

**CERES GLEANN
HOMEOWNERS' ASSOCIATION**

**ARCHITECTURAL
DESIGN & REVIEW
MANUAL**

**ADOPTED FEBRUARY 5, 2019 BY
CERES GLEANN HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS**

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INTRODUCTION

Set forth in this Architectural Design & Review Manual (hereinafter Architectural Manual or Manual) are those policies, procedures and guidelines to assist the Architectural Review Committee (hereinafter ARC or the ARC) and property owners through the architectural review process. The powers of architectural review and control are key elements in success of every “automatic-membership” community such as Ceres Gleann. Properly exercised, the review and control process can create and preserve a community that is attractive, livable and prestigious. The process will help protect values.

This Manual establishes standards and an orderly process for review of new construction, alterations to existing homes and detached structures. The Manual implements and supports the architectural restrictions contemplated by the recorded Covenants, Conditions, and Restrictions (hereinafter referred to as CC&R’s) that binds each property owner. The ARC requires that prior approval is obtained before any item is installed or placed upon the exterior of a living unit or in the front or back of a lot.

ARTICLE I – ARC RESPONSIBILITIES AND POLICY

A. Responsibilities

1. In accordance with the CC&R’s recorded in the records of Polk County, Oregon, any Committee may be appointed by the Board of Directors whose primary duty shall be to supervise and control the external design, appearance, location and maintenance of all structural improvements on the Property in accordance with the provisions of the CC&R’s and this Architectural Manual.
2. Review Procedures
 - a. In carrying out its “primary duties”, the ARC shall review all submittals and apply the policy, procedure, standards and design guidelines as set forth in this manual. The ARC shall keep records and plans of any applications for changes for a period of not less than two years.
 - b. If a submittal is of a routine nature, such as painting or fencing, it may be approved prior to the next regularly scheduled meeting of ARC. The application must be signed by a Chair/Co-Chair and two (2) other members of the ARC. Such approval without a meeting shall be documented in writing and presented to the ARC at its next meeting for inclusion in the ARC meeting minutes.

B. Policy

1. No building, fence, patio, deck or other structure or improvement shall be commenced, erected, directed or maintained upon the property, nor shall any alteration or change in the exterior appearance or materials of any structure or improvement be made until an application, plans and specifications have been submitted to and approved in writing by the ARC.
2. The ARC will not consider or assume responsibility for the structural integrity, safety features, mechanical operation, or building code compliance of the proposed improvement or structures including those defined in Article 3 herein. General land use requirements and building codes are established by the City of Dallas, and other agencies.

C. Committee Discretion

It is recognized that this manual does not contain specific requirements for every situation that may require the ARC's approval. The ARC, if necessary, will exercise discretion in many instances in approving or disapproving a specific proposal. It is further recognized that a proposal may deserve consideration on its own merit, even though it does not meet a specific standard set forth in this manual; therefore, the ARC, acting jointly with the Board of Directors of the Ceres Gleann Homeowners Association, (hereinafter the **Board**), is authorized, and without establishing precedence, to approve a proposal notwithstanding that the proposal may conflict with a standard set forth in this Manual.

It is also recognized that this Design & Review Manual and the CC&R's may address the same or similar HOA policies and requirements, in which case the CC&R's supersede this Manual.

ARTICLE II – PLAN SUBMITTAL PROCEDURES

A. Procedure

1. Proposals for construction, alteration of any structure (temporary or permanent) or improvement on any lot must be submitted to the ARC in the form of a Complete Application at least 30 days prior to the start of the proposed construction or improvement.
2. If a project is of a routine nature and the application for the project needs to be approved prior to a regularly scheduled ARC meeting, the application may be approved by three members of ARC, preferably including a co-Chair or the ARC Chairperson. Such approval without a meeting shall be documented in writing and presented at the next ARC meeting for inclusion in the ARC meeting minutes.

B. New Construction

1. Two copies of construction documents (plans and specifications) complying with the published checklists of the ARC;
2. Two copies of the completed application form (Exhibit A) along with two copies of the completed checklist (Exhibit B); and
3. Two copies of the Construction Agreement (Exhibit C).
4. The ARC shall have thirty (30) days to review a submittal. After review, one copy of the submittal will be retained by the ARC for their files. The other will be returned to the applicant marked with one of the following:
 - (i) **Approved** – project approved as submitted.
 - (ii) **Approved as Noted** – approved contingent on applicants' acceptance of conditions noted.
 - (iii) **Not Approved** – reasons for not being approved on drawings and/or forms, resubmittals required.
5. An incomplete submittal will not be reviewed and will be returned to the applicant for completion.

C. Standards

1. Each Owner and/or Designer shall apply (1) the applicable PUD standards established by the CC&R's for density, building type, setback requirements, utilities and placement, and other exterior characteristics, and (2) the design criteria of this Architectural Manual which require and preserve high quality in external appearance and design, and compatibility with existing structures in Ceres Gleann.
2. All plans (drawings) shall be of professional quality with sufficient detail to clearly define the proposed project. Plans for new home construction shall be designed by Architects or other professional building designers and shall also include elevation drawings of the front, sides and rear of the proposed structure. All plans will contain the name, address, and telephone number of the firm or individual responsible for creating the plans.

D. Completion

1. Approved projects must be commenced within three (3) months of the ARC approval. Failure to begin work may cause approval to be rescinded and resubmittals may be required. All construction shall be completed in a timely and continuous manner.

2. New home construction shall be completed within nine months after issuance of a building permit and the ARC approval whichever is later. Failure to complete the work within the prescribed time may result in penalties as prescribed in the CC&R's and Supplemental Resolutions. The ARC may grant an extension due to extenuating circumstances.

E. Appeal

The Homeowner Appeal Process for decisions made by all standing committees, including ARC, was established and approved by the HOA Board of Directors on November 6, 2018, by Resolution 2018-13. A hardcopy of the Resolution is available in the Clubhouse and it is also available on the CG Residents-only website.

F. Enforcement Process

1. **ARC Enforcement:** The ARC will process violations as follows:
 - a) An ARC representative will inspect the alleged violation(s).
 - b) If a violation is found, an ARC representative will contact the homeowner and advise appropriate steps to correct the violation.
 - c) If the ARC representative determines that the homeowner is unwilling to correct the alleged violation, the ARC shall turn the matter over to the Board for further action as provided in the CC&R's and Supplemental Resolutions.

2. Board Enforcement

Violation of the Architectural Design & Review Manual rules and regulations may be reported by written complaint signed by any member of the Homeowners' Association, delivered to any member of the Board of Directors for consideration at a regular or special meeting. Complaint procedures approved by the Board of Directors and Complaint Forms are available from Board members, in the community center or on the CG Residents website.

ARTICLE III – DESIGN GUIDELINES

A. General

Living units shall be attractive and of a high quality architectural design that is compatible in external appearance, design and quality with existing structures in Ceres Glenn.

B. Design

Homes with the same floor plan (including mirrored image plans) and located on the same street or within one-hundred fifty (150) feet, shall have differing front elevation features.

C. Building Sites

All structures (the living area) shall be constructed within the following setback requirements:

- (i) Front: House is 18 feet from the face of the curb
Garage is 25 feet from the face of curb
- (ii) Side: 4 feet from the property lines
- (iii) Rear: 12 feet from the property line

D. Drainage

Roof gutters shall be required on all structures and must be properly drained to direct all water into the City's storm drainage system.

E. Driveways

Driveways shall be of concrete slab construction only. The driveway surface and all flatwork on site shall be finished with exposed aggregate.

F. Garages

A single family detached living unit shall include a garage designed to enclose a minimum of two (2) vehicles.

G. Fences and Walls

1. Permanent Fences

- a) ARC must approve all fences and walls prior to construction. Fences shall not exceed six (6) feet in height from finish grade. In the case where the fence is also a retaining wall the measurement shall be taken from the high side. Four (4) designs and materials for fences and walls are approved for Ceres Gleann. They are as follows:
 - (i) Black Wrought Iron or Steel
 - (ii) Split face concrete block with cap
 - (iii) Combination of split face concrete block and black wrought iron or steel.

- (iv) Black vinyl chain link is only permitted on rear perimeter property lines along St. Andrews and Magnolia and on lots backing to the Community Gardens/Gazebo Common Area.

- b) Small pet containment material may be attached to the permanent fence and must be black in color and no taller than three (3) feet.

2. Temporary Fences

Application for a temporary fence must be submitted to ARC and approved prior to installation. Temporary fences must be metal and black in color and not exceed four (4) feet in height. A temporary fence application can be approved for a maximum of two (2) years and is non-renewable. Temporary fences, while typically lightweight, must be of a material and style that is similar to permanent fencing.

H. Porches, Decks and Patios

1. All porches, decks and patios, if approved, shall have an appearance consistent with the exterior of the Ceres Gleann living units. No porch, patio or deck in the rear of a living unit shall extend closer than four (4) feet to any boundary line of the lot. No porch, patio or deck in the front of a living unit shall extend closer than sixteen (16) feet from face of curb. Porches or decks, which are constructed above grade (off the ground), must be finished to the ground with materials compatible with the deck or the living unit and screened with landscaping.
2. No porch, patio or deck within eight (8) feet of any property line of the lot shall be more than thirty (30) inches above finish grade.
3. Patios shall be concrete slabs on grade, or as approved by the ARC, and shall be constructed in a manner to prevent surface water from flowing onto adjacent lots.

I. Covered Porches, Decks and Patios

1. All permanent porch, patio or deck covers must be of a design that is complementary to the living unit and must be approved by the ARC. Setbacks shall be as follows:
 - (i) Rear: 7 feet from property line
 - (ii) Front: 18 feet from face of curb
2. New Home Construction: All permanent porch, patio or deck covers with solid roofing must be constructed of the same materials, have the same roofing materials and the same roof pitch as the living unit.

3. Add-on porch, patio and deck covers: Wherever structurally and functionally possible, all permanent porch, patio or deck covers with solid roofing, shall meet the same requirements as New Home Construction with the exception that the roof slope may be as low as 4" rise and 12" horizontal. All rainwater shall be collected and distributed to the City's storm drainage system. All soffits must be enclosed.
4. Sunscreens: Permanent sunscreens must have no roof and shall be professionally designed and approved by the ARC. The fabric must be of a solid color and be compatible with or match the field or trim color of the dwelling unit.
5. Awnings: The ARC must approve all awnings. Fabric type retractable awnings must be compatible with the living unit and will be considered on a case-by-case basis. The fabric must be of a solid color and be compatible with or match the body or trim color of the dwelling unit. Fabric shall be maintained and kept presentable. Retractable window and patio awnings (whether temporary or permanent, fabric or solid) shall not have pole supports to the patio, porch or deck below.

J. Exterior Walls

The front elevation of each living unit shall have significant architectural features that are consistent with other homes in Ceres Gleann. Approved wall materials are: wood or simulated wood products such as beveled siding, shakes, tongue and groove vertical siding, plywood board and batt and brick or stone veneer. T1-11 or similar products are specifically not allowed as an exterior siding. Combinations of wood products and masonry are encouraged. Other siding materials will be judged on their merit after a review of samples. Side and rear elevations shall be selected from the same materials as approved for the front. Windows on exterior walls of the garage side of a living unit shall be of "Rain Glass" or approved alternate.

K. Exterior Colors

Exterior house colors (body, trim and accent) must be approved by the ARC and chosen from the Ceres Gleann Approved Paint Palette. Exterior door colors must also be approved by the ARC but colors need not be chosen from the Ceres Gleann Paint Palette (see Paint Application, Exhibit D, for door color instructions). Painting requires that two copies of the completed paint application (Exhibit D) be submitted to the ARC. After review, one copy of the application will be returned to the homeowner and one copy will be retained in the ARC files. The application will be marked with one of the following:

- (i) Approved
- (ii) Approved as Noted
- (iii) Not Approved
- (iv) Date

L. Roofs

Approved roofing material is high-end (or layered) architectural composition materials with 30 year or lifetime warranty, which provides a three-dimensional sculptured appearance using varying thickness and shadowing. Color must be charcoal gray or black, the same as existing neighborhood roofs. The minimum roof pitch allowable is five (5) inches rise in twelve (12) inches horizontal projection.

M. Poles and Antennae

1. No basketball hoops shall be installed or maintained on any portion of the property.
2. Satellite dishes no more than twenty-four (24) inches in diameter may be installed or maintained only on the rear portion of the home, between 10 and 15 feet from the rear of the home, and shall be hidden from street view, if possible.
3. Rules governing flags and banners have been established by the CC&R's, Sections 5.11 (h), (i), (j) & (k).
4. Rules governing holiday decorations have been established by the CC&R's, Sections 5.11 (l) & (m).

N. Yard Art

Yard art, trellises, bird feeders and similar items may be added to a lot if they fit into the lot's landscaping plan, preferably placed in the backyard and/or owner's courtyard. Yard Art shall not materially obstruct a neighbor's view.

O. Climate Control

Outdoor air conditioning units shall be placed to minimize noise to adjacent living units.

P. Building Size

All living units shall be no higher than two (2) stories above finished grade level with a maximum height at the ridge line of thirty (30) feet as measured from the lowest point adjacent to the foundation. All homes containing two stories shall not have the roof or any part of the structure protruding or encroaching over property lines. No two-story living units with windows on the upper floor shall have windows that face the back yard except for golf course lots and perimeter lots adjacent to the urban growth boundary. The minimum size for living units excluding garage shall be as follows:

- (i) Single family detached living units **single** story 1,200 square feet
- (ii) Single family detached living units **two** story 1,600 square feet

Q. House Numbers

House numbers must be clearly readable from the street, but not so large as to be out of proportion to the structure, and compatibility to the overall design of the structure.

R. Exterior Lighting

1. Type and placement of additional exterior lighting devices (other than low voltage) must be approved by ARC. Replacement exterior fixtures do not require ARC approval. The concern is to eliminate glare and annoyance to adjacent property owners and passersby.
2. No exterior lighting shall be placed or operated upon or within any lot which shall, cast excessive or unreasonable amounts of light or glare on adjacent lots within the community.

S. Construction Sites

Owners, Contractors and others shall keep a clean construction site. All construction debris, lumber remnants and scrap materials shall be removed from the site after each phase of work such as foundations, floors, walls, roofs, etc., and in no case allow the accumulation of more than one week's debris. In lieu of removal from the site, the committee may authorize the use of a "Dumpster" if placed on the lot. Dogs, drugs, alcohol or loud radios are not permitted on the job site. Violators will be required to leave.

T. Hot Tubs/Spas

Only free-standing, self-contained hot tubs/spas will be approved.

U. Solar Energy Panels

Solar Energy Panels must be approved by ARC prior to installation. They must comply with all health and safety standards as well as all Federal, State and local codes and regulations. They may only be installed on the roof of a residence and only on the rear portion of the roof to minimize the visual impact on the neighborhood from the street. They must conform to the slope of the roof and the top edge of the panels may only be as high as the roof ridge. The solar energy panel frame, support brackets and any visible piping or wiring shall be painted the same color as the material to which it is attached.

V. Sidewalks

Each owner of a lot shall construct a sidewalk along the street frontage of their lot in the location specified on the approved plans from the City of Dallas. The sidewalk shall be constructed in conjunction with the living unit and prior to the occupancy or sale of the living unit. Sidewalks shall be constructed on common property or where there are breaks between owner properties as is deemed applicable to the landscaping scheme of the Ceres Gleann project.

ARTICLE IV – REVISION OF ARCHITECTURAL MANUAL

The ARC and/or The Board of Directors from time to time, may amend, modify or revise provisions of this Architectural Manual, including the procedures for submitting, reviewing and approval of the ARC outline herein; provided however, that no such amendment, modification, or revision shall be binding upon the owners until notice of the same has been given to the owners by the Board and no such amendment, modification or revisions shall affect structures, improvements, landscaping approved prior to the enactment of such amendment, modification or revision.

CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE

CONSTRUCTION APPLICATION

Exhibit A

(Submit 2 copies to an ARC Member)

Type of Submittal: () New Home Construction (see exhibit 'B')
 *** () Remodel (see exhibit 'B')
 () Other
 (For Landscaping Submittal, contact the CG Landscape Committee)

The Architectural Review Committee, as provided for in the CC&R's recorded in Polk County, exists to maintain high standards for design, development and maintenance of living units and lots. When an Owner wishes to construct a living unit or remodel an existing living unit, application is made to the Committee using this form (2 copies are required). Completion of the following pages will provide the Committee with the information necessary to review the proposed construction for compliance with the Architectural Design & Review Manual and the CC&R's.

Lot Number _____ New Address (if known) _____

Submittal Date _____ Anticipated Start Date _____

Square Footage of Lot _____ Square Feet of Living Unit _____

Property Owner(s) _____

Address _____ City _____ State _____ Zip _____

Phone (Home) _____ (Business) _____ (Cell) _____

Architect/Designer _____ Business Phone _____

Contractor/Builder _____ Business Phone _____

Description of Proposed Work _____

*** Remodel work to the back of home requires owner to the rear be notified and sign off. If you prefer, a member of ARC will handle this part of your application.

I have read the proposal and have noted the time and place for hearing before ARC. My signature does not agree or disagree with this application. I understand that all construction must meet with applicable codes & that ARC approval does not override City or County codes, but rather are intended to work with them.

Owner _____ Date _____

ARC _____ Date _____

ARC _____ Date _____

ARC _____ Date _____

For ARC Review
() Approved
() Approved as Noted
() Not Approved
Date _____

CERES GLEANN ARCHITECTUAL REVIEW COMMITTEE

CONSTRUCTION CHECKLIST

Exhibit B

(Submit 2 copies to an ARC Member)

LOT #_____

The following is a list of items, which must be included in Submittals for review by the Committee. Applications must be submitted to the Committee 30 days prior to the anticipated start date. Please check off each item. If an item is not included it may be necessary for the Committee to reject your entire submittal and require a re-submittal.

(Include the following information as it applies to your project)

SITE PLAN

- Minimum Scale 1 inch = 10 feet
- Location of the building & overhang extension greater than 2'
- Patio or deck covers
- Property lines - and distances to structures
- Driveway, walks, patios & decks. Indicate materials
- Topography - existing and proposed changes with drainage improvements, if any
- Privacy screening, fences and walls
- Outdoor lighting not attached
- North arrow
- Special setbacks or easements

FLOOR PLAN(S)

- Minimum scale: 3/16 inch = 1 foot
- Exterior door and window openings
- Exterior walls and partitions
- Exterior lights
- Porches
- Type and location of heating and cooling system, location of outdoor unit

ELEVATIONS

- Scale, Front (street) Elevation, Minimum 1/8 inch = 1 foot.
- All exterior features; doors, windows, roof, siding, trim, foundations, railings, house numbers, etc.
- Show satellite dish location

IMPORTANT: Show proposed finish floor dimension line and elevation, and proposed finish grade elevation. Indicate height of roof from lowest finish grade adjacent to foundation. (max. of 30 ft.)

SITE WORK

Walks and drives; material, finish and colors

BUILDING MATERIALS

Exterior siding, dimension to the weather and pattern - Hardiplank lap siding 7" to the weather

Trim materials - Hardiplank Shakes

Brick or stone _____

Roofing, type, material, color - 30 Yr. architectural charcoal grey

Exterior openings:

Doors (materials/finish) - Fiberglass - Painted

Windows (materials/finish) [no mirrored glass] - Vinyl - White

Skylights (materials/finish) - Vinyl - White

Garage doors (materials/finish) Metal - Painted

Exterior: paint, stain, color (see Paint Application; complete application 30 days prior to exterior painting)

Siding _____

Trim _____

Garage Doors _____

Swing Doors _____

Exterior light fixtures (vendor description, name) _____

Heating/Cooling system (include type and location if using solar panels or other exterior equipment) - None

CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE

CONSTRUCTION AGREEMENT

Exhibit C

(Submit 2 copies to an ARC Member)

As a Ceres Gleann property owner and/or prospective homeowner, I / We have read the current Architectural Design & Review Manual and the Application forms and fully understand the requirements contained therein.

I / We understand that any external changes to the approved plans must be submitted to and approved by the Committee prior to implementing the change.

I / We understand that by signing this agreement, specific permission is granted to the Committee and/or its agents to enter the property at reasonable times to inspect for compliance.

I / We understand that to enforce its standards, the Association may seek injunctions from a court of law and pursue other legal remedies.

I / We the undersigned, understand and agree to construct the proposed project in accordance with the approved plans and the designated time limit, and that any deviation from the approved plans or time limits must be approved by the Architectural Review Committee in writing prior to implementation. I / We understand and agree to keep the construction site and streets clean and in a neat and orderly condition at all times during the construction process, and that all adjacent lots used during construction will be left in a clean and neat condition after construction is completed.

I / We the undersigned, understand and agree to all provisions and requirements of the CC&R's (Covenants, Conditions and Restrictions) of Ceres Gleann, with emphasis applied to Articles 6 & 7, Architectural Control and Restrictions & Obligations, respectfully.

I / We the undersigned understand and agree to comply with all provisions and requirements of the Architectural Manual.

When all construction including landscaping has been completed, the Owner / Builder shall request a final inspection by the Architectural Review Committee.

Lot Number _____

SIGNATURES
(all owners' signatures required)

Owner(s) _____ Date _____

Owners Representative _____ Date _____

Builder _____ Date _____

REPRESENTATIVE OF PROPERTY OWNER

I certify that I am a duly authorized representative of the above-named property owner and have the power to act in his/her/their behalf. In addition, I have made the owner(s) aware of all the above stated requirements.

Signature _____ Date _____

CERES GLEANN ARCHITECTURAL REVIEW COMMITTEE

PAINT APPLICATION Exhibit D (Submit 2 copies to an ARC Member)

The Architectural Review Committee, as provided for in the CC&R's recorded in Polk County Oregon, exists to maintain high standards for design and maintenance of living units. When an Owner needs to paint a new home or re-paint an existing living unit, application is made to ARC using this form (2 copies required). Completion of the following will provide the Committee with the information necessary to review this application for compliance with the Architectural Design Review Manual and the 2017 Ceres Gleann Paint Palette.

PLEASE SEE INSTRUCTIONS ON BACK.

Lot Number _____ and/or Property Address _____

Submittal Date _____ Anticipated Start Date _____

Property Owner(s) _____

Address [if different than property address] _____

Phone _____ [home] _____ [cell] Email _____

Contractor _____ Phone _____

Description of Proposed Paint Project _____

Body Color _____

Trim Color _____

Accent Color _____

Door Color _____

SIGNATURES:

Property Owner(s) _____

ARC _____ Date _____

ARC _____ Date _____

ARC _____ Date _____

For ARC Review
() Approved
() Approved as Noted
() Not Approved
Date _____

Instructions

1. Submit 2 copies of this form and attachment, if any, to an ARC member, allowing at least 30 days lead time prior to painting. The approved original will be placed in ARC's files and the copy will be returned to you.
2. Form should indicate the chosen colors by SW number and name. It is not necessary to include paint chips with this application unless you are deviating from the CG Color Palette (see #4 below).
3. The color chosen for the front door must also be approved by ARC. If that color is not from the approved Paint Palette, a paint chip of the chosen color must be submitted with this application.
4. Pursuant to CG HOA Resolution #2017-08, the main body color must be chosen from the approved Paint Palette. However, trim and accent colors may be a slight variation of the approved Paint Palette colors. If you are exercising your option to vary from the Palette, please include a paint chip of the chosen color(s) with your application. In addition, you will need to paint a 2'x2' test section of the proposed color(s) on your house. Your application will not be accepted for review by ARC if these criteria are not met.
5. Definitions as approved in the ARC Meeting Minutes of 03-14-17:
 - (a) Body color is the predominant house color.
 - (b) Trim color is defined as fascia boards, gutters, pillars, window and door trim, garage door trim and belly board.
 - (c) Accent color is defined as gables and those minor sections done in an alternate material or style.
6. Sherwin Williams has kindly provided the paint color choices for our community, however, you are not required to use their products. If you or your painter chooses to use a paint product other than Sherwin Williams, please remember that Sherwin Williams cannot be held responsible for the final results. The Sherwin Williams store that has assisted Ceres Gleann in the development of the Paint Palette is located in West Salem at 560 Wallace Road NW, Salem OR 97304, phone 503-585-0111.