reconstruction submitted for Design Review, driveways shall be designed so as to provide a minimum of one parking zone (space), for each sleeping area in the proposed dwelling unit. A “parking zone” is defined as a minimum 10ft wide by 20ft long rectangular area (200 sq. ft.). “Sleeping area” means a bedroom, loft and/or any other room or space that the Design Committee reasonably believes may be used as a sleeping area. The total required number of parking zones is determined by the number of 10ft x 20ft rectangular areas that will actually fit within the driveway. Remaining portions and/or odd shaped areas of the driveway, which cannot reasonably be used for parking, will not be considered parking zones. How many vehicles a driveway can park is not the only focus. Visual attractiveness, vehicle maneuverability and turn around capability should also be accounted for in the design of the driveway and will be considered by the Design Committee. Other relevant factors considered by the Design Committee in determining the appropriate size and configuration of the driveway will be the amount of hardscape proposed, any loss of vegetation and/or natural site features and/or any other impact that the Design Committee reasonably believes the proposed improvement may have on the surrounding area. Notwithstanding the forgoing parking standards, the primary intent of these architectural guidelines is to maintain as much of the natural setting as possible by limiting the amount of hardscape (driveways, walkways, patios, etc.) in addition to the building footprint permitted on any lot. Therefore, proposed driveways will be required to follow as closely as possible to the natural contour of the property. Straight-in linear driveway designs are discouraged and instead should utilize a varied size and curvature design. The maximum width of the driveway at the point of connection to the lane should be 16ft unless there is no practical manner to achieve such width considering the configuration, natural features and topography of the lot. The Design Committee in its sole discretion will determine the number of parking zones required and/or permitted based on the above requirements and guidelines. If the driveway required to satisfy the parking zone to sleep area ratio required above is so large as to unreasonably alter the natural setting, as determined by the Design Committee’s sole discretion, then the Design Committee may also limit the size of the driveway regardless of the number of parking zones requested. The driveway limitation may in turn cause a reduction in the number of sleeping areas permitted in the dwelling unit. It is the applicant’s responsibility to provide a schematic plan of the proposed driveway accurately depicting the required number of parking zones and the number of sleeping areas within the dwelling unit.

12.09.5 A walkway shall be provided from the trash enclosure to the driveway (refer to Section 21.08 of the Rules).

12.10 Garbage and trash shall be handled as follows:
12.10.1 Removal and collection (refer to Section 21.04 of the Rules).

12.10.2 Burning or dumping of garbage or trash anywhere in Sunriver is prohibited. Violation of this rule constitutes a Class "C" infraction.

12.10.3 Trash may be disposed of at the County Highway 97 S.W. Transfer Station, 7 1/2 miles South of Sunriver. Check with Deschutes County Public Works Department for days and hours of operation.

12.10.4 Refer to Sections 3.00, 6.02.6 and 21.00 of the Rules for additional information on garbage and trash containment.

12.11 Construction planning guidelines for utilities are as follows:

12.11.1 Sewer and water construction. Contact Sunriver Water LLC/Sunriver Environmental LLC.

12.11.2 Contact the Deschutes County Building Inspection Department, Planning Division in Bend (refer to Appendix “G” of the Rules) for all Deschutes County required inspections.

12.11.3 Electrical. Contact Midstate Electric Co-Op Inc. in La Pine (refer to Appendix “G” of the Rules) for information regarding installation and service. All services must be stubbed up in the wall and all meters shall be recessed in the wall. Surface mounted meters, panels or conduits are not permitted.

12.11.4 Gas. Contact Cascade Natural Gas Company in Bend (refer to Appendix “G” of the Rules) for information regarding installation and service.

12.11.5 Telephone. Contact local provider (refer to Appendix “G” of the Rules) for information regarding installation and service.

12.11.6 Television. Contact local provider (refer to Appendix “G” of the Rules) for information regarding installation and service.

12.11.7 Before excavating in easements and right-of-ways, contact SROA Public Works Department (refer to Appendix “G” of the Rules).

13.00 SETBACKS

13.01 Each lot in Sunriver will be considered by the Design Committee as having a clearly defined “buildable area” within established setbacks from each lot line. Site plans shall be developed (see Form "D", page 1, and Appendix "A") to define within the buildable area the relationship of the structure to the site. Siting of the structure shall consider retention of views and privacy of adjoining structures. Variations in locating structures from the street edge are encouraged to provide interest along the streetscape.

13.02 All variances to Deschutes County Regulations must by law be presented to Deschutes County for adjudication.

13.03 The applicant shall verify and make known to the Design Committee all deed restrictions such as non-buildable areas on the property, realignment of property lines, non-buildable setback areas and height limits of record, etc. Such deed restrictions, when more stringent, shall take precedence over the Sunriver setback rules.

13.04 There are two sources of setbacks to which Sunriver shall conform: (1) Deschutes County setback rules and regulations, (2) Sunriver setback rules. The Design Committee is bound to adhere to the governing setbacks, which are the strictest.

13.05 LOT LINE DEFINITIONS:
13.05.1 Lot Lines: The property line bounding a lot. A lot line may be formed by any or all of the following: straight line, curved line or multiple segments. There are three distinct lot lines that form the boundary of a lot: front, side and rear. Deschutes County lot line definitions do not supercede Design Committee determinations as described herein.

13.05.2 Front Lot Line: The lot line separating a lot from the lane (road right-of-way) on which the lot is located and which is intended to provide access to the lot. In the case of a front lot line that is curved, has multiple segments or is adjacent to more than one road right-of-way the Design Committee in its sole discretion, will determine which portion of the lot line will be the front and provide access to the lot. A front setback from the front lot line was established to provide a minimum of 20 feet for off-street parking. (Refer to Section 13.06.1 of the rules).

13.05.3 Rear Lot Line: For square and rectangular shaped lots the rear lot line is the lot line opposite and most distant from the front lot line. In the case of an irregular, triangular or other odd-shaped lot, the Design Committee in its sole discretion will determine which lines are defined as the rear. Generally, rear lot lines form the perimeter of a block of lots, are contiguous to adjacent rear lot lines and are opposite and/or parallel to rear lot lines of lots on another lane. A common area generally separates the rear of one lot from the rear of another lot. The rear lot line may consist of more than one segment and may not be straight. A setback formula was developed to ensure that a 50-foot minimum distance would be maintained between the rear of one home and the rear of another home. (Refer to Section 13.06.3 of the rules).

13.05.4 Side Lot Line: Side lot line is any lot line other than the front or the rear. Generally side lot lines extend from the front lot line towards the rear lot line and separate one lot from an adjacent lot. Setbacks were developed to ensure that a minimum separation of 10 feet would be maintained between the side of one home and the side of another home (Refer to Section 13.06.2 of the rules).

13.06 SUNRIVER SETBACKS FOR A SINGLE FAMILY RESIDENTIAL DISTRICT:

13.06.1 Front setback. No building improvements above finished grade level shall encroach within 20 feet of front property lines. This shall include eaves, privacy screen, steps, bay windows, etc. Only finished grade level walkways and driveways shall be permitted to encroach upon the front setback with the following exception. Ground lighting and posts with house number may be permitted to encroach on the front setback (refer to the setback example shown in Appendix A) if approved by the Design Committee.

13.06.2 Side yard setback. Setback for a structure with a maximum ridge height of 21'-0" (considered a one story structure) is established at 5'-0". Setback for a structure with more than 21'-0" ridge height (considered a two story structure) is established at 7'-6". No building improvements above finished grade level shall encroach within side setback areas. This includes eaves, decks, privacy screens, steps, trash enclosure, bay windows, fireplace, etc. Only finished grade level paths and walkways are allowed in side setback areas. No driveways, turnarounds and/or parking areas are permitted in side yard setbacks (refer to the setback example shown in Appendix A).

13.06.3 Rear setback. Setback on property without a rear common area is set at twenty five (25) feet. Setback on property with a depth of common area to the rear of fifty (50) feet or more is zero (0). When the common area is less than fifty feet, the structure shall be setback six (6) inches for every foot less than 50 feet. The distance of common open space adjacent to a lot's rear yard will be measured at 10 feet intervals along the rear property line. A 90 degree perpendicular measurement will be taken from the rear property line to the nearest point of common area. This figure will be used to determine the depth of common area and the resulting rear yard setback. No building improvements above twelve (12) inches from finished grade level shall encroach into the rear setback area, including eaves, decks, privacy screens, bay windows, etc. Improvements which are twelve (12) inches or less from finished grade level that extend into the rear yard setback may be permitted by the Design Committee.
If any improvements beyond the rear foundation of the house are contemplated, sufficient space between the house and the rear property line must be retained. Any maintenance of the rear common area that in any way changes the natural appearance is strictly prohibited, except as provided in the SROA’s fuels modification plan or with a permit from the SROA Natural Resources Department (refer to the setback example shown in Appendix A).

**13.06.4** When a single story addition is attached to a two story structure, the 7-1/2 foot side yard setback rules shall apply.

**13.06.5** No physical improvements, including but not limited to, irrigation, landscaping and invisible fencing is permitted to encroach into the common area beyond any property line.

**13.07** The Design Committee assumes no liability for encroachments into platted setbacks, common ground, easements or neighboring property. It is advisable to have a property survey done by either a licensed surveyor or engineer. Community Development Staff retains the right to require a foundation survey, at the owner's expense, on a lot or structure as deemed necessary.

**14.00 MINOR ADDITIONS FOR PROJECTS UNDER CONSTRUCTION**

**14.01** Projects on which the applicant has not yet received a Certificate of Final Inspection from the Community Development Office are considered to be still "Under Construction".

**14.02** Applications for minor additions shall be submitted in accordance with Section 4.06 of the Rules and will either be considered for Administrative Approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the Rules).

**14.03** Review fees (refer to Section 7.00 of the Rules).

**14.04** All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

**15.00 ENCLOSED ADDITIONS**

**15.01** Reviewed by the full Design Committee during regular session (refer to Sections 4.02, and 4.04 of the Rules).

**15.02** Buildings are to be sited for maximum passive solar application (refer to Section 4.03 of the Rules).

**15.03** A review fee, building permit and construction deposit are required (refer to Section 7.00 of the Rules).

**15.04** The building permit shall be issued no sooner than 10 working days after the approval date (refer to Section 5.04 of the Rules).

**15.05** Footing, ridge height, and final inspections (refer to Section 9.00 of the Rules).

**15.06** Maximum lot coverage by buildings and structures in a Residential Single Family (R.S.) District shall be 35% of the lot area (refer to Section 2.07.4 of the Rules).

**15.07** Structures shall be constructed and sited to minimize disruption of natural site features (topography, vegetation, rock outcrops, drainage, etc.), (refer to Section 12.01 of the Rules).

**15.08** When a single story addition is attached to a two story residential structure, the 7-1/2 foot side yard setback rules shall apply (refer to Section 13.06.4 of the Rules). A second story addition can only be added to a single story residence if the existing residence complies with the two story 7½ foot side yard setback.

**15.09** Construction grading (refer to Section 12.08 of the Rules).
15.10 Commercial additions (refer to Section 30.00 of the Rules).

15.11 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

16.0 GARAGES

16.01 Reviewed by the full Design Committee during regular session (refer to Sections 4.02 and 4.04 of the Rules).

16.02 A review fee, building permit and construction deposit are required (refer to Section 7.00 of the Rules).

16.03 The building permit shall be issued no sooner than 10 working days after the approval date (refer to Section 5.04 of the Rules).

16.04 Footing, ridge height, and final inspections (refer to Section 9.00 of the Rules).

16.05 All new homes in a Residential Single Family District must be constructed with a minimum size two-car garage. No existing garage shall be changed or modified in any way that would change its intended use as a garage and its ability to house a vehicle unless a similar size garage is constructed simultaneously as a replacement.

16.06 All garages in Residential Single Family Districts shall be constructed so there is a minimum of 20' of driveway to insure adequate vehicular parking. The size of the driveway may be further regulated to accommodate additional parking spaces based on the number of sleeping accommodations (refer to Section 12.09 of the Rules). All garage doors shall be of a wood type, or have a wooden appearance, and be subordinate in character to the rest of the design and shall be accurately depicted on elevations. In those areas of Sunriver where such a standard has been established, the Design Committee may require that garage doors be sided with siding that matches the principal structure. It is intended that each structure on the same site be consistent with respect to architectural character, materials, and finishes, and be physically connected by roofs, privacy screens or other appropriate means.

16.07 Maximum lot coverage by buildings and structures in a Single Family Residential (R.S.) District shall be 35% of the lot area (refer to Section 2.07.4 of the Rules).

16.08 Structures shall be constructed and sited to minimize disruption of natural site features (topography, vegetation, rock outcrops, drainage, etc.), (refer to Section 12.01 of the Rules).

16.09 When a single story garage is attached to a two story residential structure, the 7 1/2 ft. side yard setback rules shall apply (refer to Section 13.05.4 of the Rules).

16.10 Construction grading (refer to Section 12.08 of the Rules).

16.11 Driveways (refer to Section 12.09 of the Rules).

16.12 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

17.00 HOT TUBS, PRIVACY SCREENS AND FENCING

17.01 Reviewed by the full Design Committee during regular session (refer to Sections 4.02, and 4.04 of the Rules).

17.02 A review fee, building permit and construction deposit are required (refer to Section 7.00 of the Rules).

17.03 Footing and final inspections (refer to Section 9.00 of the Rules).
17.04 Setbacks (refer to Section 13.00 of the Rules).

17.05 Painting (refer to Sections 19.04 and 19.05 of the Rules).

17.06 Lot Coverage (refer to Section 2.08.4 of the Rules).

17.07 Plans shall provide for solid screening of hot tubs, dog runs, outdoor storage, swimming pools, antenna, garbage cans, service areas, air conditioner condensing units, heat pumps or any mechanical devices so that they may not be viewed from other properties, golf courses, roads or paths. Such screening shall be of materials and finish that match the principal structures on the site. A cross section of the proposed screen that clearly shows the materials proposed for all sides of the screen, including a minimum size 2"x cap shall be submitted with the applicant’s plans. All screening shall be connected to the principal structure and be no larger than necessary to accommodate the functional use or clearance required by the item to be screened. The height of any screening, unless otherwise specified, shall be sufficient to conceal the item to be screened from view and shall extend down to within 6” of grade when installed on ground floor level or when necessary to conceal equipment or support structure.

17.08 The design concept of Sunriver is one that promotes a feeling of open spaces. Therefore, fences or privacy screens are not permitted as a general rule. However, privacy screening may be permitted at the discretion of the Design Committee provided that no screen shall be erected that is not required pursuant to Section 17.07 or which does not meet a need for privacy specific to the lot on which it is proposed. If for any reason the item required to be screened from view is removed, the associated screening may also be required to be removed at the discretion of the Design Committee.

17.09 Wrought iron, ornamental, lattice, chain link or any metal fencing or screening in single family residential areas is not permissible with the exception of gates, which will be considered on an individual basis as long as they are not needed for screening purposes. No privacy screening or fencing on berms is permitted except as allowed in Section 22.12 of the Rules. Fencing around community or public recreational facilities will be judged on an individual basis, taking into consideration such factors as location, exposure to public view and natural screening in the immediate vicinity.

17.10 Hot tubs shall be completely screened from view from all roadways, bike paths, golf courses, other lots and residences. Roofs may be required if necessary to screen hot tub from view. In no case shall a gate be permitted on the street side of a hot tub privacy screen if the hot tub is visible when the gate is open.

17.11 Privacy screens around hot tubs are to be a minimum height of 5 feet from deck level. Any height above 5 feet from deck level will be approved at the discretion of the Design Committee. The privacy screen is to extend to within 6 inches of grade when installed on a ground floor level.

17.12 The screening of any noise producing mechanical device shall be a sound barrier of a quality as to prevent annoying sound transmission to adjoining property and be solid in construction. Sound levels at the nearest external portion of the closest residential structure on the adjacent property to the sound source shall not exceed 60 decibels.

17.13 No tree, whether on common ground or private property, shall be used for the attachment or support of any fence, privacy screen, house number or other structure or any other items except as permitted in Section 22.11.

17.14 Invisible Fencing (Refer to Section 22.13 of the rules).

17.15 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

18.00 DECKS
18.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

18.02 A review fee, building permit and construction deposit are required (refer to Section 7.00 of the rules).

18.03 Final inspection (refer to Section 9.05 of the rules).

18.04 All porch and deck additions, if approved, shall have an appearance consistent with the exterior of the unit.

18.05 All exposed support posts shall have a minimum dimension of 6” in any direction and be of an approved material.

18.06 Painting (refer to Sections 19.04 and 19.05 of the rules).

18.07 Deck carpeting is not permitted.

18.08 Screening of the deck under structure may be required at the Design Committee’s discretion.

18.09 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable village Declarations.

19.00 EXTERIOR COLORS

19.01 Administrative Approval (refer to Section 4.05 of the rules).

19.02 Review fee (refer to Section 7.00 of the rules).

19.03 All exterior colors shall blend and be compatible with the surrounding natural environment. There shall not be excessive contrast between any color combinations used including, but not limited to, roof, masonry, siding, trim, windows, doors (except the main front entry door), shutters, trusses or logs. When more than one color is used, such colors shall be within the same tone range and should only be a few shades darker or lighter, including any semi-transparent stains, solid stains, paints and clear sealers or any combination of the above. Flat finish paints and stains are preferred. High gloss or highly reflective finishes are discouraged and in the sole discretion of the Design Committee, may not be approved. Semi gloss and gloss finishes are not permissible. Colors not in the same tone range may be approved by the Design Committee in its sole discretion upon the finding that the proposed color combinations are in keeping with the intent of the rule. A wide range of recommended colors and color combinations are available for review in the SROA Community Development Office.

19.04 It is required that the underside of upper level decks be painted or stained to match the house. This painting/staining will include: The bottom of the deck, the deck support posts and beams, the galvanized joist hangers and post anchors and both sides of the stairs and stair stringers.

19.05 All deck screening, fascia, rails, balusters, benches, supports, stair risers and doors (except the main front entry door) are to be the same color as the approved house body. In the sole discretion of the Design Committee, and if excessive contrast to the house body color is not created; stair risers may be of the same material and finish as the attached stair treads; benches may match the surrounding deck material; treated supports may be left unpainted; other support materials, i.e., rock, brick, may be left unpainted (refer to Section 19.03 of the rules regarding color and contrast). Railing systems using composite materials may be allowed to be unpainted if they are the same color as the decking material and do not create excessive contrast to the body color of the house (refer to Section 19.03 of the rules). Metal balusters in wood or composite rail systems are allowed if they are of a dark non-reflective finish. Natural wood beams, shingles or logs used as trim or embellishment such as trusses, arches, handrails and underside of exposed roof structures shall be allowed to be a clear finish, subject to the restriction on contrast described in Section 19.03. If there are substantial wood elements, not including railings, on a house, the Committee may, at its sole discretion, approve the wood to be stained a different color from the house color. This color may also be applied to wood garage doors. The approved color
must blend well with the house color, and not create excessive contrast. Such approval shall require full Committee review.

**19.06** If colors are chosen from other than the sample board displays in the Community Development Office, a painted sample of the approved siding, wooden paint chips, or a stir stick is required along with the desired sheen/gloss with all submittals. Paper color cards will not be reviewed.

**19.07** Each year the Design Committee inspects all homes in the community to determine which are in need of repainting. Homeowners are required to maintain their property (refer to Section 3.00 of the rules).

**19.08** All exposed metals such as exterior lighting, roofing, storm and screen doors, railings, flue pipes, fireplace chimneys and caps, plumbing stacks, miscellaneous flashing, spark arrester, shroud, electric meter panel, gas meter, telephone box, gutters, chains, etc., shall be constructed of non-glare materials and must not be unsightly. The color must be approved by the Design Committee in accordance with Section 19.03 of the rules.

**19.09** All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan of Sunriver and applicable Village Declarations.

**20.00 EXTERIOR LIGHTING FOR SINGLE FAMILY RESIDENCES, TOWNHOUSES, AND CONDOMINIUMS.**

**20.01** Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for Administrative Approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

**20.02** Review fees (refer to Section 7.00 of the rules).

**20.03** General guidelines. The intent of these rules is to eliminate glare and annoyance to adjacent property owners and passersby, and to maintain the night views of the sky in Sunriver. All proposed exterior fixtures must be completely detailed and indicated on all exterior elevations, floor plans and site plans. Details shall clearly indicate size, shape, style, material, and color. All units are to be color coordinated. Exterior lighting shall not cast light on neighboring property. All exterior lighting above 3 feet in height above grade shall be completely shielded and the light rays directed downward. No light shall be directed upwards and/or outwards for any reason. Exterior lighting shall not be used for showcasing the building or any other item on the property. The Design Committee may, in its sole discretion, deny any proposed exterior lighting which it deems does not comply with these guidelines.

**20.03.1** Building Lights. Type and placement of all exterior building light devices must be approved by the Design Committee. Wooden box shielding and round metal canisters are the standards for wall mounted fixtures. Other fixtures may be approved by the Committee as appropriate. Lighting fixtures with slots, holes or lenses, are prohibited unless specifically approved by the Committee, which shall determine if the proposed fixture complies with the intent of the rule. Exterior fixtures shall be limited in number, and each fixture shall produce no more than 1600 lumens. Adjustable exterior light fixtures are prohibited. Soffit lights shall not be installed in any soffit which is not horizontal, unless the lighting is directed vertically downward, and the light source is not visible from neighboring properties. Soffit lights shall not be installed in any soffit area above the first floor soffit, unless these lights are used for lighting an upper deck surface for safety, and the light is prevented from extending to the walls below the deck. Soffit lighting shall use spotlight rather than floodlight lighting.

**20.03.2** Driveway and Landscape Lights. All driveway and pathway lights shall be less than 3 feet above grade. Such lights will be reviewed by the Committee using the general guidelines above.

**20.03.3** Security Lights. All security lights shall be shielded per Section 20.03.1 and be equipped with a motion sensor.
20.04 Final inspections (refer to Section 9.00 of the rules).

20.05 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

21.00 TRASH ENCLOSURES

21.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

21.02 A review fee, building permit and construction deposit are required (refer to Section 7.00 of the rules).

21.03 Final inspections (refer to Section 9.00 of the rules).

21.04 Owners are responsible for their own garbage and trash removal during and after construction. Collection service may be obtained by calling your local provider (refer to Appendix “G” of the rules).

21.05 Every residence in Sunriver is required to conceal their trash cans from view of roads, bike paths, golf courses, lots, and residences. Outside trash enclosures are to be the same color and siding as the existing residence and attached thereto. There is to be a gate with a latch for easy access. The enclosure is to be large enough for two 32-gallon garbage/trash cans and tall enough to conceal the trash can from view. All gate hardware is to be concealed or painted a color that matches the siding of the enclosure.

21.06 No plans for new construction will be considered for review without location of garbage/trash enclosure being shown.

21.07 Plans indicating that garbage/trash cans will be kept in the garage are not acceptable unless access is by an outside non-lockable door. Interior lockable doors are recommended for security.

21.08 A walkway from the driveway to the trash enclosure is to be provided and shall be either concrete pavers or the same material as the driveway. Walkways using loose paving material shall be effectively contained and appropriately defined with use of rock, curbing, or minimum 4"x6" pressure treated timbers.

21.09 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

22.00 LANDSCAPING

22.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

22.02 A review fee, building permit, and construction deposit are required (refer to Section 7.00 of the rules).

22.03 Final inspection (refer to Section 9.00 of the rules).

22.04 It shall be the responsibility of the lot owner, when landscaping the property, to follow the plans approved by the Design Committee. If a landscape plan has not been previously approved, or if changes are contemplated, a plan must be submitted for approval prior to commencing landscape work. The plan must show location of all features - trees, shrubs, rocks, grasses, berms, structures, irrigation systems and other additions. Landscape irrigation systems must employ a back-flow prevention system that has been approved by Sunriver Water LLC/Sunriver Environmental LLC.
22.05 Below grade sprinkler-irrigation systems of any type which are placed on Sunriver property shall comply with the following procedures:

22.05.1 One set of Sunriver Water LLC/Sunriver Environmental LLC. approved plans shall be submitted by the applicant to the Design Committee for approval.

22.06 Removal of vegetation from owner's property without permission is forbidden, except as provided in the SROA's Ladder Fuels Reduction Plan or with a permit from the S.R.O.A. Natural Resources Department. No tree, major shrub, major rock or other prominent vegetation shall be removed from owner's property until ten (10) working days after Committee approval. Violation of this rule constitutes a Class "A" infraction.

22.07 Design intent of the landscape plan should maintain the natural character of Sunriver. Plant material and layout should be chosen to blend with and mitigate the existing vegetation and to unify the building form with the surrounding development. The Design Committee may restrict the use of landscape items to define the property line.

22.08 Ground covers of seeded or sodded grass, meadow fescue, native grasses and wild flowers are encouraged. Bark is an acceptable ground cover in lieu of lawn.

22.09 Plant material selection should take into consideration a major concern which is the adaptability of the plants to the soil conditions and the climatic extremes which occur in Sunriver. Use of low maintenance species, particularly natives, is encouraged. Exotic (non-native) species may be used but should have form similar to native species. Wildlife is part of Sunriver and should not be blamed for inappropriate plantings. More detailed information can be obtained from the SROA Natural Resources Department. Owners are encouraged to consult with the SROA Natural Resources Department on suggested plantings. For plant material selection, refer to Appendix "C" for guidance.

22.10 Yard ornamentation such as birdbaths, sculptures, fountains, plastic or concrete animals of any kind, etc. are discouraged. Owners wishing to decorate their yard must have the written approval of the Design Committee.

22.11 Birdhouses and feeders are not subject to the Design Committee review process and no fee is required if installed in accordance with the following criteria which are intended to reduce the visual and any other adverse impact to neighbors and passersby:

22.11.1 A reasonable effort is made to reduce the visual and any other adverse impact to neighbors and passersby.

22.11.2 Animal feeders other than birdfeeders are not permitted.

22.11.3 Birdhouses shall be constructed of natural wood and shall not be painted or treated so that they are allowed to weather naturally. Birdhouses should be built in a manner that is beneficial to the intended species and should not be for decorative purposes.

22.11.4 The number of birdhouses and feeders shall be limited in number so as not to distract from, disturb or alter the natural appearance of the area.

22.11.5 Birdhouses and feeders can be attached to trees in a manner acceptable to the SROA Natural Resources Department. Birdhouses and feeders shall not be installed beyond the property line without express written permission of the SROA Natural Resources Department.

22.11.6 If any structure, post, pole or enclosure is contemplated, the Community Development Department shall be contacted to determine if Design Committee approval is required.

22.12 Berms may be allowed where appropriate with a maximum height of 48". No fences will be allowed to be placed on berms, however, if there is evidence that a hazardous condition exists, a "guardrail" may be approved by the Design Committee to control the hazard. The "guardrail" will be limited to 2'-0" height with one horizontal
rail of peeled pole material and left natural color. Approval shall incorporate adequate planting of shrubs and plants so that in time the hazard is overcome and the guardrail can be safely removed.

22.13 Invisible Fences must be at least two feet from the property lines. In no case shall invisible fences be allowed to extend across property lines or be installed on common ground. Additional distance from the property line may be required, at the discretion of the Design Committee, in accordance with general guide lines. Wires must be buried below the ground surface. No vegetation may be removed without appropriate approvals. All training flags must be completely removed within 60 days of issuance of the permit.

22.14 Standards for Improving Road Right-of-Ways. The intent of these standards is to allow restoration to a natural state, or improvement of, the road right-of-ways. It is not the intention of these standards to create extra parking areas.

22.14.1 General. The road right-of-way is a portion of the private way owned by the SROA. All requests for improving the road right-of-way will be considered on a case-by-case basis. Approvals granted to improve the road right-of-way shall in no way imply right of ownership to the applicant. However, the applicant shall be responsible for maintaining the improvements. SROA reserves the right, at anytime for any reason, remove improvements to the road right-of-way without notification. The road right-of-way, for the purpose of these standards, shall be divided into two (2) zones: Property Line Zone and Pavement Edge Zone.

22.14.2 Property Line Zone. This shall be the portion of right-of-way which commences at the applicant's front property line and extends to within three (3) feet of the pavement edge. The following shall reflect the only improvements appropriate for the Property Line Zone:

   a. Natural: Maintained, or restored to, a natural state.
   b. Bark: If consistent with the overall, on-property landscaping. Gravel, cinders, or natural improvements must be provided in the Pavement Edge Zone if bark is approved in the Property Line Zone.
   c. Grass: If consistent with overall, on-property landscaping.
   d. Plants: If consistent with overall, on-property landscaping. However, at no time will plants exceed three (3) inches in trunk diameter or three (3) feet in overall height.
   e. Wood Chips: If consistent with overall, on-property landscaping.

22.14.3 Pavement Edge Zone. This shall be the three (3) foot portion, which commences at the pavement edge and extends toward the Property Line Zone. In those instances where the pavement edge is less than three (3) feet from the property line, the pavement edge zone shall extend beyond the property line to maintain the three (3) foot separation between the pavement edge and any landscape improvements. There shall be no irrigation or intentional plantings in the three (3) foot Pavement Edge Zone, except when restoration to a natural state is approved. The following shall reflect the only improvements appropriate for the Pavement Edge Zone.

   a. Natural: Maintained, or restored to a natural state.
   b. Cinders: Must have a minimum compacted depth of three (3) inches and in all cases be level with the pavement.
   c. Gravel: Maximum aggregate size shall be three-quarters (3/4) inches minus. Gravel must have a minimum compacted depth of three (3) inches and in all cases level with the pavement.
   d. Wood Chips: If consistent with overall on-property and property line zone landscaping.

22.15 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

23.00 EXTERIOR WINDOWS, SKYLIGHTS, AND DOORS
23.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

23.02 A review fee, building permit, and construction deposit are required (refer to Section 7.00 of the rules).

23.03 Final inspection (refer to Section 9.05 of the rules).

23.04 The color of all windows, doors and frames must be in accordance with Section 19.00 of the rules. White windows, doors and frames are not permitted.

23.05 Storm and screen doors are not subject to the Design Committee review process if the color of the door and trim custom matches the color of the siding adjacent to where the door is installed or has a stock anodized bronze finish. The design must be simple and shall not be ornate or massive.

23.06 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

24.00 HEAT PUMPS AND AIR CONDITIONERS

24.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the rules).

24.02 A review fee, building permit and construction deposit are required (refer to Section 7.00 of the rules).

24.03 Final inspection (refer to Section 9.06 of the rules).

24.04 Any exterior noise producing mechanical device shall be screened (refer to Section 17.12 of the rules).

24.05 All heat pumps, and air conditioners are to be completely screened (refer to Sections 17.07, 17.12 and 17.13 of the rules).

24.06 All applications shall be presented (refer to Section 4.00 of the rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

25.00 SIGNS

25.01 All signs in Sunriver shall be considered and approved by the Design Committee using the following categories, standards and guidelines. No sign, unless specifically permitted by these Rules or approved by the Design Committee is allowed. Placing a sign, which is not in compliance with the applicable provisions of the rules, is prohibited. Violation of this rule constitutes a Class “C” infraction.

25.02 A review fee is required for all signs except For Sale, Rent, Lease, Open House, General Contractors, Architects and Designers (refer to Section 7.00 of the Rules).

25.03 Dwelling unit identification signs shall not be placed or kept on any private dwelling unit other than signs stating the name of the occupant, the house number, and any name of the unit. The sign shall not exceed 1-1/2 square feet and must be approved by the Committee.

25.04 For sale, rent or lease signs must comply with the following:

25.04.1 Size: Not to exceed 12" x 18"

25.04.2 Color: Yellow background with dark brown lettering or the reverse.
25.04.3 Mounting: 1" x 1" pointed angle iron (self-standing)

25.04.4 Number allowed: One; either for sale, for rent, or for lease.

25.04.5 Location: At front lot line.

25.04.6 Prohibited Sign Locations:
Signs shall under no circumstances be allowed on side or rear lot lines which face common grounds, a golf course, a residential area or recreational areas.

25.04.7 The language with regard to rentals and leases, which appears in the Village Declarations, the Consolidated Plan and the Committee Manual, is to allow rental or lease signs which advertise long term rentals or leases only. "Long term" has been historically interpreted by the Board as sixty (60) days or more. Further, rental or lease signs shall indicate "long term." Signs shall be removed during the rental period.

25.04.8 In the event the unit owner wishes to advertise their unit for sale or lease, they may do so provided that the sign used is approved by the Design Committee.

25.04.9 No signs are allowed in unit windows, except emergency and security type stickers.

25.04.10 "For sale" signs must be removed from property once escrow closes.

25.05 General contractors, architects, and designers signs shall comply with the following:

25.05.1 Size: Not to exceed 18" x 24", unless special permission is granted.

25.05.2 Mounting: 1" x 1" pointed angle iron (self-standing).

25.05.3 Number allowed: One of each type with a total maximum of two (refer to Section 25.09).

25.05.4 Location: At front lot line.

25.05.5 Prohibitive Sign Location:
Signs shall under no circumstances be allowed on side or rear lot lines which face common grounds, a golf course, a residential area or recreational areas.

25.05.6 General contractors, architects, and designer signs are only permitted on jobsites that require an SROA permit and are only permitted during the time that the permit remains open. Signs must be removed upon completion of the project or at the direction of the Compliance Inspector.

25.05.7 Under no conditions may signs be mounted or nailed to a tree.

25.06 Open house or model homes signs shall comply with the following:

25.06.1 Size: Not to exceed 18" x 24"

25.06.2 Color: Blue on white

25.06.3 Mounting: Self-standing

25.06.4 Location and Number allowed:
a. Two (2) OPEN HOUSE or MODEL HOME signs may be used. One must be placed at the home or model being shown and the other at the entrance to the lane.
b. If two or more lanes share a common lane entry, three (3) OPEN HOUSE or MODEL HOME signs may be used. One must be placed at the home or model being shown, the second at the lane entrance and the third at the shared common lane entrance.

c. Only one sign shall occupy the point of entry to a lane at any one time and must be generic (no real estate names or logos) in nature.
d. No OPEN HOUSE or MODEL HOME signs may be placed beyond the lane or common lane entrance (as defined by the point where the lane intersects with a road.)

25.06.5 Open house or model home signs are not to be permanently displayed and shall be removed when the home is not being shown or at dusk.

25.07 Commercial, Town Center and Resort District signs (refer to Section 30.00 of the Rules).

25.08 Special Event (an event deemed by the Committee to hold a community-wide impact) temporary signs and banners shall comply with the following:

25.08.1 Temporary signs and banners shall only be permitted for directional purposes to special events or for advertising of special events, and not for the sole purpose of commercial advertising, promotion or political purposes. The Design Committee, in its sole discretion, reserves the right to reject any and all signs and banners for events they deem not to be a community wide event. The purpose and intent of the following rules/guidelines of special events, while maintaining the residential feel and appearance of the surrounding privately owned residential property.

25.08.2 Number allowed:

a. Directional signs are to be limited in quantity and must be approved by the Committee. If direction maps are provided, only one or two directional signs should be necessary.
b. Two welcome banners are permitted (one at each entrance) and can only be installed in the authorized display areas between the posts provided. No more than three different event banners will be permitted at either location during the same time frame. Banners will be approved on a first come first serve basis.
c. Event and sponsorship signage and banners located within the town center, commercial and resort core areas or immediate centralized event area that do not face single family residential areas, as determined by the Code Enforcement Officer, are permitted during the event. In no event shall signs be attached to trees, suspended across roadways or displayed in any other location other than as permitted above.

25.08.3 Size:

a. Directional signs shall be limited to 12”x 18” or smaller.
b. Welcome banners shall be limited to 36”x 120” or smaller.
c. Event area banners are limited to 36”x 96” or smaller per banner.

25.08.4 Content:

a. Directional signs shall be limited to event name and directional arrows.
b. Welcome banners shall be limited to information about the event only and shall not include advertising or logos for specific products and/or sponsors.
c. Event area banners may include sponsorship, logos and endorsements relative to the event.

25.08.5 Colors:

All material, color and content must be of professional quality, finish and lettering.
a. Directional signs shall be black or blue lettering on white background.
b. All welcome banner colors must be approved by the Committee.

c. Event area banners and signs do not require approval by the Committee.

25.08.6 Time Allowance:

a. Directional signs are only permitted for the length of time that is needed to direct participants to the event and are to be removed immediately following the event.

b. Approved welcome banners for authorized banner posts are permitted to be displayed 7 days prior to the event and must be removed within 24 hours following the event. All dates and times for erection and removal must be included with the application and must be approved by the Committee.

c. Event area signs/banners located at venue(s) are permitted to be displayed up to twenty-four (24) hours prior to the start of the event and shall be removed no later than twenty-four (24) hours after the event. Routine or repetitive events (such as weekly concert series) are not considered on an aggregate basis and shall adhere to display and removal requirements prescribed above, per each weekly event.

25.08.7 All temporary signs and banners (except event area banners/signs or those listed in Section 30.20.10) must be approved by the Design Committee prior to installation. The following is required for Design Committee review:

a. A complete description and drawing or photo of the sign and/or banner including content, size and color.

b. A completed Form E (Application for Administrative Approval).

c. A Design Review fee (refer to Section 7.00 of the rules).

d. Specific installation and removal dates and times.

e. The total number of signs and/or banners and their locations.

25.09 The number of signs permitted on a private homesite is a maximum of two 18" x 24" signs with one exception. If an "Open House" is scheduled, a third sign may be placed on the property provided it is removed when the house is not being shown or at dusk. "For sale" signs will have precedence over all other signs.

25.10 General sign guidelines are as follows:

25.10.1 No signs are allowed in unit windows except emergency and security type stickers.

25.10.2 Under no circumstances are sub-contractors or suppliers permitted to display signs.

25.10.3 Sign attention attracting devices such as flyer boxes, balloons, streamers, etc. are prohibited.

25.10.4 Signs not meeting Sunriver standards; i.e. size, color and other specifications will be removed from the premises without notification. Signs will be held for 30 days by the Community Development Office and if not claimed by the owner, will be disposed of.

25.11 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

26.00 OUTDOOR FURNITURE AND SPORTS EQUIPMENT

26.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the Rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the Rules).
26.02 A review fee is required (refer to Section 7.00 of the Rules and Section 26.04.1 for exception).

26.03 Final inspection (refer to Section 9.05 of the Rules).

26.04 Location and type of all permanently affixed outdoor sports equipment such as swings, basketball backstops (see 26.04.1 for exception), jungle gyms, and outdoor furniture, decorative items or equipment, etc., are subject to full Design Committee approval. Owners wishing to install such items shall submit the type of equipment and specific location thereof for full Design Committee approval in accordance with Section 4.02 of the Rules. Installations of outdoor sports equipment shall be constructed of wooden posts, logs, timbers or materials and colors that are subordinate to the forest. Any item which cannot or is not brought indoors on a nightly basis or when not in use, shall be considered permanent for the purpose of this rule.

26.04.1 Basketball backstops (permanently affixed or portable) are not subject to the Design Committee review process and no fee is required if installed in accordance with the following criteria:

a. The intent is to reduce the visual and any other adverse impact to neighbors and passersby.

b. Shall be installed on the side of the driveway that is furthest from the property line and is the least conspicuous location from the lane and adjacent property.

c. The post or support shall be painted flat black.

d. The backboard shall not contain colors other than black and white.

26.05 Trampolines and skateboard ramps of any type are prohibited.

26.06 Location and type of all permanently affixed outdoor furniture such as picnic tables, barbecues, arbors, benches, etc. must be approved by the Design Committee.

26.07 Any outdoor furniture or sports equipment approved by the Design Committee shall not encroach into any setback and shall be either subordinate to the forest or painted to match the color of the house.

26.08 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

27.00 ANTENNAS, FLAGS AND FLAGPOLES

27.01 Administrative review (refer to Section 4.05 of the Rules).

27.02 Review fee (refer to Section 7.00 of the Rules and Section 27.04.1 for exception).

27.03 Final inspection (refer to Section 9.05 of the Rules).

27.04 Exterior mounted radio and television antennas and satellite dishes shall be unobtrusive and concealed from view of roads, bike paths, golf courses, lots and residences. If screening is necessary to conceal the antenna or satellite dish from view, it shall be screened in accordance with Section 17.07.

27.04.1 Satellite dishes 1 meter in size or smaller are not subject to the Design Committee review process and no fee is required if installed in accordance with the following criteria:

a. The intent is to reduce any adverse visual impact to neighbors and passersby.

b. Shall be installed in the least conspicuous location possible.

c. Shall be physically attached to the principal structure on the site.

d. Shall not be a contrasting color to the siding color.

27.05 All flagpoles are to be a maximum diameter of 5 inches, and to be no more than 18 feet above grade level. Flagpoles are to be painted the same color as the house.

27.06 Only three 3-foot x 5-foot maximum size flags may be flown, unless otherwise approved by the Design Committee. Flags used for commercial or advertising purposes are not permitted.
27.07 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

28.00 SOLAR PANELS

28.01 Applications for minor additions shall be submitted in accordance with Section 4.06 of the Rules and will either be considered for administrative approval or may be referred to the full Design Committee for action (refer to Section 4.05 of the Rules).

28.02 A review fee, building permit, and construction deposit are required (refer to Section 7.00 of the Rules).

28.03 Final inspection (refer to Section 9.05 of the Rules).

28.04 The primary concern of the Design Committee in any attempt to equip a structure with active solar panels is the appearance of the solar panels rather than the solar effectiveness of the panels. The architectural character of the structure should remain in harmony within itself and to others around it.

28.05 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

29.00 MISCELLANEOUS

29.01 Manufactured homes/mobile homes are not permitted to be moved to or erected upon Sunriver property.

29.02 Reference should be made to the Sunriver Rules and Regulations for parking of recreational vehicles, boats, etc.

29.03 Firewood is to be stacked neatly. If wood is to be covered, the covering shall blend with the natural environment (Reference should be made to the Sunriver Rules and Regulations for permitted colors). Firewood stacked outdoors from a wall, privacy fence, decorative feature, or to mark property boundaries is not in keeping with the design concept of Sunriver as noted in Section 17.08 of the rules. If firewood is stacked compactly as follows, it is acceptable with condition.

29.03.1 A single row of firewood shall be straight, shall not change direction, and shall not be longer than 8 ft. in length and 4 ft. in height. Additional firewood shall be stacked against the first row until a cord is formed (compactly stacked pile 8 ft. long, 4 ft. wide and 4 ft. high). Additional firewood shall be stacked in the same fashion. The total amount of firewood shall not exceed five cords per Section 4.02.c of the Sunriver Rules and Regulations

29.03.2 In no case shall firewood be stacked beyond the property boundary. All firewood storage shall conform to the Sunriver Ladder Fuels Reduction Plan and the Sunriver Rules and Regulations Section 4.02c, d, and e. The Design Committee in its sole discretion, shall determine whether any stacked wood conforms to the intent of this section.

29.04 A spark arrestor, as required by code, shall be provided on all chimneys. Flue shrouds shall be placed on all chimneys with a wood chase. Flue shrouds shall have a minimum height of eight (8) inches and shall be constructed in such a manner that it conceals the spark arrestor from view.

29.05 Any request for retrieval of material from the Community Development storage Archives requires a filing fee (refer to Schedule A). This fee will cover plans for one lot (site plan, building plans, etc.), exterior colors or any other item requested from Archives. The filing fee must be paid in advance and be accompanied by a completed request form available in the SROA Community Development Office. Copies of the plans can be purchased from the Community Development Department (refer to Schedule A). Plans and documents will not be permitted to leave the SROA office.
29.06 Holiday decorations, regardless of size, shall not be installed earlier than 30 days prior to and shall be removed within 30 days after the applicable holiday.

29.07 House numbers of contrasting color are to be located on the house under a light source, and/or on a post at the lane, adjacent to the driveway at the Design Committee’s discretion. House numbers shall be 3" x 6" minimum in size.

29.08 All applications shall be presented (refer to Section 4.00 of the Rules) and the applications shall comply with the requirements in all sections of the Rules, the Consolidated Plan and applicable Village Declarations.

29.09 Rain gutters are not subject to the Design Committee review process if the color of the gutter and downspouts match the color of the material upon which they are installed.

29.10 Exterior mounted sound system speakers are discouraged. They shall be submitted for Design Committee approval and if approved, shall be painted to match the siding color where attached. Speakers shall be recessed and shall not be surface mounted.

29.11 Blue tarps are not permitted in Sunriver, except in SROA RV storage yards.

29.12 The Design Committee may, at its discretion approve an outdoor fireplace installation if it complies with all of the following requirements:

   a. The fireplace shall be on a patio or deck only, away from trees and ground cover and shall be electric or gas fueled only.
   b. The entire firebox shall be covered with a fixed glass face that shall be removed (and replaced) only by a service professional for maintenance of the fireplace.
   c. The fireplace shall be activated by an electric switch, push button or remote control.
   d. Fireplaces with a refillable fuel source shall not require the removal of the glass face to be refilled.
   e. Refer to Section 4.00 of the Rules.

30.00 COMMERCIAL, TOWN CENTER, RESORT AND MULTI-FAMILY RESIDENTIAL DISTRICTS

30.00 Master Plan: A master plan is required for the development of all undeveloped sites, re-developed sites or single structures exceeding 8,000 gross square footage, re-zoned or change in use sites or whenever a sub-association decides on exterior changes (including but not limited to new paint schemes, new roofing materials, change in siding materials or windows, etc.) affecting all units within the sub-association.

30.01 A neighborhood informational meeting is required prior to submitting for preliminary review by the Design Committee as follows:

   30.01.1 A meeting and prior notification is required for the following applications:
      a. Comprehensive Plan Text Amendments
      b. Zone changes
      c. Conditional uses
      d. Change of use
      e. New construction, substantial remodel and/or addition requiring Deschutes County site plan review.
      f. Subdivisions

   30.01.2 Process:
      a. Applicant sets the meeting date, time and Sunriver location. The meeting must be held within 180 days of submitting to the Design Committee for preliminary review.
      b. The applicant prepares the meeting notification letter on a standard form provided by SROA, which briefly describes the proposed project.
c. The notice shall be postmarked at least (30 days) prior to the scheduled meeting and mailed to the following:
   1. All property owners within 500 feet of the nearest point of physical development.
   2. The SROA Community Development Office.
   3. The SROA Board of Directors.

   d. The applicant may obtain a list of property owners within 500 feet of the proposed site from the SROA Community Development Office (refer to Schedule A of the Rules for the fee amount) and the standard form to be used for the meeting notification.

   e. The SROA Community Development Office will provide the applicant with suggested guidelines for the preliminary review meeting.

30.01.3 Applicant shall post notices.
   a. The applicant must post notice on site within the same time limitations specified in Section 30.01.2C.
   b. A sign no smaller than 2’ x 3’ must be posted at the location easily observable from a public right-of-way.
   c. The sign shall:
      1. State that the site may be under consideration for a land use application.
      2. Include a phone number where the applicant can be reached for additional information or comments.
   d. SROA will post notices on the SROA Bulletin Board and the SROA web site.

30.01.4 The applicant holds the meeting for neighborhood as scheduled. The meeting is informational and advisory in nature; however the developer shall present sufficient conceptual plans and/or master plans as may be required that depict and represent the entire proposed project and phasing of the project if contemplated. Audience requests and comments will not be binding on the developer; however, the developer will demonstrate a good faith effort to address concerns raised.

   a. The applicant maintains a sign up sheet that lists names and addresses of all individuals who attend the meeting.
   b. Applicant shall provide the Sunriver Community Development Office with the list of attendees at the time of preliminary application.

30.01.5 Following the neighborhood meeting, the applicant is then permitted to submit for preliminary review by the Design Committee. If preliminary plans are not submitted to the Design Committee within 180 days of the neighborhood meeting, the applicant will be required to hold another informational neighborhood meeting prior to submitting to the Design Committee.

30.02 Preliminary review by Design Committee is required for all Commercial, Town Center, Resort and Multi-Family Residential District projects.

   30.02.1 Review of preliminary plans shall be of an advisory nature; therefore, such submittal may consist of informal presentations. The submittal shall indicate the location of the proposed structure(s) on the lot together with its/their relationship to the lot lines and contour lines drawn to scale and exterior elevations of the proposed structure(s).

30.03 Following preliminary review by the Design Committee, a Deschutes County site plan approval shall be obtained on all Commercial, Town Center, Resort and Multi-Family Residential District projects prior to submittal of final plans to the Committee. A copy of the Deschutes County review findings shall be submitted with the application for the Committee final review.

30.04 General guidelines (refer to Section 2.00 of the Rules).
30.05 Review by the full Design Committee during regular session (refer to Sections 4.02, 4.03, and 4.04 of the Rules).

30.06 Footing, ridge height, and final inspections are the responsibility of the property owners (refer to Section 9.00 of the Rules).

30.07 Building permits (refer to Section 5.00 of the Rules).

30.08 A review fee, Sunriver building permit fee and a construction deposit are required (refer to Section 7.00 of the Rules).

30.09 Minor additions on projects under construction (refer to Section 14.00 of the Rules).

30.10 Setbacks. Front, side and rear yard setbacks shall meet the requirements of the Deschutes County zoning ordinances.

30.11 Heights. Building heights shall meet the requirements of the Deschutes County zoning ordinance for Sunriver Urban Unincorporated Community (SRUUC).

30.12 Contractor registration and guidelines (refer to Section 6.00 of the Rules).

30.13 General maintenance (refer to Section 3.00 of the Rules).

30.14 Structures shall be constructed and sited to minimize disruption of natural site features (topography, vegetation, rock outcrops, drainage, etc.), (refer to Section 22.00 of the Rules).

30.15 Construction grading (refer to Section 12.08 of the Rules).

30.16 Large scale buildings (structures exceeding 8,000 gross square footage) within a Commercial, Town Center or Resort District shall have clearly defined highly visible customer entrances using features such as canopies, porticos, arcades, arches, wing walls and/or integral planters. On site landscaping is required for all large scale buildings and developments and shall abut the walls of large scale buildings so that the vegetation combined with the architectural features significantly reduce the visual impact of the building mass as viewed from the street and/or plazas and pedestrian areas. Large scale developments should include community amenities such as patio/seating areas, water features, art work or sculpture, clock towers, pedestrian plazas with park benches or other features located in areas accessible to the public and may be calculated as part of the landscaping requirement.

30.17 Painting of multi-family residences (refer to Section 19.00 of the Rules).

30.18 Painting of commercial structures shall be consistent and compatible with the color schemes established by the existing commercial developments or as approved by the Design Committee.

30.19 Lighting for multi-family residences (refer to Section 20.00 of the Rules). Lighting on Commercial, Town Center and Resort District structures, including on-site lighting, shall be as follows:

30.19.1 Lighting on structures shall be sufficient as required by all applicable local and state building codes. Appearance shall be judged on the individual merit of the fixtures.

30.19.2 On-site lighting, within physical limits of the area required to be lighted, shall not shine upon, nor illuminate directly any surface other than the area required to be lighted. No lighting shall be of the type or in a location such that constitutes a hazard to vehicular traffic, either on private property or on abutting streets. The height of light standards shall comply with all applicable Deschutes County zoning ordinances and building codes. To prevent damage from automobiles, standards shall be mounted on reinforced concrete pedestals or otherwise protected.
30.20 Trash enclosures shall be sufficient to conceal all trash containers from view, shall be solid in construction with a latching gate for access and match the main structure in color and materials.

30.21 Commercial signs. The purpose and objectives of these regulations for commercial signs is to provide reasonable and necessary requirements for the erection and maintenance of commercial signs, both exterior and interior (visible from the outside), in order to accomplish the following:

1. Promote a neat, clean, orderly and attractive appearance within Sunriver.
2. Improve the effectiveness of signs in identifying and advertising businesses and facilities.
3. Provide for reasonable, orderly and effective display of outdoor advertising compatible with their surroundings.
4. Preserve, protect and enhance the economic, scenic, and aesthetic values and objectives of Sunriver.
5. Provide effective signing to meet the anticipated differing needs of various areas within Sunriver.

30.21.1 Specific definitions covering commercial signs are described in Appendix "E".

30.21.2 Sign areas, locations and quantities. The intent of the following is to limit the size, placement and numbers of signs permitted any one establishment or location so as to promote the stated objective of these regulations:

a. Hanging sign overall dimensions shall not exceed 1.5 feet by 4.0 feet (6 sq. ft.). The sign shall be suspended in such a manner that a minimum of seven (7) feet of clearance above adjacent walkway surfaces or finished grade and eight (8) feet of separation from other hanging signs shall be maintained. The number shall be limited as noted for "Wall Signs" below.

b. Wall Signs and/or Hanging Signs permitted at any one establishment or location shall not exceed three (3) and shall be limited to the number of pedestrian and/or vehicular access ways serving that establishment or location. Each Wall Sign shall not exceed twelve (12) square feet in overall area and shall not be mounted or otherwise attached to the structure so the face of the sign projects more than six (6) inches from the structure. Further, Wall Signs shall not project above the eave line, roof line, top of parapet wall or beyond the ends of the wall or structure to which it is attached.

c. Freestanding and ground mounted signs for a "Business Complex" will be considered on an individual basis. The permitted area shall not exceed fifteen (15) sq. ft. Such factors as location (visibility by pedestrian and/or vehicular traffic) and impact on public safety and overall aesthetics shall be carefully considered. The use of such signs are discouraged, restricted and otherwise carefully controlled. Freestanding signs shall not be permitted for individual businesses on a permanent basis. The height of freestanding signs shall not exceed 10 feet measured from top of sign to average grade. No ground mounted sign shall exceed four (4) feet in height from the ground to the bottom of the sign and fifteen (15) sq. ft. in area. Further, such signs shall not be permitted within ten (10) feet of any other sign or side lot line nor within five (5) feet of any public street right-of-way, public pedestrian walkway or be permitted to visually obstruct any clear vision areas required for public safety.

d. Building directory signs for individual buildings only shall be located on the building and adjacent to the public entrances. The information on these directories shall be limited to the name of the establishment and the room and floor numbers for each, located within the building.

e. Directional signs shall be limited in area to one and one-half (1.50) sq.ft. and not exceed three (3) feet in height. The written content shall be limited.

f. Kiosks shall not exceed ten (10) feet in height with no other horizontal dimension of the structure exceeding seven and one-half (7.5) feet. Kiosks shall be located in areas providing maximum pedestrian access but shall not be permitted to obstruct the right-of-way for emergency vehicles.
g. Interior lighted signs (window and door) located in windows and/or doors for the purpose of being read from the exterior of the building shall comply with the following:

1. Signs shall be professionally produced.
2. Lighted interior signs visible to residential or common areas shall be lighted during hours of operation only.
3. Lighted signs shall not exceed three square feet per sign with a maximum of three lighted signs to an establishment, with no more than two signs per building elevation.
4. Lighted window signs shall not be of a flashing or strobe variety. Lights shall be on only during hours of operation.
5. Other than "OPEN", sign copy shall be limited to a generic name product of service in which the establishment specializes. example: ski rentals, pizza, gifts, espresso, etc. There shall be no specific lighted advertising for specific brand name products.

h. Display cases. All existing exterior display cases that are mounted on sides of existing buildings are exempt from compliance. They may not be increased in size. No further exterior display cases will be permitted. Any display from the interior of the window glass is permitted.

i. Sandwich Board signs commonly referred to as "A" Boards shall comply with the following:
1. The sign shall be non-illuminated, made of wood with no more than three colors including the background color.
2. The lettering shall be professionally done.
3. The width of each sign panel shall not exceed 24 inches and when measured in a closed position, the height not exceed 43 inches and in open position, 36 inches.
4. Both sides of the sign shall have identical sign copy.
5. The sign copy shall be limited to the name of the business and/or the generic name product in which the shop owner specializes, example: gifts, ice cream, real estate, videos, etc.
6. The "A" board shall be designed with an interior support wood board or similar material that will not allow the sign to be knocked down by the wind.
7. The "A" board shall be located within 20 feet of the shop owners main entrance door and not displayed in the bike path or street areas. Signs shall not be located in front of neighboring businesses.
8. There shall be no commercial advertising for specific products as part of the "A" board, such as a Marlboro cigarette, Seven-Up or similar company advertisement that may have been provided with the "A" board.
9. The "A" board shall be moved inside during the hours the shop is not open.

30.21.3 Material preference for signs is that they be constructed of routed or sand-blasted woods. Colors and materials shall be submitted for approval of the Design Committee.

30.21.4 Lettering for signs shall be in proportion to the permitted size of the sign; shall relate aesthetically to the building and adjacent signs and in all cases be approved by the Design Committee.

30.21.5 SIGN APPROVAL by the Design Committee must be granted prior to the erection, alteration or relocation of any sign be it temporary or permanent. Design Committee approval shall be obtained by the person or persons undertaking and responsible for such actions.

30.21.6 Applications for signage shall be made in writing on a Minor Addition Form to the Design Committee (refer to Section 4.00 of the Rules). Such applications shall include the date: name and address of the applicant: name and address or location of the establishment for which the sign is intended: the type or types of sign desired as defined here-in: a complete description of any existing signs to remain and/or be removed: the proposed date of erection or other change as noted. Further, such applications shall include a scale drawing of the proposed sign including dimensions, materials, finishes and showing its relationship to the ground and/or building or structure, and/or other signs, to which the proposed sign will
be installed or affixed. When appropriate, a plot plan drawn to scale shall be submitted which indicates the location of proposed signing relative to buildings, street and property lines. The applicant is to submit a statement from the property owner or management company that such sign has been approved.

30.21.7 The Design Committee will, prior to approval of such application, review all aspects of the proposed sign. The Design Committee may request additional information to complete its review. Upon satisfactory completion of its review, the Design Committee may approve or disapprove the application or take whatever other action is deemed appropriate. Signs may be approved administratively (refer to Section 4.05 of the Rules).

30.21.8 Sign removal shall be ordered by the Design Committee for any sign in violation of the Rules and/or erected without prior approval. The order to remove any signs shall be issued in writing stating the specific reasons, with a stated period of time for compliance. Failure to comply within the stated period contained in such written notice shall result in removal of the sign at the expense of the Owner of the offending sign or the Owner of the building, if said owner was properly notified.

30.21.9 Exempt signs as specifically noted below do not come under the provisions of these Rules and do not require Design Committee approval.

   a. Public signs of a non-commercial nature erected by a public authority including but not limited to safety signs, highway and street signs, trespassing signs, memorial plaques and historical markers.

   b. Building number signs shall not exceed 24 x 24 inches and shall be of a quality and color consistent with existing wooden sandblasted signs. Door numbers shall be limited to a maximum height of six inches.

   c. Christmas or other seasonal decorations as customarily used and displayed (refer to Section 29.06 of the Rules).

   d. Non-lighted signs on the interior of windows or doors for the purpose of advertising a sale, business hours, open, closed, etc.

30.21.10 Temporary signs such as the following are considered to be special purpose signs and shall not require Design Committee approval. However, any temporary sign not in compliance with the purpose, intent or other requirement of these regulations may be removed, without prior notice, by the Community Development staff:

   a. Construction signs which identify the designers, architects, engineers or contractors involved with the construction or renovation of a building. Said signs shall be located on the site of the construction, shall not exceed 18” x 24" in size, and shall be removed from the property when the project is substantially completed, or at the discretion of the Community Development staff for just cause (refer to Section 25.10.3 of the Rules).

   b. Golf course tee box and green signage, not exceeding 4 square feet (limit 1 sign per area).

   c. Land development project signs pertaining to the sale, lease, rent or development of an office complex, shopping center, or similar parcel are allowed for a period of one (1) year or upon substantial completion of said project as determined by the Code Enforcement Officer (whichever should occur first). Size of signs shall be a maximum of 4'x 8' and shall be of colors acceptable to the Design Committee.

30.21.11 Prohibited signs of the following types shall not be permitted (refer to Appendix E for definitions):

   a. Outdoor Advertising Signs (except as permitted for special events)
b. Political Campaign Signs
c. Signs on Utility Poles or Trees
d. Roof Signs
e. Bench Signs
f. Projecting Signs
g. Neon Signs
h. Paper, cloth or similar temporary signs on the exterior of any building (except as permitted for special events)

30.21.12 Prohibited sign devices such as the following shall not be made a part of any sign which has been constructed, erected or is being maintained:

a. Pennants, banners, (other than light pole banners), flags, (other than governmental, state or logo flags), captive balloons, streamers, valances, propellers, or similar wind activated or attention attracting devices.

b. Contains or includes or is illuminated by any flashing, intermittent revolving, rotating or moving lights or moves or has any animated moving parts.

30.21.13 Prohibitive sign locations. Signs shall under no circumstances be allowed on side or rear lot lines which face common grounds, a golf course, a residential area or recreational areas.

30.21.14 Awning and canopy signs are generally discouraged. However, applications for such signs will be considered by the Design Committee on an individual basis.

30.21.15 Non-conforming sign disposition shall be as follows:

a. Any sign found to be non-conforming for any reasons is PROHIBITED. All signs in existence or under construction on the date of adoption of these regulations which do not conform with the requirements herein, shall be regarded as NON-CONFORMING signs and must be removed, altered and/or replaced so as to conform within one (1) year of the date of these Rules. A NON-CONFORMING sign which is relocated, altered and/or replaced shall conform to the requirements of these Rules.

30.21.16 Inspection and enforcement shall be as follows:

a. Inspection of signs by the Community Development staff shall be done periodically to determine their conformance with these Rules.

b. Enforcement of sign control by the Design Committee is hereby authorized and directed (refer to Section 10.00 of these Rules).