

# ALTIS

Altis at Skyline Homeowners Association

## DESIGN GUIDELINES

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## **Section I: Introduction.**

Altis at Skyline is a residential community that is currently planned to contain approximately 292 single family homes if developed as planned (“**Community**”). Because community living relies on the mutual cooperation of all to be successful, Altis at Skyline Homeowners Association (“**Association**”) created these design guidelines (“**Design Guidelines**”) for residents to follow. The goal of these Design Guidelines is to maintain the aesthetic beauty of the Community.

Prior to making any Improvements to your Residential Lot or Residence, you must submit a complete application for design approval to the Design Review Committee (“**DRC**”). After receiving written approval from the Board or DRC and complying with applicable requirements of the City of Santa Clarita (“**City**”) and other Governmental Agencies, you may install your Improvements or undertake your approved action. Please review these Design Guidelines prior to completing your application form to ensure your submittal is complete.

These Design Guidelines are subject to the Declaration of Covenants, Conditions and Restrictions and Establishment of Easements of Altis at Skyline (“**Declaration**”) and the Bylaws of Altis at Skyline Homeowners Association (“**Bylaws**”). The Association has the power to revise the rules, regulations, guidelines, policies and procedures set forth in these Design Guidelines from time to time. If you would like to contribute suggestions for these Design Guidelines, please submit them to the Community’s management company (“**Management Company**”) for consideration by the Association. In the event of any conflict between these Design Guidelines and the Declaration or the Bylaws, the provisions of the Declaration or the Bylaws (whichever applies) shall prevail.

It is recommended that you refer to Article 9 of the Declaration in conjunction with these Design Guidelines to insure a complete understanding of the submittal and review process of the Association. If you have questions regarding the review process, please contact the Management Company.

As you read through these Design Guidelines, you will encounter initially capitalized terms. Except as otherwise defined in these Design Guidelines and as the context otherwise requires, those initially capitalized terms have the same meanings given them in the Declaration.

If any of the provisions of these Design Guidelines are held to be invalid, the remainder of the provisions shall remain in full force and effect.

These Design Guidelines are subject to change due to current rules and regulations applied by the Association, LA County Fuel Modification Restrictions and, or, City Standards. Notice of changes will be distributed to the membership.

### **A. Purpose; Application.**

These Design Guidelines are not intended to restrict individual creativity or personal preference, but rather to assure and preserve the value, desirability, attractiveness and architectural integrity of the Community. The purposes of these Design Guidelines are (1) to preserve the aesthetic character of the Community as established by the initial development, (2) to assure compatibility among Improvements, and (3) to preserve a high quality of appearance. The Design Guidelines are intended to both give specific design criteria to Owners, their consultants, or contractors in preparing drawings for architectural, landscape, and other Improvements (both for initial Improvements and for subsequent landscape and architectural Improvements after completion of initial residential construction), and to give the DRC a basis upon which to review the drawings submitted by Owners for compliance with the requirements of the Design Guidelines. The DRC reviews proposed Improvements for aesthetic purposes only. It is the Owner’s responsibility to follow all applicable federal, state and local building codes. Any items or issues not addressed in the Governing Documents for this Community are matters left to the discretionary judgment of the DRC or its appointed design review consultant acting in good faith on behalf of the best interests of the Community as a whole.

These Design Guidelines do not apply to any Improvements installed by Declarant, and neither the Board nor the DRC shall have any rights of review or approval with respect thereto.

**B. Amendments to Design Guidelines.**

The Board of the Association may, at its discretion, amend these Design Guidelines from time to time as it deems necessary or desirable.

**C. Model Complexes.**

The construction features and landscaping provided by the Declarant at the model complexes should not be considered as an example of what may be constructed consistent with and under these Design Guidelines. The construction features and landscape materials located at the model complex were provided for sales and marketing purposes only. Some of the landscape and construction features at the model complex may not comply with these Design Guidelines and therefore may not be approved by the DRC when so submitted to the DRC in the context of a submittal of an application for DRC review (“**Application**,” which also may be referred to herein and in other forms regarding the Community’s design review as the “**Design Review Request Form**”) to the DRC.

**D. Design Review Committee.**

If formed, the Design Review Committee (DRC) will consist of a minimum of 3 members and a maximum of 5 members. Additionally, 1 alternate member may be designated by the Board to act as a substitute on the DRC in the event of absence or disability of any member. If no DRC is formed by the Board of Directors, then the Board will conduct all design review. There will be references throughout these Design Guidelines to the DRC. If no DRC is formed, then such references will refer to the Board.

## **Section II: Design Review Classifications**

Prior to the commencement of any addition, alteration, construction work or other Improvements of any type on any Residential Lot, you must first submit an application to the DRC for approval of such work. Unless specifically exempted under these Design Guidelines, you should submit an application for approval of all Improvements in accordance with the procedures set forth below. The following is intended to describe some of the Improvements that require approval by the DRC. Even though a proposed Improvement may not be listed below, you should submit an Application for your proposed Improvement, unless the particular Improvement is explicitly exempt from design review by the Declaration or these Design Guidelines.

**A. Exemptions; Improvements Not Requiring DRC Approval.**

Certain design elements within the Community generally do not require design review. However, if the DRC determines that a proposed Improvement exceeds the scope of the relevant exemption, the DRC may require an Application for approval of the Improvement to be submitted. The elements that generally do not require design review include:

1. Potted plants in decorative pots in rear yards (not visible from common area) or enclosed courtyards; must be in natural earth tones and match the color of the home.
2. U.S. flag and decorative flags, subject to the discretion of the DRC as described in the Declaration and above (see flag guidelines).
3. Satellite dishes (must follow the specific location requirements within these Design Guidelines and Applicable Laws)
4. Retractable screen doors (must match the color of adjacent trim).
5. Window coverings including draperies, blinds, shades, interior shutters, etc.
6. Any Improvements installed by Declarant.
7. Painting of Residence exterior, if repainted the same color, on the same surfaces, as originally existed.

**B. Landscape Theme / Plant Palette.**

The landscape theme plays a significant role in defining and supporting the Community character. Consequently, a prohibited plant list and approved tree list may be adopted and approved for use by all Residents and all Residents must comply with such restrictions.

**C. Failure to Obtain Approval.**

Failure to obtain approval by the DRC regarding any Improvement may constitute a violation of the Declaration and may require modification or removal of unauthorized works of Improvement at your expense. In addition, a building or other permit may be required by the City Building Department, or other Governmental Agencies prior to the commencement of any work. Neither the Board, nor the DRC, nor the Association assumes any responsibility for failure to obtain such permits. Also, obtaining such permits does not waive the obligation to obtain any required approval from the DRC.

**D. Submittal Fees.**

1. The submittal fee for a Review by the DRC is \$150.00. The submittal fee shall be made payable to Altis at Skyline Homeowners Association. The submittal fees are non-refundable.
2. The deposit fee is \$250.00. The deposit is submitted with your application to ensure all improvements are completed per the plan submitted and approved by the Association. The deposit shall be refunded back to the Owner upon completion of all improvements, and Owner has received written approval for their Notice of Completion.

Both the submittal fee and deposit fee can be submitted as (1) fee for a total of \$400.00 made payable to Altis at Skyline Homeowners Association.

## **Section III: Review and Approval Process**

**A. Extent of DRC Review.**

1. The DRC approval of Plans and Specifications is required for all architectural modifications and Improvements, including without limitation landscape improvements and/or modifications. The DRC may condition its approval on such changes it deems appropriate and may require submission of additional Plans and Specifications or other information or materials prior to approving or disapproving Plans and Specifications. In the event of a conflict between these Design Guidelines and the Declaration, the Declaration shall control.
2. Upon approval, disapproval, or in the event the DRC requests clarification or additional information, all submissions shall be distributed as follows:
  - a. **Incomplete Plans and Specifications:** Shall be returned to the Owner.
  - b. **Approved Plans and Specifications:** A copy of the approved Plans shall be retained in the Association's files and the Owner shall be informed of such approval in writing.
  - c. **Denied Plans:** A copy of disapproved Plans and Specifications or those requiring clarification or additional information or conditional approval (requiring certain items to be corrected and resubmitted for approval) shall be returned to the Owner.
3. Review and approval of completed Improvements will be made by the DRC or its designated representatives once the Owner has notified the DRC of the completion of such Improvements by filling out and submitting a Notice of Completion Form (Form E) ("**Notice of Completion**"), the form of which is attached to these Design Guidelines. Photographs indicating the installation of all Improvements are required as a part of each submittal of a Notice of Completion. If the subject Improvement results in a setback issue, a photograph of the setback issue clearly showing the measurement from the Improvement to the property line or setback is required to be included with the submission. The Owner shall provide the DRC with the

Notice of Completion and all required materials promptly after the Improvement's completion, but in no event later than 30 days following completion.

If it is determined that the Improvements were not installed in compliance with the Plans and Specifications approved by the DRC, the DRC shall notify the Owner in writing of such noncompliance within 30 days of the DRC's receipt of the Notice of Completion and all materials required to be submitted therewith. The Owner is required to remedy any such noncompliance within 30 days of Owner's receipt of the DRC's notice of noncompliance.

4. The DRC's review of Plans and Specifications only extends to confirming that the Plans and Specifications adhere to the Declaration and these Design Guidelines. By approving Plans and Specifications, neither the DRC, the Board, their designated representatives, agents or members, nor the Declarant, assume any liability or responsibility therefore, including without limitation for the architectural or engineering design of, or any defect in, any Improvement or structure constructed based upon the Owner's Plans and Specifications, irrespective of whether such Plans and Specifications include any modification suggested or required by the DRC or the Association.

**B. Right of Entry/Local Permit/Variations.**

After the DRC has approved the Owner's Plans and Specifications for aesthetic purposes, the Owner must contact local Governmental Agencies to confirm that he or she is in compliance with all building and zoning regulations currently in force. In the event modifications to the Plans and Specifications previously approved by the DRC are required to comply with a government regulation or Governmental Agency requirement, the Owner shall submit to the DRC all modifications to the Plans and Specifications. The DRC shall have the right to review and impose further conditions on such modifications which are inconsistent with the requirements imposed by the City or other Governmental Agency or modifications to the Plans and Specifications that are made in response to the requirements imposed by the City or Other Governmental Agency.

The Association may authorize variances from compliance with these Design Guidelines and the Declaration, including, without limitation, restrictions upon height, size, floor area or placement of structures, or similar restrictions, when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations may require such variances. All variance requests must be made in writing by submitting the Appeal Request (Form F), the form of which is attached to these Design Guidelines and are subject to the written approval of the Association. Such variances must be approved at a duly called regular meeting of the Association and evidenced in writing. The granting of such variance shall not operate to waive any of the terms and provisions of these Design Guidelines or the Declaration for any purpose except as to the particular Residential Lot and particular provision of these Design Guidelines and the Declaration covered by the variance, nor shall it affect in any way the Owner's obligation to comply with all Applicable Laws affecting its use of the Residential Lot, including, without limitation, zoning ordinances and lot setback lines or requirements imposed by the City or any other Governmental Agencies. The fact that Improvements are already installed, without DRC approval or in deviation from approved Plans and Specifications, is not an appropriate basis for a request for variance and will not be a basis for approval. In such situations, the review process associated with such Improvements will be conducted as if the Improvements had not been installed.

### **C. Inspection and Correction of Work.**

1. **Right of Inspection During Course of Construction.** The DRC or its duly authorized representative may enter onto any Residential Lot during the course of construction or installation of any Improvements for the purpose of inspecting such construction and/or installation to determine whether it was performed in substantial compliance with the approved Plans and Specifications, the contractor's guidelines, as may be promulgated by the DRC or the Association, and Applicable Laws. If the DRC determines that such construction and/or installation is not being done in substantial compliance with the approved Plans and Specifications, it shall notify the Owner of such non-compliance. If the DRC determines that such construction and/or installation is not being done in substantial compliance with the guidelines or Applicable Laws, work may be stopped by the DRC and/or the City or other Governmental Agency until the work complies with the applicable standards and Applicable Laws. Copies of inspection sign-off(s) by the City shall be provided to the DRC or the Management Company within 48 hours of such request by the DRC or Association.
2. **Notice of Completion.** Upon the completion of any construction or reconstruction or the alteration or refinishing of any Improvements, or upon the completion of any other work for which approved Plans and Specifications are required, the Owner shall give written notice of completion to the DRC using the Notice of Completion Form (Form E) attached to these Design Guidelines and incorporated herein.
3. **Inspection.** Within 30 days after the DRC's receipt of the applicable Notice of Completion, the DRC, or its duly authorized representative, shall have the right to enter onto the Residential Lot, as provided in Section 9.7 of the Declaration, to inspect such Improvement to determine whether it was constructed, reconstructed, altered or refinished to substantial compliance with the approved Plans and Specifications. If the DRC finds that such construction, reconstruction, alteration or refinishing was not done in substantial compliance with the approved Plans and Specifications, it shall notify the Owner in writing of such noncompliance within 30 days after the DRC's receipt of the applicable Notice of Completion, specifying particulars of non-compliance, and shall require the Owner to remedy such non-compliance.
4. **Non-Compliance.** If the Owner fails to remedy non-compliance with approved Plans and Specifications within 30 days from the date of such notification, the Board, after affording such Owner Notice and Hearing, shall determine whether there is a non-compliance, and if so, the nature thereof and the estimated cost of correcting or removing the same. If non-compliance exists, the Board shall require the Owner to remedy or remove the same within a period of not more than 30 days from the date of the Board ruling. If the Owner does not comply with the Board ruling within such period or within any extension of such period as the Board, in its discretion, may grant, the Association, at its option, may either remove the non-complying Improvement or remedy the non-compliance, and the Owner shall reimburse the Association for all costs and expenses incurred in connection therewith, including without limitation attorneys' fees and costs, upon demand. If such expenses are not promptly repaid by the Owner to the Association, the Board may, after Notice and Hearing, levy a Compliance Assessment against such Owner for reimbursement.
5. **Review Oversight.** Any design review approval involving an oversight of the Declaration or design review policy does not constitute a waiver of that rule and therefore, must be corrected upon notice by the Board.
6. **Review Only Applicable to Specific Submittal.** Any approval by the DRC or Board of any Plans and Specifications shall only apply to such specific Improvements set forth in such approved Plans and Specifications and shall not act as an estoppel, waiver or any other limitation on the DRC or Board regarding any future review of a proposed Improvement, irrespective of the asserted similarity of such Improvement to an Improvement for which the DRC or Board previously approved Plans and Specifications.



7. **Variance Process.** The Board may authorize variances from compliance with any of the design provisions set forth herein, including, without limitation, restrictions upon height, size, floor area or placement of Improvements or other similar restrictions, when circumstances such as topography, natural obstructions, aesthetic or environmental considerations may require. Such variances must be approved at a duly called regular meeting of the Association and evidenced in writing. If such variances are granted, no violation of the requirements set forth herein or in the Declaration shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such variance shall not operate to waive any of the terms and provisions of these Design Guidelines or the Declaration for any purpose except as to the particular Residential Lot and particular provision of these Design Guidelines and the Declaration covered by the variance, nor shall it affect in any way the Owner's obligation to comply with all Applicable Laws affecting its use of the Residential Lot, including, without limitation, zoning ordinances and lot setback lines or requirements imposed by the City or any other Governmental Agencies.

**D. Review and Approval Process.**

Construction of any Improvement, including landscaping, may not begin until the DRC has approved Plans and Specifications depicting the proposed Improvement. Initial landscape Improvement plan submittals must be submitted and completed within nine (9) months from close of escrow, in accordance with Section 6.26 of Association CC&Rs.

**Due to the existence of the Fuel Modification Zones within the Community, each Owner must comply with all landscaping requirements set forth in the Fuel Modification Plan (Exhibit "E"), included at the end of these Design Guidelines. In addition, all landscape installations or modifications shall be subject to the approval of the Fuel Modification Unit of the County of Los Angeles, PRIOR to review and approval by the Association.**

1. Other than initial landscape Improvements, Owner shall substantially commence all other construction or other modifications within 3 months from the date of approval by the DRC and such construction or other modifications shall be completed within 6 months of commencement.
2. In accordance with the Declaration, in the event of a failure to commence construction or other modifications within 6 months of issuance of the DRC's approval and thereafter diligently pursue the same to completion, the approval shall be automatically revoked, and a new approval must be obtained under the process set forth in these Design Guidelines before work can commence.
3. The DRC shall not review Plans and Specifications for any Improvements on a Residential Lot until escrow has closed on such Residential Lot. The DRC has established a non-refundable design review fee, which is outlined on the Submittal Application Checklist, plus refundable deposit fee.
4. The DRC has 45 days from the receipt of the submittal of a "complete" (as determined by the DRC) Application submittal package, including a complete set of Plans and Specifications and any required forms, to approve or deny the submittal. Incomplete submittals will be denied. In the event the Board or DRC fails to approve or disapprove the complete Application within 45 days after all documents and information requested by the Board or DRC have been received by it, the Owner requesting said approval may submit a written notice to the Board advising the same of its failure to act. If the Board or DRC fails to approve or disapprove any such Application within 15 days after the receipt of said notice from such Owner, said Application shall be deemed approved, provided that any Improvements conform to all conditions and restrictions contained in the Declaration and these Design Guidelines and are aesthetically harmonious with similar structures erected within the Community. The DRC may deny a complete Application for reasons set forth in the Declaration or these Design Guidelines.

5. After DRC review and approval of an Application, the Plans and Specifications may need to be approved by the City. If the City requires the DRC-approved Plans and Specifications to be changed, then the modified Plans and Specifications shall be resubmitted to the DRC, as provided in these Design Guidelines, for review of the DRC. No construction of Improvements shall commence until DRC approval of such Plans and Specifications. To the extent the DRC again requests modifications to the City-approved Plans and Specifications that requires further review and approval by the City, no construction of Improvements shall commence until the DRC approves City-approved Plans and Specifications.
6. When construction is completed, a “Notice of Completion” and photographs of the completed Improvements must be delivered to the DRC for its use in determining if the Improvements were constructed according to the DRC-approved Plans and Specifications. A representative of the DRC may also inspect the Improvements. An appointment will be made at a mutually convenient time for any such inspection of the completed Improvements, as provided above in Section III.C. (Inspection and Correction of Work).
7. Construction of Improvements must not unreasonably disturb neighbors. The use of a neighbor’s yard for construction access is not permitted unless such neighbor has given written consent of such access that must include a description of the access area. The use of Association Property for construction access is not permitted, unless authorized by the Association and the applying Owner enters into a written agreement in form and substance satisfactory to the Association indemnifying the Association for damage, claims and losses associated therewith and posts a construction deposit may be required for repairs of any damage to Association Property. Any authorization for construction access by the Association must be in writing, signed by an authorized representative of the Association and must include a specific description of the access area.
8. Approval of Improvements and the associated Application and Plans and Specifications by the DRC is for aesthetic purposes only. It is the applying Owner’s responsibility to see that all Applicable Laws, including without limitation, building codes, are followed. It is the applying Owner’s sole responsibility to obtain all permits and inspections that may be required by a Governmental Agency before commencing construction.
9. The DRC’s review of Plans and Specifications only extends to confirming that the Plans and Specifications adhere to the Declaration and these Design Guidelines. By approving Plans and Specifications, neither the DRC, the Board of Directors, their designated representatives, agents or members, nor the Declarant, assume any liability or responsibility therefore, including without limitation for the architectural or engineering design of, or any defect in, any Improvement or structure constructed based upon the Owner’s Plans and Specifications, irrespective of whether such Plans and Specifications include any modification suggested or required by the DRC or the Association.
10. Proposed Improvement Plans and Specifications must be clear, complete and prepared in accordance with applicable building codes and these Design Guidelines. All plans for Improvements, including without limitation, all exterior hardscape and landscape Improvements, must be submitted to the DRC for review and approval, as provided for in these Design Guidelines.
11. All Applications and packages submitted to the DRC must be submitted by an Owner to the Management Company and must contain the following items, the forms of which are attached to these Design Guidelines:
  - a. Design Review Application Checklist (Form B)
  - b. Design Review Request Form (Form C)
  - c. One copy of the Neighbor Notification Form (Form D). It is the intent of the DRC that the Owner's neighbors be notified of any Improvements which may impact the use and enjoyment of such

neighbor's property. The following applicable neighbors of an Owner seeking DRC approval for Improvements should be notified:

- Adjacent Neighbor: means all neighbors with adjoining property lines to the Owner.
- Facing Neighbor: means the 3 neighbors most directly across the street from the Owner.
- Impacted Neighbor: means all neighbors in the immediate surrounding area which would be affected by the construction of an Improvement.

Owners should show the drawings illustrating the proposed Improvements that are a part of the Plans and Specifications to neighbors and request their signatures on the Neighbor Notification Statement. **Signature of this form does not constitute neighbor approval of the Improvements, nor does it require the DRC to so approve any such Improvements or associated Plans or Specifications.** Should any neighbor be unavailable or decline to sign the form or if the Facing, Adjacent or Impacted Neighbor is the Declarant or a Guest Builder, such circumstances must be noted by the Owner on the Neighbor Notification Statement.

- d. A complete set of proposed Improvement Plans and Specifications in .pdf format. Owners must specifically depict all property lines, easements, all utilities and any Improvements, including noting any Improvements that vary from these Design Guidelines. Improvements not depicted on Plans and Specifications submitted to the DRC are not approved, regardless of any approval by the DRC of Plans and Specifications submitted by such Owner. Improvements located on property other than Owner's Lot, including without limitation Association Property or another Owner's Lot, are not approved, regardless of whether such Improvements are indicated or included on the Plans and Specifications approved by the DRC. Erroneous information and/or depictions included in an Application may render any approval thereof null and void. Approval of Plans and Specifications by the DRC does not mean approval of any Improvements indicated or included therein that are not in compliance with these Design Guidelines, unless specifically noted in the approval of the DRC.
  - e. Design Review and Deposit Fee
  - f. Photographs of the front, back and side yards indicating the current configuration of the property.
  - g. Signature of plan preparer that he/she has read and understands these Design Guidelines.
  - h. Any other materials required by the Association or the DRC in accordance with these Design Guidelines including evidence satisfactory to the Board that the proposed Improvements are acceptable under the terms of the Declaration and these Design Guidelines, and comply with all Applicable Laws and, as applicable, building code requirements.
12. The Management Company shall review the Application package for completeness. Applications, including without limitation included Plans and Specifications, must meet the submission standards as indicated in this Section. Complete Application packages are forwarded to the DRC. The DRC will not review incomplete Application submissions. Incomplete Application submissions will be returned to the applying Owner along with a copy of the Design Review Application Checklist noting the areas of deficiency. The 45-day review period for Applications will not commence until the DRC has acknowledged receipt of a complete Application submittal.
13. **Resubmittal Fees:** After the initial submission and 2 revisions submitted by such Owner in response to DRC comments, subsequent Application submissions, or portions thereof, for additional DRC review may require payments of an additional non-refundable submittal fee equal to the initial submittal fee payable to the

Association. The DRC may also require an additional fee for any submission (whether for initial or subsequent approval) if changes are made to Plans and Specifications previously approved by the DRC.

14. **Appeal:** In the event the Plans and Specifications submitted to the DRC are disapproved, an Owner may, as provided in the Declaration, appeal in writing to the Board no later than 30 days following the final decision of disapproval by the DRC. Within 30 days following receipt of the request for appeal, the Board shall render a written decision in accordance with California Civil Code Section 4765. The decision of the Board shall be binding and final. Only the Owner who submitted the initial Application that was disapproved by the DRC may appeal such decision of the DRC.

## **E. Procedures for Applications – Submittal Requirements.**

### **IMPORTANT NOTICE**

Owner will be required to submit detailed improvement plans and LA County Fuel Modification Submittal Form to LA County Fire **PRIOR** to submitting improvement plans and application to the Association DRC. The Association will not accept Owner improvement plans until **AFTER** LA County Fire has issued approval. LA County Fuel Modification Submittal Form included within these Design Guidelines.

The following details outline the submittal process with LA County Fire:

- a. Consult <https://fire.lacounty.gov/forestry-fuel-modification/> for how to submit plans (via web portal) and how to make payments for submittals.
- b. Provide pictures of the areas around your house that are being planted and included in the submittal. (usually one photo of each area (back, front, and two side yards is appreciated).
- c. Fuel Mod LIKES: succulents, non-woody plants, non-dense plants, shorter plants are preferred.
- d. Fuel Mod DIS-LIKES: hedges, palm trees, trees close to buildings, grasses (other than turf lawn), dense-planting, tall plants under trees or near buildings.
- e. Fuel Mod will no longer be allowing ‘wood mulch’ to be used within 10’ of the house, which leaves residents with few potential scenarios to cover the dirt: leave-as bare dirt, gravel/decomposed granite, concrete/hardscape/patio. After the 10’ near-structure clearance, composed wood mulch can be used (not ‘tan-bark’).
- f. One of the additional factors that comes into play (but not a Fuel Mod requirement) is the use “Low Water Use” plants. This list does change, but here is a link to all the plants that are considered “Low/Very Low Water Use” in Santa Clarita. Just because a plant is on this list does not mean it is readily available and it doesn’t mean that the plant would be approved by LA Fuel Mod.  
[https://ucanr.edu/sites/WUCOLS/Plant\\_Search/?step=results&city\\_id=333&plant\\_name=&water\\_use=VL&water\\_use=LO](https://ucanr.edu/sites/WUCOLS/Plant_Search/?step=results&city_id=333&plant_name=&water_use=VL&water_use=LO)

The following is a step-by-step process of the DRC review and submission procedure:

### **Step 1**

Owner reviews Design Guidelines, Sample Landscape Plan Submittal Document (attached hereto as Exhibit A) and prepares or has prepared a complete set of Plans and Specifications in .pdf format, including:

- a. Owner’s name, date, address and Lot number, north arrow, scale of plans (1/8” = 1’-0” or 1/4” = 1’-0”)
- b. Designer/contractor’s name, address, and phone numbers.
- c. Designer/contractor’s signature confirming that he/she/they have read these Design Guidelines and understand the requirements set forth herein.

- d. Photographs and dimensioned details as needed to describe the proposed Improvements, including a cross-section of any patio cover, description of play structures, and a photograph of any light fixture specifying the height, material, color and appearance.
- e. Photographs of front and rear elevations of the subject Residence (architectural elevations) and photographs of the subject Residence from each direction.

The speed of DRC review is based, in part, on the completeness of information that the applying Owner provides in the submitted Plans and Specifications. Inadequate information will cause the DRC to deny the application.

### **Step 2**

- a. Owner completes the Design Review Application Checklist (Form B) and the Design Review Request (Form C).

### **Step 3**

- a. Owner submits all required forms, plans not otherwise previously submitted with the Plans and Specifications, and photos to the Management Company for delivery to the DRC or its designated reviewer.
- b. Each submittal for architecture or landscape Improvements must be submitted separately with its own submittal Application, including documents and associated fees.
- c. The DRC shall not review any Application, including Plans and Specifications for any Improvements on a Residential Lot, until escrow has closed on such Residential Lot.

### **Step 4**

- a. DRC reviews the Application for completeness and consistency with these Design Guidelines. Incomplete Application submittals are rejected. Application submittals without the submittal of applicable fees are not approved and are returned to the Owner.
- b. The DRC approves or denies the Application submittal. Approval by the DRC may be given with conditions, the satisfaction of which are required for final approval, which must be satisfied prior to the commencement of construction of the referenced Improvements.

### **Step 5**

Owner reviews the DRC's comments and conditions, if any, and notifies the DRC if there are any questions.

### **Step 6**

If the DRC has granted final approval of the Application and Owner understands the DRC's comments, Owner submits the approved Plans and Specifications to the City for approval, if required, and obtains any necessary permits.

### **Step 7**

If the City requires the DRC-approved Plans and Specifications to be changed, then the modified Plans and Specifications shall be resubmitted to the DRC, as provided in these Design Guidelines, for review by the DRC. To the extent the DRC again requests modifications to the City-approved Plans and Specifications that requires further review and approval by the City, no construction of Improvements shall commence until the DRC approves City-approved Plans and Specifications

### **Step 8**

All construction must be consistent with the approved Plans and Specifications. All deviations from DRC-approved Plans and Specifications must be reviewed and approved in writing by the DRC prior to construction thereof.

### **Step 9**

The DRC reviews the photographs provided by Owner with the Notice of Completion and determines if the Improvements were constructed according to the DRC-approved Plans and Specifications and then. Construction of any Improvement prior to receipt of DRC approval or deviation from approved Plans and Specifications is a violation of the Declaration and these Design Guidelines, and in such event the Owner shall have the obligations and the Board shall have the remedies set forth in Section III.C. (Inspection and Correction of Work) of these Design Guidelines.

### **F. Important Notes.**

- Refer to the “*New Owner Timeline*” to assist you with deadline dates.
- Read these Design Review Guidelines carefully before submitting your Application and Plans and Specifications.
- The DRC may place conditions and/or limitations on your approval, which must be satisfied prior to commencing construction of any Improvements and followed.

### **G. Architectural Improvements / Submittal Documents and Plans and Specifications.**

1. Plans and Specifications: Must graphically illustrate (at not less than 1/8" = 1'-0") all building/architectural existing and proposed Improvements to Residences within the Community, to include, but not limited to, the following:
2. Include appropriate site plan, floor plan(s) and roof plan.
3. Clearly indicate setbacks from the property line to building Improvements.
4. Fully dimension existing and proposed plans.
5. Site Photographs: Include site photos of the front and rear elevations of the Residence and Residential Lot; of the rear yard and each side yard; and of all surrounding conditions adjacent to the location of the proposed Improvements, including neighboring Residential Lots and Association Property. Photos must be in color and may be generated from a computer but must be at least 4 inches x 6 inches in size.
6. Plot Plan: (at not less than 1/8" = 1'-0") Owner has the obligation to ensure that the submitted plot plan does all of the following. Any DRC approval of an Application or Plans and Specifications given without the following information depicted on the Plans and Specifications is null and void:
7. Shows all lot lines accurately. Locates and identifies all existing and proposed buildings, structures, fences, walls, pilasters, gates, sidewalks and other Improvements. Indicate all required setbacks, easements, streets, or rights of way and top and toe of slopes.
8. Shows all dimensions of work to be considered; shows distances between existing and proposed work and privacy wall, perimeter wall or property lines, setback lines and slopes.
9. Shows all existing and proposed easements located upon Owner's Residential Lot.
10. Show, by spot elevations, all existing vertical gradients.
11. Elevations: Depict elevations of all proposed architectural Improvements in relationship to the existing building, to include, but not limited to, the following: 12. Heights of any proposed Improvements
13. Exterior finishes and materials.
14. Architectural Details: Provide all architectural details of the exterior arrangement of doors and windows on the elevations of the building. Details must match existing or be architecturally compatible based on the architectural style.

15. Drawings shall include specifications of materials, sizes, color and finishes. For alterations or additions, note if finish and color is to match existing finish and color. Provide samples of all proposed materials, finishes and colors.

#### **H. Landscape Site Improvements / Submittal Documents and Plans and Specifications.**

1. **Site Photographs:** Include site photos of the front and rear elevations of the Residence and Residential Lot; of the rear yard and each side yard; and of all surrounding conditions adjacent to the location of the proposed Improvements, including neighboring Residential Lots and Association Property. Photos must be in color and may be generated from a computer but must be at least 4 inches x 6 inches in size.
2. **Landscape Construction Plans and Design Details: (at not less than 1/8" = 1'- 0")**
  - a. The plan must graphically illustrate all hardscape and other Improvements including but not limited to; fences, walls, pilasters, gates, trellises, arbors, patio covers, spas, barbecues, fireplaces, fire pits, fountains, garden art, statuary, mechanical equipment and storage enclosures.
  - b. Design details/elevations of all vertical hardscape Improvements in the side and rear yard. Include specifications of materials, sizes, heights, color and finishes.
  - c. Indicate the height for all hardscape features in relation to the adjacent ground elevations (existing grade), and the finish floor elevation.
  - d. List all hardscape materials, colors and finishes.
  - e. Clearly indicate proposed setbacks from the perimeter walls and adjoining Residences.
  - f. Locate and identify all existing and new drain inlets. Note on the plan that all new inlets shall be connected to the existing system provided by the Declarant.
  - g. Provide a complete written description of the proposed irrigation system on the plan or provide a separate irrigation plan, including location of new drains and drain pipe routing.
  - h. Locate and identify all trees, shrubs, groundcovers, and their proposed installed plant container size. A separate planting plan is encouraged but not required. Include the following note on the plan: "All existing Association Property landscape shall be protected in place during all phases of construction."
  - i. Locate and identify all proposed light fixtures. Include the following note on the plan: "No exterior lighting shall be placed or maintained upon any Residential Lot so as to cause an unreasonable glare or illumination upon property outside such Residential Lot."

#### **I. Construction Drawings & Specifications.**

Construction drawings and specifications shall be required per local agency requirements. DRC review and approval of design development shall not be considered to act in lieu of required construction/building permit drawings. Any revisions required by any Governmental Agencies that conflict with these Design Guidelines shall be resubmitted to the DRC for review and approval. Owner is not required to submit working drawings to the DRC; however, it is the Owner's responsibility that construction drawings and final implementation of Improvements are in conformance with DRC-approved design development plans. Construction drawings shall be resubmitted to the DRC if they deviate from the DRC-approved preliminary plans.

#### **J. Conditions of Approval.**

Each Owner must comply with the "General Conditions of Approval" contained in Section IV of these Design Guidelines in connection with the construction and maintenance of all Improvements approved by the DRC for such Owner's Residential Lot.

## **Section IV: Design Guidelines**

### **A. Architecture.**

All architectural Improvements must be compatible with the original architecture of the Community. Below are guidelines for building alterations, building materials, colors, and forms which are expressive of the Community's architectural character, and which will be used by the DRC in reviewing Plans and Specifications for compatibility with the original design of the Community and enforcing these Design Guidelines.

**COMPLIANCE WITH THESE DESIGN GUIDELINES SHALL NOT BE IN LIEU OF DRC APPROVAL. RATHER, THESE DESIGN GUIDELINES ARE INTENDED TO ASSIST THE OWNER IN THE PREPARATION OF PLANS THAT ARE MORE LIKELY TO BE APPROVED. ULTIMATELY, COMPLIANCE WITH THESE DESIGN GUIDELINES SHALL BE DETERMINED BY THE DRC AS PART OF THE REVIEW AND APPROVAL PROCESS. THESE DESIGN GUIDELINES MAY BE MODIFIED FROM TIME TO TIME AS SET FORTH IN THE DECLARATION.**

**OWNER IS RESPONSIBLE TO MAKE SURE THE CURRENT ADOPTED DESIGN GUIDELINES ARE USED IN PREPARING PLANS AND SPECIFICATIONS.**

1. **Exterior Improvements.**

Improvements including, but not limited to, any of the following, are not permitted:

- a. Roof modifications (except as applicable to room additions)
- b. Accessory buildings

Except Accessory Dwelling Units as defined by Government Code Section 65852.2.

2. **Garages and Garage Doors.**

- a. Additional garages may not be added.
- b. Replacements or changes to garage doors must match the design, materials, finish and color of the existing garage door or painted or stained a color that is compatible with the exterior color scheme of the Residence.
- c. Treatments that draw attention to the garage door, such as mirrored glass or ornate decoration on or around the garage door, are not permitted.
- d. Garages at all times shall be maintained in such a manner to be capable of accommodating full sized automobiles to the capacity to which it was intended.

3. **Detached Accessory Structures.**

- a. Accessory structures may not be permitted in the front yard area.
- b. An accessory structure shall not exceed one story or 14 feet in height or occupy more than 25% of a required rear yard plus 55% of the buildable area. Accessory Dwelling Units shall be subject to the restrictions set forth in the Association's Accessory Dwelling and Junior Accessory Dwelling Unit Policy and applicable law.
- c. Must be at least 5 feet from any residential house and 3 feet from the side or rear property line.
- d. Swimming pools, spas, and jacuzzis must be at least 3 feet from the side or rear property line. Exception: the edge of swimming pools, spas, and Jacuzzis may be constructed up to the rear property line where the rear yard abuts a landscaped open space area.
- e. Ground mounted air conditioners, swimming pool pumps, heaters, filters, and fans may be located in a required side or rear yard provided that such structures or equipment do not exceed a height of 54 inches measured from the base of the unit. Such equipment shall not be visible from adjacent property or street.

4. **Casita Units (Guest Housing, Free Standing Room)**

- f. Constructing any type of pool house or other free-standing room, that does not constitute an Accessory Dwelling Unit as defined by Government Code Section 65852.2, is prohibited.
- g. Accessory Dwelling Units, as defined by Government Code Section 65852.2, shall be subject to the restrictions set forth in the Association's Accessory Dwelling and Junior Accessory Dwelling Unit Policy and applicable law.



4. **Signs.**

a. **Submittal Requirements.** Noncommercial signs and posters that are more than 9 square feet in size and noncommercial flags or banners that are more than 15 square feet in size must be submitted to the DRC in accordance with the procedures set forth in the Declaration and these Design Guidelines.

b. **Guidelines.**

- i. Noncommercial signs made of lights, roofing, siding, paving materials, flora or balloons or any other similar building, landscaping or decorative component, or painting of architectural surfaces are not permitted.
- ii. Signs shall not be attached to the walls or fences of any porch, deck or patio area. Signs shall not be affixed to any permanent fixtures including but not limited to, street light poles, parking signs, utility boxes and landscaping.
- iii. Owners may display 1 professional made real estate sign advertising the Residence for sale or lease. The sign must not be larger than 18" by 30" inches in size. "SOLD" signs may not be displayed for more than 30 days after the close of escrow of the Residence.
- iv. OPEN HOUSE signs are not allowed in the Community.
- v. Security signs shall be no larger than 12" x 12" (1-foot square). A maximum of one sign shall be permitted in the entry way area of a Residence.

5. **Exterior Building Wall Materials.**

- a. Changes and/or modifications to a Residence's exterior wall and veneer finishes, materials and colors must be approved.
- b. Repair and maintenance to a Residence's exterior walls must match existing exterior walls.

6. **Windows and Doors.**

- a. The size, location, material, and color of new or replacement windows and doors shall be compatible with the windows and doors of the existing Residence, with regard to style, frame, glazing color, divided lights, and other structural and design components.
- b. Glass tinting or shading must be compatible with the existing treatment. Mirrored glass, reflective glass film and plastic roll-up shades are not permitted.
- c. New accent windows and doors, such as greenhouse windows or French doors, must be compatible with the color and design of the existing Residence.
- d. Decorative front doors must be compatible with the color and design of the existing Residence.

7. **Skylights.**

- a. Skylights must be designed as an integral part of the roof. The form, location and color must be compatible with and relate to the Residence.
- b. Owners must use bronze-color glass (white or clear glass are not permitted).
- c. Bubble skylights are not permitted.

8. **Walls, General / Courtyard Walls / Wall Extensions / Metal Fences / Gates**

Proposed alterations or additions to existing walls must be approved, in writing, by the DRC prior to work commencing. There shall be no attachments, of any kind, to any property line wall. However, an exception may, subject to the review and discretion of the DRC, be allowed for the installation of a metal fence on the rear property knee wall of a common area lot or an interior mounted trellis. All replacement walls must match the dimensions, material, color, etc. as was originally installed by the Declarant. Any deviation must have prior written approval from the DRC.

- a. **Courtyard Walls:** Courtyard walls will be considered by the DRC on a case-by-case basis, depending on the proposed location of the courtyard wall and how well it will complement the overall aesthetics of the property and neighborhood as a whole. The maximum height of a courtyard wall is not to exceed 4 feet, including pilasters, caps and columns. The height of a courtyard wall is measured from the original finish grade of the lot on the side of the courtyard wall visible from the street. Courtyard walls, including pilasters, caps and columns, may extend up to 5 feet past the vertical face of the front of the residence, and must be set back at least three (3) feet from the sidewalk. Courtyard walls must meet a three-foot setback from all property lines. The courtyard enclosure must be masonry with a stucco finish that matches the color, texture and design of the dwelling unit.
  - b. **Front Sidewall Extensions:** Wall extensions will be considered by the DRC on a case-by-case basis, depending on the location of the wall as it relates to the adjacent neighbor and how well it will complement the overall aesthetics of the property and neighborhood as a whole.
  - c. **Wall Waterproofing:** All walls must be waterproofed with “Thoroseal” or its equivalent when soil is mounded against wall above the original grade as a landscaping feature. The same requirement applies when raised planters are constructed against walls.
  - d. **Metal / Wrought Iron Fences:** Metal, or wrought iron, fences are only permitted on the rear property wall of lots adjacent to open spaces, provided prior written approval has been received from the DRC. However, metal, or wrought iron, fences must not exceed an overall height of 5 feet from the original finish grade of the lot as measured from the inside (this measurement is to include the knee wall and the metal fencing). Increasing the height of a knee wall with block material is prohibited. The color shall be masonry black. The design shall be the same or similar to the metal fences installed throughout the community and shall tie into the rear side property walls, in a stair step manner, so as to not exceed the overall height of the side property wall. When submitting to the DRC, provide a plot plan to include an elevation rendering indicating the location, pattern, color and dimensions of the proposed metal fence. Wire/mesh fencing such as chicken wire, landscape wire or other forms of wire fencing is not typically permitted if visible, in any way, from the street, common areas or neighboring property. Requests for wire/mesh install will be reviewed on a case by case basis and must conform to the aesthetics of the community.
  - e. **Gates:** All proposed gates will be considered by the DRC on a case-by-case basis, depending on the overall design and how well the gate will complement the intended aesthetic theme of the property and neighborhood as a whole. Gates generally shall not exceed the height of the wall or approved fence. If the gate has an arch (or design), the peak of the arch (or design) can be a maximum of 6 inches above the wall or approved fence. All side yard gates leading to the rear yard shall be vinyl. In order to receive DRC approval, a picture or sketch is required including the pattern, color and dimensions of the proposed gate. The color shall match the color of the stucco, or the house trim.
9. **Screen Doors.**
- a. All screen doors must be approved by the DRC prior to installation, with the exception of a retractable screen door (frame must match trim color of the Residence). Screen doors are not allowed to be installed on the front or main entry of the Residence, unless it is a retractable type screen door. Screen doors are allowed on the side garage entry door. All screen doors must be compatible with the trim color of the Residence. Owner shall include a color photograph and the screen door specifications in the Application package.

10. **Window Coverings and Treatments.**

- a. Window coverings may consist of curtains, draperies, blinds, shades or shutters. Aluminum foils or other reflective materials, bed sheets, papers, and the like may not be applied to windows, at any time.
- b. Exterior wrought iron or metal bars are prohibited.
- c. Drapes, curtains, shutters, blinds and other window materials must be kept in good condition. The Association can compel an Owner to replace shabby and torn materials visible from the exterior of the Residence.

11. **Awnings and Shades.**

- a. Awnings and exterior shades may be approved if they reinforce the architectural style and design of the existing Residence. Actual material samples are required for DRC review (reviewed on a case-by-case basis by the DRC).
- b. The size, location, and form of awnings and exterior shades must be in scale with the window and should not dominate the architecture of the Residence.
- c. Awnings proposed on front elevations or on side elevations at corner Residential Lots will be considered relative to their compatibility with the architecture of the Residence and the Community.
- d. Awnings are not considered appropriate on certain elevation styles and on certain accent windows.
- e. Temporary sun shades attached to the vertical face of the Residence, patio cover, or gazebo, such as rolls of bamboo, fiberglass, or reed, are not permitted.

12. **Exterior Colors and Finishes.**

- a. Color is intended to act as a primary theme-conveying element and be reflective of the architectural styles.
- b. Exterior colors of buildings shall match those applied by the original Declarant and/or comply with the color palette approved by the Board and available from the Association.
- c. For any proposed modification of exterior material and any proposed modification of exterior color of the Residence, the following must be included:
  - i. A color sample board and an elevation sheet with color chips attached clearly noting where colors are to be used.
  - ii. All samples must be identified with manufacturer's name, color and/or number.
  - iii. Color photographs of the Residence and the properties located on each adjoining side of the Residence with the proposed color change.

13. **Reflective Finishes.**

No highly reflective finishes shall be used on exterior surfaces (other than surfaces of hardware fixtures), including the exterior surfaces of any of the following: roofs, all projections above roofs, doors, trim, pipes, solar panels, or equipment.

14. **Solar Panels and Mechanical Devices.**

Replacement or expansion of Solar Energy Systems installed by Declarant, if any, or if Declarant has not installed a Solar Energy System on a Residence, the installation of a new Solar Energy System by Owner, may be installed within the Community subject to prior written approval from the DRC. In addition to the below requirements, please review the Declaration, including Section 9.5 thereof, regarding the approval and installation Solar Energy Systems.

- a. **Submittal Requirements.** All Applications including Solar Energy Systems shall indicate within the applicable Plans and Specifications the location of any Solar Energy System panels on the roof of the

Residence. As part of its review, the DRC will evaluate the appearance of the proposed Solar Energy System to ensure that said equipment and its proposed installation comply with the following:

- ii. Integrated into the roof design of the building and flush with the existing roof slope and hidden from view when possible.
  - iii. Solar panels located on top of roofs must conform with all Governmental Agency and fire authority regulations. In addition, to maintain the aesthetics and integrity of the roof, the panels must be setback a minimum of 2 feet from the outside perimeter of the roof.
  - iv. Solar collectors must be non-reflective in nature and frames must be colored to complement the roof, such as black or dark bronze in color.
  - v. Natural aluminum frames are prohibited.
  - vi. Support solar equipment shall be enclosed and not visible from the street.
  - vii. All mechanical equipment exposed to the exterior shall be located in a manner that minimizes visual impact.
- b. **Liability.** Neither the DRC nor the Board shall be liable to the Owner of a Solar Energy System for any approval or disapproval by the DRC or Board of any other Owner's Application for the installation of particular trees or shrubs on a Residential Lot adjacent to a Solar Energy System. The DRC and the Board shall not be responsible for any damage, loss or prejudice suffered or claimed on account of the approval or disapproval of the planting of any tree or shrub on another Residential Lot that blocks, interferes with, adversely impacts, damages, or otherwise renders a Solar Energy System less efficient than if the tree or shrub had not been approved by the Board or DRC. Owners who plant trees or shrubs on their Residential Lots that are adjacent to a residence with a Solar Energy System shall be responsible for compliance with all Applicable Laws, including without limitation the Solar Shade Control Act (California Public Resources Code Section 25982).

15. **Antennae and Satellite Dishes.**

These Design Guidelines are not intended in any way to impair the installation, maintenance or use of Covered Antenna (as defined below). These guidelines regarding Covered Antennas and satellite dishes are not a part of a pre-approval submittal process as described in Article 9 of the Declaration; however, the DRC has the right to ensure that any Covered Antenna installed by an Owner is installed in accordance with the following guidelines.

a. **Definitions.**

- i. **"Antenna and Satellite Dish"** - any device used for the transmission and receipt of video or audio services, including direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS), including antennas and satellite dishes that have limited transmission capability which are designed to aid the user in selecting or using video programming. A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna. ii. **"Covered Antenna and Satellite Dish"** - an Antenna and Satellite Dish covered by the FCC's Over-the-Air Reception Devices (OTARD) Rule.
- b. **Antenna and Satellite Dish Size and Type:** Owners may install the following Covered Antennas and Satellite Dishes in accordance with the design review process set forth in the Declaration and these Design Guidelines, provided that such rules do not unreasonably delay Covered Antenna and Satellite Dish installation, maintenance, or use; unreasonably increase the cost of Covered Antenna and

Satellite Dish installation, maintenance, or use; or preclude reception of acceptable-quality signals from Covered Antennas and Satellite Dishes. Any deviations from the pre-approved guidelines an Architectural application must be submitted.

- i. Antenna and Satellite Dishes designed to receive Direct Broadcast Satellite (DBS) service that are 39.4 inches (1 meter) or less in diameter.
- ii. Antenna and Satellite Dishes designed to receive Multipoint Distribution Service (MDS) that are 39.4 inches (1 meter) or less in diameter.
- iii. Antennas and Satellite Dishes designed to receive television broadcast signals, regardless of size.

**c. Location.**

- i. Covered Antennas and Satellite Dishes shall not encroach upon, or overhang into, any Association Property or any other Residential Lot.
- ii. Must be installed behind the fence line on the side of the home so as to minimize the visibility from the front of the home. If the home is a corner lot, please place on non-street side.
- iii. Covered Antennas and Satellite Dishes shall be located in a place shielded from view from other Residences, from streets, or from outside the Community to the maximum extent possible. If Covered Antennas and Satellite Dishes can receive acceptable-quality signals from more than one location, then Covered Antennas and Satellite Dishes must be located in the least visible preferred location and follow item ii above.
- iv. If an installation cannot comply with the foregoing provisions because the installation would cause unreasonably delay, unreasonably increase the cost, or preclude reception of acceptable-quality signals, the Owner installing the Covered Antenna and Satellite Dish must ensure that the installation location is as close to a conforming location as possible. The Association may request an explanation of why the nonconforming location is necessary.

**d. Installation and Removal.**

- i. Covered Antennas and Satellite Dishes shall be neither larger nor installed higher than is absolutely necessary for reception of an acceptable-quality signal.
- ii. Must be installed at the highest level of industry standard quality (no loose wires may exist, and commercial grade brackets and hardware must be used
- iii. Covered Antenna and Satellite Dish Camouflaging
  - Provided that paint will not degrade the signal, Covered Antennas and Satellite Dishes shall be neutral in color or painted to match the color of the structure (wall, railing) near where they are installed.
  - Covered Antennas and Satellite Dishes installed on the ground and visible from the street or other Owners' Residences must be camouflaged, provided that such camouflage will not degrade the signal. A Covered Antenna and Satellite Dish preferably should be camouflaged by existing landscaping. If existing landscaping will not adequately camouflage the Covered Antenna and Satellite Dish, then the Association may require additional camouflage. If the camouflaging will cause an unreasonable cost increase, then the Association has the option to pay for additional camouflaging and require its installation.
  - Exterior Covered Antenna and Satellite Dish wiring shall be installed so as to be minimally visible and be painted to blend into the material to which it is attached.

e. **Safety.** Because the Association has a legitimate safety interest in preventing personal injury or property damage occurring due to improper or unsafe Covered Antenna and Satellite Dish installation, Owners must follow the following safety guidelines:

- i. Covered Antennas and Satellite Dishes shall be installed and secured in a manner that complies with all Applicable Laws, including applicable codes, safety ordinances, City and state laws and regulations, and manufacturer's instructions. If an Owner must obtain a permit in compliance with Applicable Laws, then the Owner shall provide a copy of that permit to the Association before installation. The purpose of this rule is to ensure that Covered Antennas and Satellite Dishes are installed safely and securely, and to minimize the possibility of detachment and resulting personal injury or property damage.
- ii. Unless the above-cited Applicable Laws, codes, safety ordinances, laws, and regulations require a greater separation, Covered Antennas and Satellite Dishes shall not be placed within 5 feet of electrical power lines (above-ground or buried) and in no event shall Covered Antennas and Satellite Dishes be placed where they may come into contact with electrical power lines. The purpose of this requirement is to prevent injury or damage resulting from Covered Antenna and Satellite Dish contact with power lines.
- iii. Covered Antennas and Satellite Dishes shall not obstruct access to or exit from any doorway or window of a Residence, walkway, ingress or egress, electrical service equipment, water shut-off valves, or any other areas necessary for the safe operation of the Community. The purpose of this requirement is to ensure the safe ingress and egress of Owners, Invitees, guests and Management Company personnel.
- iv. To prevent electrical and fire damage, Covered Antennas and Satellite Dishes shall be permanently and effectively grounded.
- v. To prevent detachment during a storm, Covered Antennas and Satellite Dishes shall be installed to withstand wind speeds of at least 70 mph.

**17. Exterior Lighting.**

- a. New exterior light fixtures, such as decorative wall fixtures, must be compatible with the design of the Residence. They must be simple in design and color and should be compatible with the existing light fixtures.
- b. For specific landscape lighting requirements refer to Section IV.F.

**B. Landscape.**

The landscape plays a significant role in establishing the overall Community character and value. The landscape objective for the Community is to create a cohesive community framework. The desire is to ensure that the landscape and hardscape improvements (i) are of the same high quality as the Residences and Association Property, and (ii) aesthetically and horticulturally compatible to the design of the Community. Please be sure to refer to section 6.29 of the Association CC&Rs to review compliance standards with the Fuel Modification Plan, as well as the County of Los Angeles Fire Department Fuel Modification Guidelines. In addition, in accordance with section 6.29 of the Association CC&Rs, all Owners are required to receive prior approval from the Fuel Modification Unit of the County of Los Angeles, prior to submitting plans to the Association for review.

The Declarant has installed the Association Property landscaping and the Association is responsible for the maintenance thereof. With respect to any landscaping to be installed by an Owner on a Residence, the following provisions shall apply:

1. **Landscape Standards.**

- a. Plans for side and rear yard landscaping must be submitted to the DRC at the same time for initial landscaping review.
- b. Plants must not encroach on walkways or Private Streets. Handicap access features at sidewalks and driveways shall not be modified or removed.
- c. Irrigation lines must be subterranean unless they are “drip” systems. The irrigation system shall be designed and installed to irrigate different landscape zones (e.g., sun, shade, lawn and shrubs).
- d. Appropriate drainage shall be installed so as to be directed to the street, and to prevent run-off onto adjacent Residential Lots, Association Property or other areas. There should be a slope / drainage of 2% away from the building, and water should be collected in a landscape drainage system.
- e. Sprinklers must be adjusted so as to spray landscaped areas only. Spray irrigation heads shall not spray on walls of Residences, block walls or fences. Irrigation controllers shall be set to apply the correct amount of irrigation and avoid runoff to adjacent lots, including Residential Lots and Association Property.
- f. Applications for landscape must include:
  - i. Listing of plant material and size, including height of trees at maturity. Trees should be kept at least 5 feet from property lines and have non-invasive and non-surface root systems.
  - ii. Site plan showing house (plot plan) and location of the proposed landscaping (plant materials) shall be included in the Application.
  - iii. Non-retaining planters and walls shall not exceed 2 feet in height.
  - iv. Hardscape, such as concrete walkways, pavers and patios, decks, patio covers with elevations (side views) and construction detail shall be indicated in the Application’s Plans and Specifications. Colors of decorative concrete, brick, stone, or block must be specified. Earth tone, neutral colors are required. No vivid colors or thematic elements that would stand out from the original design of the lot and home are allowed, such as non-neutral color rock or mulch is not permitted. In addition, rock cannot be the dominate landscape / hardscape element in the front yard.
  - v. Drainage plan, including location of drain inlets, water flow direction, and outlets must be identified and included in the Application’s Plans and Specifications. All water shall be directed away from the Residence.

2. **Fuel Modification Standards.**

The Community is located within a High Fire Zone and landscape / improvements are subject to the approval of the LA Fuel Modification Department.

- a. Consult <https://fire.lacounty.gov/forestry-fuel-modification/> for how to submit plans (via web portal) and how to make payments for submittals.
- b. Provide pictures of the areas around your house that are being planted and included in the submittal. (usually one photo of each area (back, front, and two sideyards is appreciated)
- c. Fuel Mod LIKES: succulents, non-woody plants, non-dense plants, shorter plants are preferred
- d. Fuel Mod DIS-LIKES: hedges, palm trees, trees close to buildings, grasses (other than turf lawn), dense-planting, tall plants under trees or near buildings
- e. Fuel Mod will no longer be allowing ‘wood mulch’ to be used within 10’ of the house, which leaves residents with few potential scenarios to cover the dirt: leave-as bare dirt, gravel/decomposed granite, concrete/hardscape/patio. After the 10’ near-structure clearance, composed wood mulch can be used (not ‘tan-bark’).
- f. One of the additional factors that comes into play (but not a Fuel Mod requirement) is the use “Low

Water Use” plants. This list does change, but here is a link to all the plants that are considered “Low/Very Low Water Use” in Santa Clarita. Just because a plant is on this list does not mean it is readily available and it doesn’t mean that the plant would be approved by LA Fuel Mod.

[https://ucanr.edu/sites/WUCOLS/Plant\\_Search/?step=results&city\\_id=333&plant\\_name=&water\\_use=VL&water\\_use=LO](https://ucanr.edu/sites/WUCOLS/Plant_Search/?step=results&city_id=333&plant_name=&water_use=VL&water_use=LO)

3. **Grading.**

- a. The grade adjacent to an existing Residence must remain at existing grade for 12 inches clear of the wall.
- b. The grade may not be lowered or raised in excess of 8 inches within the Residential Lot.

4. **Drainage.**

- a. There shall be no interference with the established drainage patterns, level, or grade over any Residential Lot, or Association Property unless an adequate alternative provision is made for proper drainage and written approval is obtained from the DRC.
- b. Failure to make adequate provisions for proper drainage in the event it is necessary to change the established drainage over Owner’s Residential Lot could cause major problems and result in imminent danger to person(s) or property, including other residences.
- c. If you alter drainage, or if you install Improvements in such a way as to alter the drainage, you, not the Association, will be responsible for any resulting consequences, claims, losses or damages in any way related to drainage.
- d. The drainage pattern established with the original grading of the Residential Lot must be maintained. No drainage will be permitted onto Association Property slopes, landscaping, or adjacent lots.
- e. All Residential Lots’ construction/hardscape surfaces shall have positive surface drainage of one percent (1%) minimum.
- f. All landscape areas shall have positive surface drainage of two percent (2%) minimum.
- g. All surface drainage shall be directed away from building walls, top of slopes and perimeter walls.
- h. All Residential Lot drainage features and systems must adhere to all applicable codes.

5. **Flatwork.**

- a. All paving materials must be compatible with the Residence architectural style and exterior elevation materials.
- b. Proposed driveway replacement materials must be consistent with the Residence architecture and must be submitted to the DRC for review.
- c. The widening of driveway limits provided by the Builder shall not exceed more than 2-feet on either side, or no more than 4-feet on one side.
- d. Declarant provided entry walkway may be replaced with an enhanced paving material that is consistent with the Residence architecture.

6. **Walls, Fences and Gates.**

- a. Fence style, materials, and finished color must be compatible with the Community.
- b. Placement of the fence and support structures may not interfere with adjacent Association sprinkler systems, nor shall fences be constructed over irrigation lines.
- c. Structural framing or an unfinished side or a fence varying from existing fence standards shall not be exposed to any public street or Private Street, sidewalk, walkway or neighboring lot.
- d. Material for side yard fencing will be given special consideration depending on its exposure to the neighborhood.
- e. Stepped fencing is permissible where the grade slopes.



- f. Fences are required to surround pool and spa areas. Minimum height requirements are established by Applicable Laws and government codes.
- g. Specific fence requirements
  - i. Vinyl Fencing
    - Must have a finish consistent with the Declarant's installation
    - Maximum Height is 6 feet
  - ii. Wrought Iron/Tubular Steel Fence:
    - Must have a finish consistent with the Declarant's installation.
    - Metal mesh may be applied to the interior side of a fence to restrain small pets and children and painted to match fence color.
  - iii. Acceptable material for fencing and walls:
    - Wrought Iron/Tubular Steel
    - Masonry or stucco if materials conform to the quality, color and character of masonry or stucco used elsewhere in the respective neighborhoods.
    - The above acceptable materials are not all-inclusive.
  - iv. Unacceptable fencing materials:
    - Wood
    - Aluminum or sheet metal
    - Chain Link
    - Chicken wire or wire mesh
    - Galvanized or plastic chain link
    - Reed or straw-like materials and bamboo
    - Corrugated or flat plastic or fiberglass sheets or panels
    - Rope or other fibrous strand elements
    - Miniature type fencing
    - The above unacceptable materials are not all-inclusive.
- h. Under no circumstances shall any Owner remove or alter in any way walls and fences that have been erected by the Declarant without the prior written consent of the DRC.
- i. At no time shall an Owner attach to, affix, or hang any item on or over any such fences or walls without DRC approval.
- j. Existing masonry pilasters, walls and gates shall not be removed, reconstructed or modified as to structure, finish or color, without prior DRC approval.
- k. Retaining walls are subject to the approval of the DRC. Such approval shall be based on the aesthetic appearance of the wall only and shall not be deemed to warrant or approve in any manner the engineering or structural design of the wall. The maximum permitted height of retaining walls is three (3) feet and retaining walls are not permitted to be located adjacent to the existing Residence.
- l. At raised planter wall (retaining wall) conditions, soil level may not be raised against existing perimeter walls without the addition of a 4-inch-wide retaining flash wall, as the perimeter walls are not structurally designed for retaining conditions. A retaining wall must be 18 inches clear of existing perimeter walls and not exceed three (3) feet in height.

- m. All walls and pilasters located in the front yard area shall be set back 3 feet minimum from the back of sidewalk and accented with plant material.
  - n. Exterior veneer materials used on front yard site walls or pilasters must match the architectural exterior elevation materials of the Residence.
7. **Decks, Patio Structures, Pergola, Sun Shades and Gazebos.** In addition to the below, refer to Exhibit B of these Design Guidelines setting forth Patio and Trellis Guidelines.
- a. Materials shall be harmonious with applicant's Residence.
  - b. In designing the deck or patio, a minimum of intrusion upon neighbors' privacy should be given every possible consideration.
  - c. Adequate drainage must be installed to prevent standing water and run-off onto adjacent properties. Drainage must be directed to the street.
  - d. Wooden decks are to be stained and/or sealed to preserve natural color or painted to match existing Residence trim.
  - e. Railings are acceptable.
  - f. Application for a patio or deck must include the following information:
    - i. Site plans indicating location of patio or deck in relation to existing house.
    - ii. Listing of materials colors and finishes.
    - iii. Drainage provisions and flow or run-off
    - iv. Dimensions
    - v. Elevation drawings
  - g. Patio covers and gazebos should not exceed 10 feet in height for a flat type structure, or 12 feet in height for a sloped pitched structure and shall be a permanent structure. No temporary or easily movable patio covers or gazebos are permitted. Improvement shall be a color consistent with the color of the home, or a neutral color such as, white, beige / tan, black or grey.
  - h. For purposes of this section only, a patio cover works as an extension of your home. The roof of the structure is a lattice or solid panel of aluminum fiberglass or PVC with posts supporting the end away from the wall of the house. A pergola does not have a roof. Instead, it defines the outdoor space with an overhead frame of open rafters (or joists).
  - i. Covered or unenclosed patios covers and trellises attached to the main structure may be located no closer than 3 feet to a side yard, 5 feet from the rear property line and 7 feet from the rear property line when adjacent to a street when the entire structure is in the rear yard.
  - j. The patio or trellis shall not cover more than 60% of the rear yard.
  - k. If a roofing material is used on a patio cover, shingles/tiles must be used to match the residence. Composition roof materials are not allowed.
  - l. Metal patio covers must look like a wood product (Alumawood type) and are subject to the approval of the DRC, which must be obtained prior to installation.
  - m. Unacceptable construction materials for structures in this section shall include the following:
    - i. Corrugated plastic
      - ii. Corrugated fiberglass
      - iii. Plastic webbing, split bamboo, reed or straw-like materials
      - iv. Asphalt
      - v. Metal support posts for patio covers.
      - vi. The above unacceptable materials are not all inclusive.
  - n. Application for patio covers must include:

- i. Location of cover in relation to house
- ii. Materials and color
- iii. Dimensions
- iv. Elevation drawings
- v. Open wood beam structures shall be painted a color that is compatible with the Residence color.
- vi. All vertical support structures or columns, fascia, lattice, trim, beams, etc. must be setback a minimum of 3 feet from side yard, 5 feet from the rear property line and 7 feet from the rear property line when adjacent to a street. All measurements are calculated at the outermost part of the structure, including the overhang, to perimeter walls / property lines.
- vii. Columns may be masonry or wood. Wood columns must appear to be substantial, 6 inches x 6 inches minimum.
- viii. Generally, the square footage of patio covers will be reviewed in relation with the square footage of the yard of the Residential Lot. The intent is to retain an attractive Community appearance with a balance of buildings and open space. Some yards are not conducive to patio cover construction and will be considered accordingly. All structures will be reviewed on a case-by-case basis by the DRC. The following conditions may be considered:
  - Visibility of the structure from the neighboring lot and Association Property.
  - The balance of hardscape to softscape.
  - The size of structure in relation to the size of the yard.

8. **Freestanding Vine Trellises.**

- a. Freestanding vine trellises shall have the height, length, width and location approved prior to installation, and shall not exceed the height of the originally installed builder wall.
- b. Vine trellises shall be ornamental iron or wood construction.
- c. The construction detail and elevation is required for DRC review. Note on the detail that the wood members must be stained/painted to match the Residence or the architectural eaves of the Residence. Ornamental iron must be finished a dark color.
- d. Prefabricated vine trellises will be considered. The Application should include a catalog cut or photograph of such trellises.
- e. Espaliers must be setback 1 inch from perimeter walls and not exceed the height of the perimeter wall.

9. **Fountains / Garden Art / Statuary.**

- a. Fountains that are consistent with the overall Community theme should be considered as an accent feature to the main Residence. Where those elements are visible from the street and/or Association Property, their size and scale should be consistent with other proposed hardscape elements. Statuary and sculpture elements associated with fountains shall not exceed the height of adjacent privacy walls and fences and should be softened with plant materials.
- b. The subject matter of statuary and sculpture elements associated with fountains shall be appropriate for their residential context. Elements that could reasonably be considered to be offensive are not permitted.
- c. The color of fountains should complement the primary Residence structure. Bright colors and reflective surfaces are not permitted
- d. The quality and quantity of fountains, statuary and sculpture elements are subject to review and approval of the DRC.

- e. Fountains located in the rear yard of a Residential Lot shall not exceed the adjacent fence or wall height, must not block a view and must be set back a minimum of 5 feet from the back of the property lines. All water feature elements tied into a pool or spa shall also be setback 5 feet from property lines. Fountains located in the front yard of a Residential Lot shall not exceed 4 feet in height and must be set back a minimum of 3 feet from the back of the sidewalk and/or side property lines. Fountains are more appropriately located close to the primary Residence and are not permitted to be placed in a location where they detract from the overall appearance of the street. The architectural style of the fountain should match that of the home.
  - f. Built-in water features and Freestanding (self-contained units) shall be set back a minimum of 5 feet from perimeter walls or the adjacent Residence wall.
10. **Fireplaces, Firepits, Exterior Fires.**
- a. Freestanding outdoor fireplace chimneys shall not exceed the height of the fence. The fireplace must be set back 3 feet from perimeter walls to provide a planting area for screening.
  - b. Fireplace chimneys attached to patio covers are not permitted.
  - c. Exterior fire pits, barbecues and fireplaces shall be limited to gas burning type with an electronic starter. Fireplaces must be designed to use natural gas. Wood burning fireplaces are not permitted.
  - d. Fire pits shall be setback 3 feet from perimeter walls and must be natural gas.
  - e. The fireplace must match the architectural style of the Residence.
  - f. The back of the fireplace structure must match the Residence.
  - g. Owner shall obtain any permits required by the City or other Governmental Agency for any fire pits, barbecues and fireplaces.
  - h. No fire pits, barbecues, fireplaces, barbecue islands, permanent barbecue structures or outdoor kitchens shall be located in the front yard of a Residential Lot.
11. **Ponds.**
- a. Ponds in the front yard of a residence are prohibited.
  - b. Applications for proposed decorative ponds must be submitted with the location, dimensions, and a picture or diagram including the intended appearance, material and color. A piping diagram of the recirculation system and drainage method must be included. Ponds shall not be constructed on a property line or attached to any common wall or fence.
12. **Barbecue Islands and Outdoor Kitchens.**
- a. Barbecue islands and other types of permanent barbecue structures and outdoor kitchens shall maintain a minimum setback of 5 feet between the burning element and the property line, provided the structure is not visible above the adjacent wall or fence.
  - b. Owner shall obtain any permits required by the City or other Governmental Agency for any barbecue islands and outdoor kitchens, including LA County Fuel Mod Department.
  - c. No fire pits, barbecues, fireplaces, barbecue islands, permanent barbecue structures or outdoor kitchens shall be located in the front yard of a Residential Lot.
  - d. All materials shall be consistent with the Residence architecture and in scale with the size of the yard of the Residential Lot.
13. **Play Equipment.**
- a. Basketball backboards are not permitted. Portable basketball hoops must be returned to garage or placed behind side yard fence when not in use and no later than 9pm each day. While in use, portable basketball hoops shall not be placed in the street or placed to block the sidewalk.

**C. Irrigation.**

The following irrigation standards apply to all Residences within the Community:

1. All landscape areas are to be irrigated.
2. Irrigation systems shall be tailored to the specific site and landscape situation. Important considerations of the design are environmental conditions such as sun and shade, soils, terrain, percolation rates, erosion control, and wind.
3. Irrigation systems shall be designed to apply water in an efficient manner and provide adequate coverage without excessive run-off into storm drains or over sidewalks or adjacent property.
4. Irrigation systems should be designed and maintained to avoid overspray onto adjacent Residences or property.

**D. Planting.**

1. The Association Property trees, shrubs, groundcover and turf provided by the Declarant are to be protected in-place during any construction and replaced in kind and size by the Association at the Owner's expense if damaged. Owner shall note on the landscape improvement Plans and Specifications the following: "All existing Association Property and parkway landscape shall be protected in place during all phases of construction."
2. No trees, shrubs, or other plants shall be installed until Plans and Specifications have been approved by the DRC. The Plans and Specifications must show the proposed species, locations and installed sizes. The Plans and Specifications must indicate whether any Solar Energy Systems exist on any properties that border the Owner's Residential Lot. If any such Solar Energy Systems exists on an adjoining property, the location, type and future height of any proposed tree or shrub may be subject to limitations consistent with the requirements of the Declaration and the restrictions, including without limitation the Solar Shade Control Act, referenced therein. Owners may be required to submit a solar shade study, if applicable.
3. The DRC shall have the right, but not the obligation, to require the Owner to remove, trim, or prune any tree, shrub, or plant which in the reasonable opinion of the DRC, unreasonably impedes the passage of light or air of any Residential Lot or Association Property and to shape and thin trees for wind resiliency and appearance.
4. In addition to selecting landscape plants based upon aesthetic characteristics, consideration shall be given to relative drought-tolerance, solar aspect, root systems and soil type within the Community. Planting must fill at least 60% of the front yard within one growing season.
5. Trees with invasive root systems and deciduous / flowering / fruiting trees that drop excessive litter should not be proposed adjacent to Association Property or another Residential Lot.
6. All trees planted within 5 feet from perimeter walls and/or adjoining Residences must utilize a root barrier device.
7. Owner assumes all liability and responsibility for any root damage from trees planted in their yards (including but not limited to damage to walls, structures, utility lines, drainage and adjacent neighbor Improvements).

Owner agrees to provide routine maintenance for all trees including, but not limited to, annual pruning and lacing. If the DRC deems any trees a nuisance, the Owner shall bear the expense of tree removal.

**E. Synthetic Turf.**

1. Synthetic turf grass is acceptable in private yards, in accordance with the following guidelines:  
A minimum twelve inch by twelve-inch (12" x 12") sample and specification sheet with warranty shall be submitted for consideration.
2. Must have a combined weight of a minimum of 75 oz.
3. Must be installed at the highest level of industry standard quality.
4. Must have a border for property line edges and planter bed installations.
5. Synthetic turf must be replaced when it no longer looks like natural turf due to wear, damage, or discoloration.

**F. Exterior Lighting.**

1. Landscape lighting shall be low voltage only.
2. All lights must be compatible with the house design color.
3. The up lighting of trees and shrubs is encouraged to provide illumination to the outdoor garden space. No exposed wires or cables are permitted.
4. Mercury vapor lamps or lamps that emit light of a similar character, exposed fluorescent lamps, flashing lights, color lights, unshielded exterior lights, and lights which result in excessive glare are not permitted.
5. Path lighting should be minimized. Path lights shall cast the light downward.
6. Area lighting, post lights, security lights and/or flood lights that project light on to neighboring properties are not permitted.
7. The DRC and the Association reserve the right to require that the fixtures be disconnected if they cause an unreasonable glare or illumination upon property outside of the Owner's Residential Lot.

**G. Miscellaneous.**

1. **Speakers.**  
Speakers are permitted in the rear yard only but must be installed in such a way as to mitigate noise audible from surrounding residences and may not be used past 10:00 p.m.
2. **Thematic landscape features.**  
Thematic landscape features with overly distinctive colors, forms, or materials that establish an independent theme that detracts from the overall street scene, such as glass block, mirror balls, pink or colored flamingos, rock gardens, gravel yards, boulders in turf areas, waterfalls, fountains, concrete statues, railroad ties and split rail fencing are not permitted in areas visible from Association Property or Private Streets.
3. **Exterior Colors.**
  - a. Exterior colors of fences, walls and structures as originally applied and exterior colors pre-approved by the DRC for new construction, additions, or alterations, shall not be changed or altered without prior DRC approval.

4. **Flags and Flag Poles.**

- a. **Submittal Requirements.** Flags of the United States need not be submitted for DRC approval provided that they conform to the following guidelines. However, the Association reserves its rights set forth in the Declaration to prohibit Improvements that may pose a health or safety risk in the Community.
- i. Guidelines.
    - Owners may display a flag of the United States made of fabric, cloth or paper displayed from a house-attached flagpole within a Residential Lot.
    - Owners may not display a depiction or emblem of the United States flag made of lights, paint, roofing, siding, paving materials, flora or balloons or any other similar building, landscaping or decorative component.
    - All other flags must be submitted to the DRC in accordance with the procedures set forth in the Declaration and these Design Guidelines.
  - b. Non-commercial flags are permitted with the following requirements:
    - i. The flag brackets shall be compatible with the color and scale of the Residence.
    - ii. Flags may not exceed 15 square feet in size.
    - iii. Flags must be maintained continually in good repair.
    - iv. House-attached flagpoles shall be no longer than 6 feet in length.
    - v. Flagpoles must be removed when a flag is not displayed.
  - c. Freestanding flagpoles are not permitted in the front yard and may only be placed in the rear yard with approval of the location and size.

5. **Sheds and Freestanding Structures**

- a. Sheds and/or freestanding structures must be submitted for Design Review Committee approval prior to being constructed or erected.
- b. Sheds shall not exceed the fence line, which in no case shall exceed 5 feet unless approved by the Architectural Review Committee.
- c. Sheds shall not be visible from the street under any circumstances.
- d. The color of the shed shall match as closely as possible the color of the dwelling unit.
- e. Prefabricated metal sheds are prohibited; however, wood or aluminum wood look-alike materials will be used for sheds and other structures.
- f. Sheds are limited to one per lot and must not be larger than 120 square feet and are not permitted to exceed the fence height.
- g. No structure may be erected, constructed, or maintained whether permanent or temporary within any building restricted easement without proper approval from the City of Santa Clarita.
- h. ADUs are allowed per Civil Code – please see ADU Policy on separate document on website.

**H. Doghouses.**

- a. Doghouses and other pet enclosures are only allowed in rear yard of the Residential Lot and shall not be taller than the fence line.

**I. Clotheslines.**

- a. No exterior clothesline shall be erected or maintained or hung within any Residential lot (excluding inside the Residence), except that backyards may be used for clotheslines or drying racks provided that such laundering apparatuses are not visible over the fence line. There shall be no exterior drying

or laundering of clothes, towels or any other items on Association Property or Association Maintenance Areas.

**J. Landscape Accessories.**

a. Thematic landscape accessories on the front porches of a Residence or within the Association Property (e.g. sundials, statuettes, chimes, etc.) are not permitted.

**K. Special Notes.**

- a. Owners are responsible for maintaining all slope areas on their Residential Lot. Owner must not interfere or modify any maintained slopes, including but not limited to the construction of any structure. If an Owner's Lot is adjacent to or near the bottom of a slope or if drainage otherwise flows into Owner's property, then each Owner accepts such drainage on their property and shall not obstruct the flow of that drainage, divert it away from their property or otherwise alter the flow of that drainage in any manner that will have any effect on an adjacent Residence, Residential Lot, or Association Property.
- b. It is important that Improvements such as concrete slabs, decks, planters and walls be designed by qualified soils and structural engineers to compensate for expansive soil conditions and slope creep. Owners are solely responsible for Residential Lot irrigation, landscape maintenance and control of burrowing animals on all landscaped areas on their Residential Lot.
- c. Air conditioning units are not to be moved without DRC approval.
- d. Window A/C units are prohibited.



## Section V: General Conditions of Approval

The following shall be conditions of any DRC approval and shall be deemed incorporated by reference into all Plans and Specifications and DRC approval. It shall be the responsibility of the applying Owner to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with the Improvement. The DRC may condition its approval of Plans and Specifications with such changes it deems appropriate and may require submission of additional Plans and Specifications or other information or materials prior to approving or disapproving an Application or Plans and Specifications.

**A. Occupational Safety and Health Act (“OSHA”) Compliance.**

All applicable OSHA regulations and guidelines and all other Applicable Laws must be strictly observed at all times.

**B. Signs.**

No signs shall be displayed on any Residential Lot other than a sign advertising the property for sale as permitted by the Declaration. This limitation applies to tradesmen’s, contractors’ and installers’ signs of any type, including the signs identifying the Residential Lot as the site of their activities or operations. The Declarant is excluded from these Design Guidelines.

**C. Working Hours.**

Working hours for any Improvements are limited to Monday through Saturday, 7:00 a.m. to 6:00 p.m. or such hours as are permitted by the City, whichever are more restrictive. No work is allowed on Sundays or on federal or state holidays. Workers may access the Community thirty minutes before the applicable “Working Hours,” but may not make any disruptive noise until “Working Hours” begin. Painting that does not disrupt others and work that does not create disturbing noise, vibrations or odors is not subject to the “Working Hours” limitation.

**D. Temporary Structure.**

No structure of a temporary character will be permitted to remain on any Residential Lot without the written approval of the DRC.

**E. Sanitary Facilities.**

Each Owner shall be responsible for providing adequate sanitary facilities for their construction workers. Portable toilets or similar temporary toilet facilities shall be located only on the Residential Lot itself, setback 5 feet from the side yard property line, or in a location approved by the DRC. A 7-day maximum is allowed for portable toilets to be on an owner’s property unless otherwise approved by the association.

**F. Debris Removal.**

The Residential Lot is to be cleaned at least once a day during construction. Debris must be removed from the site or placed in a debris bin. Refer to Water Quality Management Best Management Practice Guidelines, (Form G), attached to these Design Guidelines. Trash Dumpsters are allowed for up to a 7-day period and should be placed in the driveway of the residence when possible.

**G. Unsightly Items.**

All rubbish and unsightly material or objects of any kind shall be regularly removed from the Residential Lot and will not be allowed to accumulate thereon. Removal shall be done on a regular basis and rubbish will not be allowed to accumulate on streets or Association Property. The Owner will be responsible for the cost of any trash cleanup work performed by the Association due to Owner’s failure to adhere to these requirements. Owners are prohibited from dumping, burying, or burning trash anywhere within the Community. Concrete trucks washing out their spill pans before leaving the construction site shall do so only on the Residential Lot and with adherence Refer to Water Quality Management Best Management Practice Guidelines, (Form G)

**H. Streets and Sidewalks.**

No construction debris or material is permitted to remain on the Community's streets or walkways. All items of such nature must be stored on the Residential Lot. In the event that any materials are delivered or deposited on the streets, walkways or in Association Property, the Owner will be held responsible for the costs involved in cleaning and/or restoring the affected Association Property, streets and walkways to their original condition.

**I. Street Trees and Parkway Improvements.**

Street trees shall be protected in place in a healthy condition during all phases of construction. All parkway irrigation and planting improvements shall likewise be protected in place in a functional and healthy condition during all phases of construction.

**J. Construction Equipment.**

Trucks, concrete mixers, trailers, trash bins, compressors, and other types of construction equipment, as well as private vehicles of construction crew members, shall be parked only in DRC designated areas. The Owner shall be financially responsible for any equipment removal or necessary repairs required by the DRC due to the breach of this provision.

**K. Building Permits.**

Building permits may be required for certain Improvements or changes. The applicant shall obtain DRC approval of any Improvements requiring a building permit prior to requesting such permit from the City or other Governmental Agency.

**L. Damage to Association Property or Association Maintenance Areas.**

An Owner shall be responsible for any damage to the Association Property or Association Maintenance Areas caused by an Owner or such Owner's Invitees, or any other persons deriving their right to use the Association Property or Association Maintenance Areas from the Owner or such Owner's family, tenants or guests, as set forth in the Declaration.

**M. Effect of Approval.**

Approval of Plans and Specifications is not authorization to proceed with Improvements on any property other than the Residential Lot owned by the applicant.

**N. Building Code Requirements.**

It shall be the responsibility of the Owner to ensure that proposed modifications are consistent with applicable building code requirements and other Applicable Laws.

**O. Requirements for Contractors, Subcontractors and any Other Workers.**

**1. Insurance and Contractors License.**

Each Owner shall ensure that all contractors, subcontractors, or any other person or entity who/which performs work on or within the Community, including without limitation the interior of any Residence or any Residential Lot, have proper proof of insurance, proof of valid workers' compensation insurance, a California State Contractors License (if applicable) and a Business License (if applicable).

**2. Owner Responsibility.**

Each Owner is responsible for any violations by such Owner's contractor or subcontractors of the Design Guidelines, the Association Rules and the Declaration.

**3. Damage.**

Any damage caused by contractors or sub-contractors to any Association Property, Association Maintenance Areas, Residence or Residential Lot is the Owner's responsibility. Any damage must be reported immediately to the Management Company. The Owner will be held liable for the actions of his/her contractors, subcontractors and/or workers and the Owner will be responsible for any costs of repair incurred by the Association in accordance with the Declaration.

**4. Parking of Vehicles.**

Contractors must park vehicles in accordance with the Association Rules and any other requirements established by the Association.

**5. Conduct by Workers.**

Workers are not allowed to bring their pets within the Community. Workers are prohibited from creating nuisance noise unrelated to the construction work. All workers must wear shoes, pants or shorts and shirts at all times. No workers may use the power from the Association Property or Association Maintenance Areas.

**6. Stopping Work.**

The Association has the right to stop any work that is in violation of these Design Guidelines, creates a fire or safety hazard, or interferes with activities in the Association Property or Association Maintenance Areas.

**7. Equipment.**

Workers are prohibited from leaving their equipment on the Association Property, including streets. The Association is not responsible for the disappearance or theft of any tools, equipment or materials left in the Association Property.

**8. Construction Materials.**

All construction materials must be stored within the Owner's Residential Lot. Any construction materials that are delivered and deposited on the Private Streets must be relocated to the Owner's Residential Lot. The Owner who is making the Improvements shall be responsible for removing all debris and maintaining all portions of the Association Property affected by such Owner's construction activities, including any Private Street and walkways, in a clean and attractive condition. The Board has the right to levy Compliance Assessments against the Owner who is making the Improvements to recover the cost of cleaning or restoring any Association Property to the condition that existed prior to the commencement of such Improvements pursuant to the Declaration and the Bylaws, to the extent that such Owner fails to do so in accordance with this provision.

**9. Construction Equipment.**

The Owner who is making Improvements shall be responsible for ensuring that construction equipment such as trucks, concrete mixers, trailers, trash bins, and compressors shall not be parked or placed on the Community's streets for an unreasonable amount of time. Any damage to the Private Street curbs, landscaped areas, fences, walls or other Association Property improvement shall be repaired at the Owner's expense. If such expenses are not promptly repaid by the Owner's to the Association, the Board shall, after Notice and Hearing, levy a Compliance Assessment against such Owner for reimbursement.

**10. Violation of Rules.**

The Board has the right to levy against the Owner who is making such Improvements, Compliance Assessments as a disciplinary measure for a violation of the foregoing provisions and for reimbursement of any costs incurred by the Association in the repair of damage for which such Owner, or such Owner's agents or contractors was allegedly responsible, as set forth in the Declaration and the Association Rules.

**P. Dust and Noise.**

The Owner shall be responsible for controlling dust and noise from any construction on his or her Residential Lot.

**Q. Excavation.**

Excess excavation materials must be hauled away in a legal manner and must be properly protected with plastic and sandbags so that loose soils will not wash down into the Community's storm drains.

**R. Restoration or Repair of Other Property Damaged.**

Damage to other property, including without limitation, other Residential Lots, Association Property, or other Improvements shall be repaired or restored promptly at the expense of the Owner of the Lot where the construction activity is taking place. Upon completion of construction, the Owner shall clean the construction site and repair or restore all damaged property, including without limitation, restoring grades, and repairing streets, curbs, driveways, sidewalks, drains, culverts, ditches, signs, lighting, fencing, irrigation and planting.

**S. Maintenance of Improvements.**

The repair and maintenance of any work or Improvements will be the responsibility of the installing Owner and subsequent Owners of the Residential Lot.

**T. Drainage.**

There shall be no interference with the originally installed rain gutters, downspouts, subterranean drain line(s), or other drainage systems (whether surface or subterranean) or any other interference with the established drainage pattern over any of the Residential Lot or Association Property. All on Residential Lot drainage systems shall be connected to the existing drain line from the in-street storm drain to one or several roof gutter down spouts. The Owner shall protect all such existing drain lines in place.

**U. Workmanship.**

The quality of new Improvements shall match the quality of the existing structures. Any work deemed by the DRC to be of inferior quality shall be reworked or removed and the building restored by the Owner to its original condition prior to commencement of the work by the Owner. If the Owner refuses to rework or remove and restore as called for above, the DRC shall request the Board of Directors to cause such rework, removal or restoration and the cost thereof shall be a Compliance Assessment against the Owner as provided in the Declaration.

**V. Enforcement.**

Failure to obtain the necessary prior approval from the DRC prior to installation of any Improvement constitutes a violation of the Declaration and these Design Guidelines and may require modifications or removal of work at the expense of the Owner.

**W. Violations.**

All Owners have the right and the responsibility to bring to the attention of the DRC any violations of the Declaration and these Design Guidelines.

**X. Amendments.**

These Design Guidelines, along with the provisions set forth in the Declaration for the Community, form the basis and criteria for evaluation of Applications, including Plans and Specifications, submitted for review and approval by the DRC. The Design Guidelines may be amended or supplemented from time to time as provided for in the Declaration.

**Y. Conditions Not Covered.**

With respect to any proposed Improvement or other condition not specifically addressed in these Design Guidelines, the DRC shall apply these Design Guidelines in the manner that is most consistent with the original architectural and landscaping character established by the Declarant for the Community where the Owner proposes to construct the Improvements, so as to preserve aesthetic harmony between the proposed Improvements and the existing Improvements within the Community.

**Z. Inapplicability to Declarant.**

In accordance with the Declaration, nothing in these Design Guidelines shall apply to any Improvements installed or repaired by Declarant or limit the rights of the Declarant to construct Improvements on any Residential Lot or Association Property.

**AA. Contractor BMPs.**

See Water Quality Management Best Management Practice Guidelines, (Form G)

# Forms

**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM A: NEW OWNER TIMELINE FORM**

This timeline will assist you in determining the dates you should be aware of for the first-time installation of landscape.

<b>Deadline Date</b>	<b>Requirement</b>
Deadline is six (6) months from close of escrow	Submit plans for rear yard landscape improvements.
Deadline is nine (9) months from close of escrow	Complete rear yard landscape improvements.

**Application Submittal / Review Process**



**Approve Plans**

- Returned to Owner**
1. Approved stamped copy of the Design Review Application
  2. DRC Approved Plan Letter noting any conditions that must be followed.

**Denied Plans**

- Returned to Owner**
1. Stamped copy of the Design Review Application
  2. DRC Letter listing why specific items are not approved and what should be changed to comply.

**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM B: DESIGN REVIEW APPLICATION CHECKLIST**

This checklist shall be completed by the Owner and be attached to the Design Review Request Form. Failure to complete and include this checklist will cause the submittal application to be deemed an incomplete submittal. All incomplete submittals will be returned without review by the Design Review Committee.

**SUBMITTAL FEES:** as outlined in Section II of the Design Guidelines: “Design Review Classifications” Collected at the time of plan submission. A check made payable to the “**Altis at Skyline Homeowners Association**” is required in either of the following amounts:

- \$150.00 Review Fee (includes initial submittal and two re-submittal of the same plan and a NOC review)
- \$250.00 Deposit Fee (this fee is refunded once improvements are completed, and NOC is approved)

A description of what must be included on each of the forms required below may be found in the Design Guidelines. **Please check all that apply:**

**PART I - ALL IMPROVEMENTS:** This part lists the submittal requirements for **ALL IMPROVEMENTS** and must be included with **ANY AND ALL** submittal requests.

- Notice of LA County Fuel Modification Department Approval
- Completed Design Review Application Checklist (Form B) & Request Form (Form C)  Plot Plan;  
drawn to scale at 1/8" = 1'-0" or 1/4" = 1'-0"
- Neighbor Notification Form (Form D)
- Two (2) signed copies of the Water Quality Management Best Management Practice Guidelines (Form G)

**PART II – LANDSCAPE AND HARDSCAPE IMPROVEMENTS:** This part must be completed for improvements involving any landscaping (grading, drainage, hardscape, irrigation, plumbing and lighting).

- Site Color Photos
- Landscape Construction Plan and Details
- Grading and Drainage Plan
- Irrigation Plan
- Planting Plan
- Landscape Lighting Plan

**PART III – ARCHITECTURAL IMPROVEMENTS:** This part must be completed for improvements involving any architectural improvements.

- Site Color Photos
- Exterior Elevations/Building Sections
- Floor Plan (must be included on a Plot Plan)
- Roof Plan
- Finish and Materials Schedule



**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM B: DESIGN REVIEW APPLICATION CHECKLIST (Continued)**

I (WE) UNDERSTAND AND AGREE THAT:

No work on any improvement described on my Design Review Request Form shall commence until written approval of the Design Review Committee has been received. Proposed improvements may require a permit from the City Building Department or other government agencies and Owner will obtain all required permits before commencing any work. No work will change the existing drainage patterns. Any changes in the existing drainage pattern may result in substantial damage to adjacent properties, for which Owner will be held responsible. The conditions and restrictions noted in the Design Guidelines and Declaration shall apply to any approval.

Owner assumes the responsibility for any work, including conformity of completed improvements to the Plans and Specifications as approved by the Board or the Design Review Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above proposed modifications/improvements.

Further, Owner assumes full responsibility for any work and that any contractor accomplishes which may, in the future, adversely affect adjacent properties and/or Association Property. Owner will assume responsibility for all future maintenance of the modifications and/or improvements. Owner shall complete all improvements within six (6) months of approval, other than the initial landscaping for the entire rear lot, which must be completed within nine (9) months of Close of Escrow.

Owner understands that prior to commencing any work Owner must provide a fee to the Association as set forth in the Design Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Do not write below this line (For Board/Design Review Committee use only)**

- Form B Fees Received
- Form B Part I Received
- Form B Part II Received
- Form B Part III Received
- Form B Signed
- Form C Completed

Check Number: \_\_\_\_\_

Check Number: \_\_\_\_\_

Accepted as a Complete Package Date: \_\_\_\_\_

Accepted by Association Staff Name: \_\_\_\_\_

ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS

FORM C: DESIGN REVIEW REQUEST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property  
Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Work:

(Please Check one or more)

Architectural  Landscape  Hardscape  Water Feature  Patio Cover  Lighting

Solar Equipment  Other  \_\_\_\_\_

Deliver to:

**Altis at Skyline Homeowners Association**  
c/o Valencia Management Group  
25106 Avenue Tibbitts, Suite 100  
Valencia CA 91355

Website: [www. ValenciaManagement Group .com](http://www.ValenciaManagementGroup.com)

**Do not write below this line (For Board/Design Review Committee use only)**

Fee Received

Design Review Committee's response is subject to notes on plan and Design Review Committee approval letter.

- APPROVAL  
 APPROVED WITH CONDITIONS NOTED ON CHECKLIST  DISAPPROVED WITH COMMENTS NOTED ON CHECKLIST  RESUBMIT ITEMS LISTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- RESUBMIT WITH INCOMPLETE ITEMS LISTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM C: DESIGN REVIEW REQUEST FORM (Continued)**

The Design Review Committee has reviewed the proposed improvements to determine whether they are aesthetically compatible with the architectural scheme of the Community and consistent with the Declaration and the Design Guidelines. These plans have not been reviewed for construction, safety, function, views, plant material survivability, privacy, or any and all engineering requirements including, but not limited to, soils, geotechnical, drainage, structural, mechanical or electrical. The Owner understands that he/she must comply with the Design Guidelines and the Declaration. The Design Review Committee has not considered whether, and its approval does not indicate that the proposed improvements are in compliance with applicable laws, ordinances, regulations and codes. The Owner must obtain all necessary building permits for applicable structures from the applicable public agency. Please be advised that the plans and specifications are not approved for (a) engineering design, (b) compliance with zoning and building codes, and other applicable statues, ordinances or governmental rules or regulations, (c) compliance with the requirements of any public utility, (d) consistency with easements or other matters of record, or (e) preservation of any view. By approving such plans and specifications, the Design Review Committee, the members thereof, the Association, the Board, Declarant, and their respective agents, employees and consultants do not assume any liability or responsibility relating thereto (including, without limitation, any defect in any Improvements constructed from such plans and specifications, or for any obstruction or impairment of view caused or created as the result of any Improvements approved by the Design Review Committee).

Sincerely,  
ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION

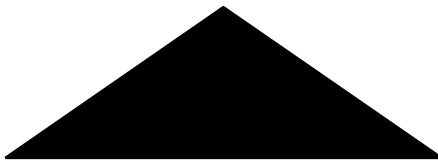
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS

FORM D: NEIGHBOR NOTIFICATION FORM



Name:
Address:
Signature:

**Left Rear Neighbor**



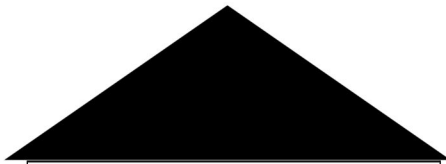
Name:
Address:
Signature:

**Rear Neighbor**



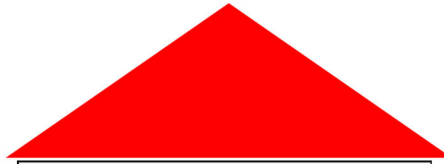
Name:
Address:
Signature:

**Right Rear Neighbor**



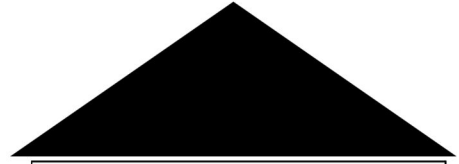
Name:
Address:
Signature:

**Left Adjacent Neighbor**



Name:
Address:
Signature:

**YOUR HOUSE**



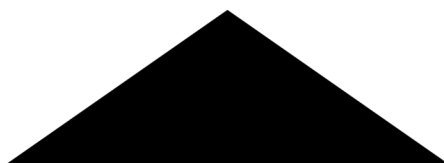
Name:
Address:
Signature:

**Right Adjacent Neighbor**



Name:
Address:
Signature:

**Left Front Neighbor**



Name:
Address:
Signature:

**Front Neighbor**



Name:
Address:
Signature:

**Right Front Neighbor**

If a neighbor is not impacted by improvements, then write "Not Impacted" in the signature line. Signature on above form does not constitute approval of plans presented, only notification. Any concerns about plans must be presented in writing to the Board.

**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM E: NOTICE OF COMPLETION  
Owner shall complete the following:**

*I hereby certify that all work has been completed and done in substantial compliance with the approved Plans and Specifications and the Design Guidelines.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Owner Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

Type of Work: (Please Check one or more)

Architectural  Landscape  Hardscape  Water Feature  Patio Cover  Lighting

Solar Equipment  Other  \_\_\_\_\_

**Submit 5 – 8 color photographs clearly showing all installed and completed improvements including retaining wall systems, drain inlets, light fixtures, equipment areas, pools, patio covers, backs of fireplaces, equipment areas and trees/plantings.**

**Do not write below this line (For Board/Design Review Committee use only)**

**The Design Review Committee conducted the Final Inspection by:**

Reviewing the Owner submitted photographs  Conducting a site visit

**The Design Review Committee recommends the following:**

- APPROVED: Final inspection is complete, and the Improvements are in substantial conformance with the approved plans and the Design Guidelines.
- DISAPPROVED: The Improvements are **not** in substantial conformance with the approved plans, specifications and/or Design Guidelines. The Applicant must complete/modify/remove the items noted below. After all items have been corrected, re-submit to the DRC for final approval.

\_\_\_\_\_  
**DRC Authorized Representative Signature**

\_\_\_\_\_  
**Date**

**Improvements to be removed or modified by Owner:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If no Improvements must be removed or modified, insert "None."**



**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM G: WATER QUALITY MANAGEMENT BEST MANAGEMENT PRACTICE GUIDELINES**

In order to mitigate the potential water pollution concerns associated with human habitation, the California Water Quality Management Board has set strict guidelines for the Community regarding the effects of runoff and storm water pollution.

One of the most sensitive and carefully monitored phases of the Community is the construction period. The requirements are not merely restricted to the development and construction managed by the Community's builder – construction by Owners will also be scrutinized and subject to very severe fines.

To be certain that you understand and accept responsibility for any violations associated with your proposed Improvements; each Owner is required to review this section. It must be signed and returned by you as a required part of your Application submitted to the DRC. You must also make a copy for and provide this document to any contractors or consultants whom you employ to ensure their compliance with these requirements, and you should make them responsible for any fines which you may incur as a result of their violation of same. The Association will monitor construction activities as well as check on Best Management Practices; however, the Owner will be solely responsible for any fines incurred by the Association as a result of infractions initiated at Owner's Residence. The Association will take whatever legal action is necessary to ensure compliance and collect for infractions charged to the Association as a result of Owner's, or Owner's contractor's or consultant's, acts or negligence or failure to comply with these requirements.

The following requirements are not meant to be all-inclusive of Regional Water Quality Control Board requirements or of any other agency. It should be understood that any applicable agency's rules and requirements may/will be applied to the activities of any Owner and may supersede these Guidelines. All resulting fines imposed on the Association, or the Owner as a result of any violation of Applicable Laws will be the responsibility of the Owner and the Owner shall indemnify, defend and hold harmless the Association from any such fines or penalties incurred as a result of any violation by Applicable Laws, including without limitation any guidelines or restrictions provided by the California Water Quality Management Board.

1. No construction materials, chemicals or substances may be disposed of or poured into the area drains, street and/or gutter.
2. Area drains should be shielded and/or covered to ensure that construction by-products and/or chemicals are not washed into them.
3. No tools or equipment may be rinsed off on the property in a manner that causes the water to reach the area drains, street and/or gutter.
4. No unprotected stockpiling of sand, gravel, dirt or other materials in the street is permitted.
5. Any sand, gravel, dirt or other materials piled/stored on the driveway or Owner's Residential Lot must be effectively covered to prevent rain or irrigation water runoff from carrying material residue into the area drains, street and/or gutter.
6. In the event of a runoff event or spill, sandbags must be strategically placed to ensure that no substance makes its way into the area drains and/or storm drains.
7. Hoses and/or irrigation should not be allowed to run in a manner that causes water or any substance to wash into the area drains, street and/or gutter.
8. Containers for hazardous materials such as paint, concrete, chemicals, etc. must be in good condition and not allowed to spill or leak onto the ground or be washed into the area drains, street and/or gutters.
9. No products or chemicals should be buried for disposal.
10. Trash and debris should be properly contained and disposed of off-site.

**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

**FORM G: WATER QUALITY MANAGEMENT BEST MANAGEMENT PRACTICE GUIDELINES (Continued)**

11. No vehicles or equipment should be allowed to leak oil anywhere.
12. No portable restroom facility may be allowed in the street and those stored on the Owner’s Residential Lot must be in proper working order so that no waste leaks.
13. Pesticides and/or fertilizers must be monitored and properly used and stored.
14. No irrigation runoff should reach the street and/or gutter, as such runoff may carry chemicals from pesticides, fertilizers, etc., into the storm drain.
15. Pesticides and/or fertilizers must be monitored and properly used and stored.
16. No irrigation runoff should reach the street and/or gutter, as such runoff may carry chemicals from pesticides, fertilizers, etc., into the storm drain.

**THE BASIC GOAL IS TWO-FOLD:**

1. No materials, other than rainwater, should be allowed to flow into the area drains and/or storm drains.
2. No chemicals or products should be allowed to contaminate the groundwater supply.

In addition to the foregoing, you have previously been provided with a set of educational materials attached to the Association Rules regarding best practices associated with water quality and associated issues. You should carefully review these materials and provide them to any contractors or consultants who will be performing work on your Residential Lot or who will be entering the Community at your request. As referenced above, you are responsible for any violations of Applicable Laws by such individuals or entities.

**ACCEPTANCE AND ACKNOWLEDGMENT**

I am the homeowner of record for the residence noted below. I have read and understand the Water Quality Management Best Management Practice Guidelines and agree to inform my contractors and consultants of same and to diligently pursue their compliance with such guidelines. I also understand my liability in the event of an infraction resulting in a fine against me and/or the Association. I understand that I will be held personally responsible for any fines and/or fees levied against me and/or the Association as a result of any infractions caused by me, my contractors or my consultants in connection with the construction, maintenance, or any other activities on my Residential Lot.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**ALTIS AT SKYLINE HOMEOWNERS ASSOCIATION  
DESIGN GUIDELINES – FORMS**

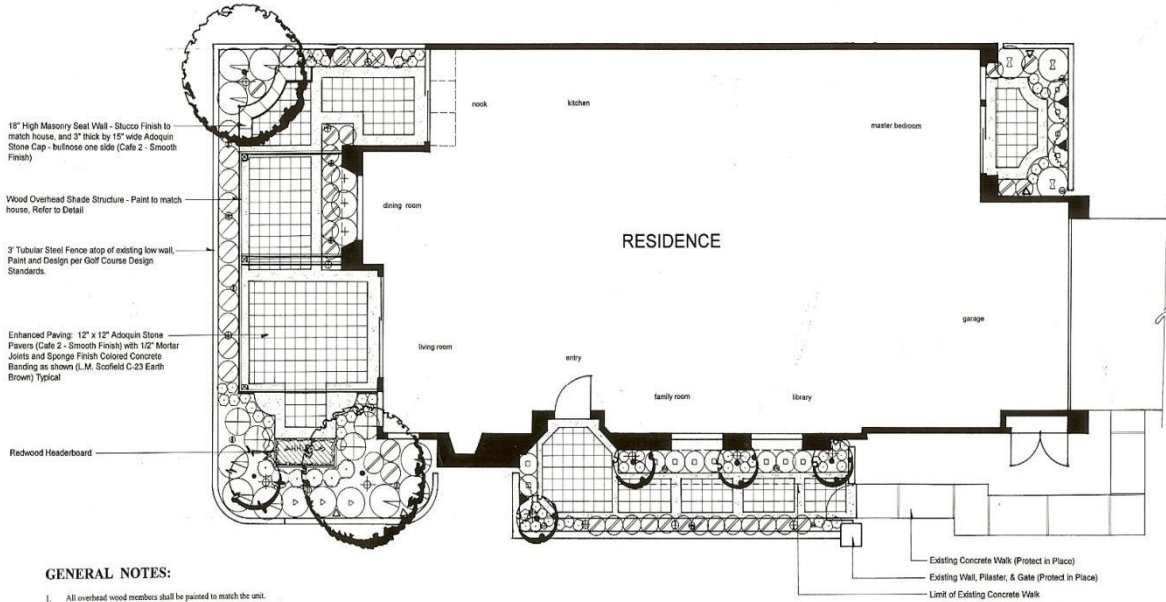
**Exhibit A: Sample Landscape Plan Submittal Document**

**FINISH GRADING  
and DRAINAGE NOTE:**

- All planting areas shall have positive surface drainage of 2% minimum.
- All finish grade work shall be maintained away from building walls.
- All paved surfaces shall have positive surface drainage at 1% minimum to planting areas which in turn shall drain to the street in front of the house by means of sheet flow to established flow lines and/or to landscape area drains connected to the existing drainage system of PVC or ABS drain lines, as acceptable to the governing agency.

**IRRIGATION NOTE:**

The project landscape planting areas shall receive the following irrigation system. Low precipitation flat shrub and turf spray system automatically programmed with an electric controller. System components will include a gate valve at the point of connection, back flow device, electrically operated remote control valves, and flat spray irrigation nozzles on 12" pop-up bodies in shrub beds supplied by PVC schedule 40 mainline and lateral lines sized according to hydraulic calculations. Circuits shall be determined by solar orientation and planting area. 100% head to head coverage shall be achieved throughout the system.



**GENERAL NOTES:**

- All overhead wood members shall be painted to match the unit.
- Additional area drains shall be provided at all roof drain down spout locations.
- Owner shall approve location of irrigation controller and valves.
- Owner shall approve lighting fixtures and location of lighting timer.
- Owner shall approve concrete finish and color.
- Contractor shall review all existing site conditions prior to submitting bid and prior to commencing installation. Any discrepancies shall be brought to the immediate attention of the Owner.
- Contractor shall verify location of all utilities prior to construction and shall be held liable for all damage incurred.
- 1/2" Mortar Joints are not shown. Contractor shall make construction layout adjustments. Refer all questions to the Landscape Architect.

**PRELIMINARY PLAN LIMITATIONS**

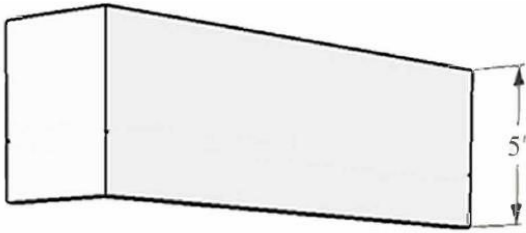
The information contained herein is for informational purposes only and does not constitute a contract. It is the responsibility of the client to verify all information and to obtain all necessary permits and approvals. The information is provided as a guide only and is not intended to be a substitute for professional advice. The information is provided as a guide only and is not intended to be a substitute for professional advice.

LEGEND		
<b>TREES</b>	<b>VINES</b>	<b>SUB SHRUBS</b>
<ul style="list-style-type: none"> <li>Pyrus Kawakami - (2) 24" Box Evergreen Pear</li> <li>Magnolia liliiflora 'Nigra' - 1 24" Box Lily Magnolia</li> </ul>	<ul style="list-style-type: none"> <li>Clematis amandii - (4) 5 Gal.</li> </ul>	<ul style="list-style-type: none"> <li>Sunlover Supetunia - (28) 1 Gal.</li> <li>Hebe x exoniifolia - (8) 1 Gal.</li> <li>Agapanthus s. 'Peter Pan' - (5) 1 Gal.</li> <li>Boris sempervirens - (25) 1 Gal.</li> </ul>
<b>PATIO TREE</b>	<b>SHRUBS</b>	<b>GROUNDCOVERS</b>
<ul style="list-style-type: none"> <li>Abutilon h. 'Rosea' - (4) 15 Gal. Flowering Maple</li> </ul>	<ul style="list-style-type: none"> <li>Azalea 'Redwing' - (13) 5 Gal.</li> <li>Camellia s. 'Jean May' - (3) 5 Gal.</li> <li>Camellia j. 'Jordan Proff' - (3) 15 Gal.</li> <li>Diospyros virginiana - (9) 5 Gal.</li> <li>Escallonia s. 'Newport Dwarf' - (12) 5 Gal.</li> <li>Hebe Lake' - (3) 5 Gal.</li> <li>Rosa hybrid 'Tea' - (4) 5 Gal. Owner to Select</li> </ul>	<ul style="list-style-type: none"> <li>Master Bedroom &amp; Entry: Hebe x exoniifolia (Baby Tears)</li> <li>Backyard: Polygonum capitatum (Pink Clover)</li> </ul>
<b>ESPALIER</b>		<b>SITE UTILITIES</b>
<ul style="list-style-type: none"> <li>Camellia s. 'Hans Jimari' - (8) 15 Gal.</li> </ul>		<ul style="list-style-type: none"> <li>Low Voltage Up-Light</li> <li>Low Voltage 'Tulip' Walk Light</li> <li>3" Shrub Area Drain</li> </ul>

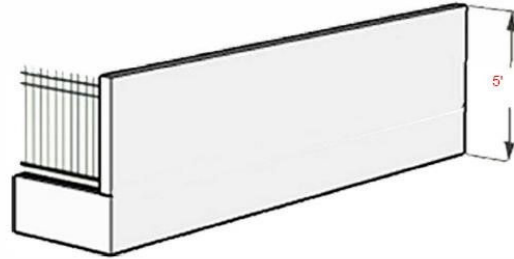


Note: This exhibit is intended to illustrate graphic and information requirements only. Plan does not reflect a product in the Community.

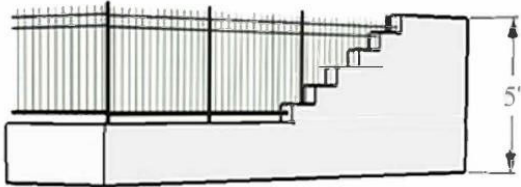
**Exhibit B: Walls**



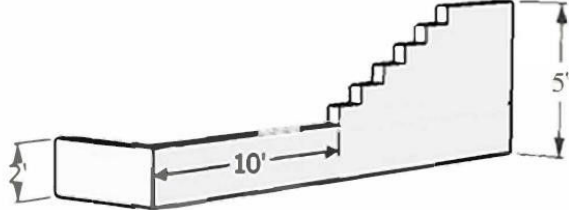
**Full wall w/ straight side**



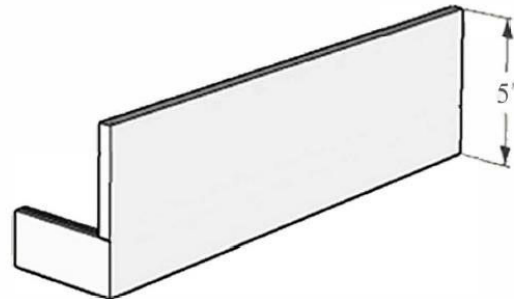
**Knee wall & fence w/ straight side**



**Knee wall & fence w/ step down side**



**Knee wall w/ step down side**



**Knee wall w/ straight side**