



## HIGHLANDS AT MANZANITA HOA ARC BUILDER PROCESS

Here is the process for a builder to work through the Highlands at Manzanita HOA Architectural Design Review Committee:

1. Download the CC&Rs/HOA Bylaws and ARC Guidelines documents at [www.highlandsatmanzanita.com/resources/](http://www.highlandsatmanzanita.com/resources/)
2. Review those documents to understand what is and isn't allowed. If you have any questions, please contact Rick Hinkes, [rjh97034@yahoo.com](mailto:rjh97034@yahoo.com) or 503-706-0196.
3. Fill out the ARC Approval form attached to this document. Please fill it out as completely as you can and include all requested documents. We understand the cosmetic items such as paint colors, flooring, etc may be selected later. You will receive conditional approval and must submit those items before proceeding with that portion of the build.
4. Review the streetlight and driveway standard, HAM001, attached to this document. That must be a part of your build, per City of Manzanita requirements. You must follow the standard exactly, including the fixture, pole, height and location specified.
5. You must have a signed ARC approval form before proceeding with any work on the property. Once your form is completed or amended, send it and all attachments to the HOA at [highlandsatmanzanitahoa@gmail.com](mailto:highlandsatmanzanitahoa@gmail.com). We will return as soon as possible.
6. Once construction has started, the city requires the utility easement, the first 8' back from the street, be kept clean and clear. In addition, all runoff – sand and water – should be kept confined to the property via silt fence, manual clean up or other means. See the attached sketch for details.
7. **TRASH MUST BE CLEANED FROM THE LOT WEEKLY** and kept off the utility easement and out of sight of neighbors and visitors to Highlands. We suggest using a dumpster, but not to be placed in the utility easement!
8. **IMPORTANT:** Any change or addition to your design that isn't consistent with your original submittal must be approved prior to implementing that change/addition. Use the design change form attached to this document.



**Highlands**  
at Manzanita

**HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW APPLICATION**

<b>Submission Date</b>		
<b>Property Address</b>		
<b>Owner(s)</b>		
<b>Primary Contact</b>	Address	
	Telephone	
	Email	
<b>Contractor</b>	Name	
	Address	
	Telephone	
	Email	
	OR CCB#	
<b>Review Type</b>		<input type="checkbox"/> Renovation <input type="checkbox"/> Addition <input type="checkbox"/> New
<b>Project Description (Please be detailed)</b>		
<b>Design Guidelines</b>	<input type="checkbox"/>	I have received a copy of Highlands HOA ARC guidelines
<b>Attachments</b>	<input type="checkbox"/>	Construction/Engineering Drawings
<b>(Fully describe project, e-files preferred)</b>	<input type="checkbox"/>	Exterior Elevations, not to exceed 11" X 17"
	<input type="checkbox"/>	Site Plan, scale 1"=20', w/final grading and all proposed improvements
	<input type="checkbox"/>	Complete description of exterior siding, accent/trim matls, incl colors
	<input type="checkbox"/>	Type, color, specs of roofing. Submit picture of roofing material
	<input type="checkbox"/>	Type, color, specs of windows, doors, garage doors
	<input type="checkbox"/>	Location on site plan and description of any fencing/retaining walls
	<input type="checkbox"/>	Location, materials or drive, walkway and/or ext decking/railings
	<input type="checkbox"/>	Location, type, decibel level of exterior mechanical units
	<input type="checkbox"/>	Exterior lighting plan
	<input type="checkbox"/>	Detailed water drainage plan, incl rain gutters, drain lines, outflow, etc
	<input type="checkbox"/>	Other pertinent information
<b>Disclaimer</b>		Approval of an application by Highlands ARC reflects the ARC's conclusion that the proposal is consistent with Highlands CC&Rs and design guidelines. The ARC and Highlands HOA do not express any opinion about safety or soundness of the proposal and approval doesn't indicate the proposal complies with any laws, regulations or ordinances, all of which are the responsibility of the owner.
<b>ARC Approval</b>		
<b>Committee Signer/Date</b>		
	<input type="checkbox"/>	Accepted as is, no changes
	<input type="checkbox"/>	Accepted, changes indicated
	<input type="checkbox"/>	Resubmit with changes indicated
<b>Approval Notes</b>		

# Highlands **STREETLIGHT STANDARD**

at Manzanita

This standard sets the type, size and location of individual light fixtures to be placed on all SeaView & Meadows Drive lots.

Location: Light poles to be located per sketch below – on the north side of the driveway on all lots east of SeaView & Meadows Drive and on the south side of the driveway on all lots west of SeaView & Meadows Drive.

Electrical: Fixture to be wired to unswitched circuit, controlled only by the photo cell.

Setting: Light poles to be set in 18" deep concrete, 12" diameter.

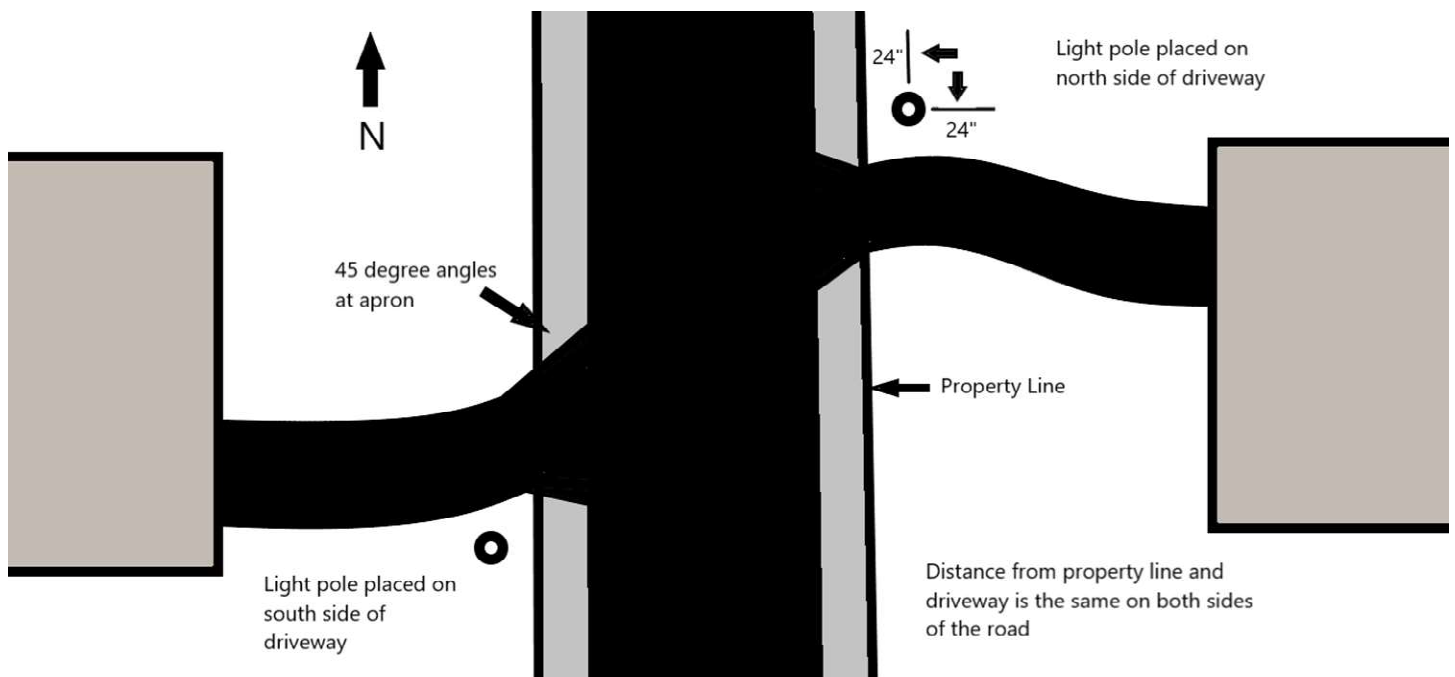
Height: Total height, including the fixture, to be no taller than 60". The pole specified is 7' long. Cut as necessary to achieve the 60" overall height and 18" below grade spec.

Materials: All parts are available through Cindy Klein, Globe Lighting, Lake Oswego, OR, Ph: 503-639-8816, [cklein@globelighting.com](mailto:cklein@globelighting.com) . Part numbers are as follows:

Fixture: Generation Lighting P/N OL 12807TXB-L1 LED Post Lantern (\$183.00/ea)

Post: Generation Lighting P/N 8112-12 Aluminum Post with Photo Cell (\$114.00/ea)

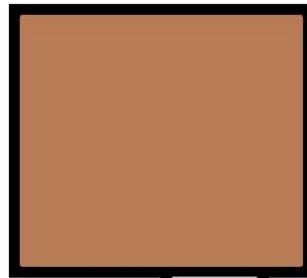
**NOTE: 45 degree angles on driveway entrance at apron required.**



Silt fence to be installed  
on any side or rear  
downhill slope



**EROSION CONTROL  
FOR ALL BUILD SITES**



Rock  
Driveway



Wattles

Wattles

Road





## ARC DESIGN CHANGE REQUEST

Use this form to request a change to a design approved by the ARC or to provide additional information to complete an ARC approval request. **ANY CHANGES TO A SUBMITTED DESIGN MUST BE APPROVED USING THIS FORM BEFORE THOSE CHANGES ARE IMPLEMENTED.**

**Date**                      **Change Description**

Date	Change Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Attachments**

\_\_\_\_\_

\_\_\_\_\_

**ARC Approval**

**Committee Signer/Date**

\_\_\_\_\_

- Accepted as is, no changes
- Accepted, changes indicated
- Resubmit, changes indicated

**Approval Notes**

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