

Crown Valley Highlands Community Association

APPROVED ARCHITECTURAL GUIDELINES

OBJECTIVES

- Maintain the Architectural Character of the Crown Valley Highlands Community Association (CVHCA) consistent with the CC&R's.
- Maintain, and to the extent practical, enhance property values within the CVHCA.
- Provide Consistent standards for approvals by the Architectural Committee on behalf of the CVHCA's Board of Directors.

APPROVED ARCHITECTURAL GUIDELINES

I. PURPOSE

In order to maintain the architectural character of the Crown Valley Highlands Community Association, it is necessary that modification of structures, materials and colors be compatible with existing design and context of surrounding homes. The Board of Directors, by setting standards and the Architectural Committee by applying those standards and approving additions or alterations, desire to assure a continuity of design, which will help preserve or improve the appearance and enhance the overall value of every property.

Approval from the Crown Valley Highlands Community Association Architectural Committee is required prior to construction for additions or alterations that meet any of the following criteria.

1. All exterior structures or alterations that exceed three (3) feet above the ground of the owner's lot.
2. All exterior structures or alterations that are exposed to view from public sidewalk, streets, trails, passes, walkways, greenbelts and parks.
3. All mechanical equipment, air conditioners and spa/swimming pool equipment.
4. All landscaping and other improvements that are not exempt from the approval process as described below in Section III (D) of the Architectural Guidelines.

Failure to obtain the necessary approvals prior to construction may constitute a violation of the Declaration of Covenants, Conditions and Restrictions and may require modification or removal of unauthorized work at the expense of the homeowner. In addition, a permit may be required from the City of Laguna Niguel, Building Department or other governmental agencies.

II. GUIDELINES

- A. Submittal Procedure and Requirements:
Approval of any project by the Crown Valley Highlands Community Association Architectural Committee does not waive the necessity of obtaining the required City and County permits. Obtaining City or County permits does not waive the need for Crown Valley Highlands Community Association Architectural Committee approval prior to construction.

1. Submittals

- a. All applications are to be submitted to the Crown Valley Highlands Community Association, at the principal office of the Association, to the attention of the Architectural Committee.

APPROVED ARCHITECTURAL GUIDELINES

- b. All requests for architectural approval must be made on the standard Crown Valley Highlands Community Association Architectural Committee Architectural/Landscape Change application.
 - c. Two (2) complete sets of plans are required for submittal.
 - d. A \$150.00 architectural review fee is to accompany the application for projects that increase the square footage of the house or change structure – footprint, or other changes, if so directed by the Architectural Committee.
2. Construction Drawings: Plans must be prepared in accordance with applicable building codes, and with clarity and completeness. It is recommended that work involving major additions or work requiring variances, be submitted at the preliminary drawing stage for review by both the Crown Valley Highlands Community Association Architectural Committee and the City of Laguna Niguel Building Department. Final drawings should not be prepared until preliminary plans have been reviewed. Preliminary plans required include site plans, exterior elevations and floor plans.
3. Neighbor Awareness: Neighbor's approval is not a condition to plans being approved by the Architectural Committee, however, the intent is to advise the neighbors who own property within 100 feet of the property to be improved or altered of the proposed improvement or alteration. To insure neighbor awareness, a meeting of the Architectural Committee will be held within 30 days after plans are submitted in order to review such plans. The owner of the property to be improved or altered and all neighbors owning property within 100 feet of the property to be improved or altered will be invited to attend this meeting. At this meeting, the owner of the property involved will have the opportunity to explain his plans and answer questions, and neighbors referred to above will have the opportunity to make any comments they may have. After the meeting, the Architectural Committee will make their decision regarding the plans submitted.
4. Right of Entry: If construction work requires the use of common area property for purposes of transporting labor and materials, or for the temporary storage of materials for the work, the applicant shall obtain written permission from the Association for "right of Entry" during the course of construction. A copy of this letter granting permission shall be filed with the Association Architectural Committee prior to commencement of construction. A security deposit or bond, as deemed necessary by the Association's Architectural Committee, may be required from the contractor. Deposits will be refunded after satisfactory completion of work.
5. Approval: Approved plans will receive a rubber stamp indicating the Association's Architectural Committee's approval. One (1) set of plans along with a permit will be returned to the applicant and one (1) set will be retained in the applicant's homeowner file for future reference at the Association office.

APPROVED ARCHITECTURAL GUIDELINES

B. Setback Requirement:

In general, the minimum setback requirement from the property line shall conform to the City standards.

C. Construction:

1. Time Period: Work shall be completed within 180 days of the date of approval. If the scope of the job warrants more time, the Committee may extend the construction period as necessary. However, if construction of said plans are to be deferred for a period of more than 180 days, a new Architectural/Landscape Change application may be required.
2. Inspection: Upon completion of the work as indicated on "Approved" copy of the drawing and specifications, the applicant shall notify the Association's Architectural Committee for final inspection and approval. If the Committee chooses to inspect the job, inspection and certification will be completed within thirty (30) days after the owner's notification to the Committee requesting inspection or it shall be deemed approval.

D. General:

1. Appeals: In the event plans and specifications submitted to the Association's Architectural Committee are disapproved, the party or parties making such submission may appeal in writing to the Association's Board of Directors. The written request must be received by the Board no later than thirty (30) days following the final decision of the Association's Architectural Committee.
2. Enforcement: Failure to obtain the necessary approval from the Association's Architectural Committee may constitute a violation of the Declaration of Covenants, Conditions and Restriction and may require modification or removal of work at the expense of the homeowner. If necessary, the City of Laguna Niguel will be contacted to assist with the enforcement of this policy.

III. ARCHITECTURAL STANDARDS

A. Fences:

1. Fencing shall conform to the design, material and colors already existing on the respective street unless otherwise approved by the Architectural Committee.
2. The following types of materials are generally unacceptable for fencing:

APPROVED ARCHITECTURAL GUIDELINES

- a. Aluminum or sheet metal
- b. Plastic webbing/Reed or straw-like materials
- c. Corrugated or flat plastic or fiberglass sheets or panels
- d. Rope or other fibrous strand elements
- e. Wire mesh or chain link

These materials are not all inclusive.

B. Room Additions, Eaves, Balconies, Fascias and Awnings:

Structural or material additions or alterations of the exterior of any building shall conform to materials, colors, character and detailing as established on existing dwelling. The Board of Directors established the following standards in regards to applications to construct balconies and room additions to homes within the Association. When in the opinion of the Architectural Committee, there is excess adverse impact on the privacy of adjacent units, the approval of an application for this type of construction will not be given.

1. Solid Patio Covers: All solid patio covers will be review individually.
2. Patio Structures, Sunshades, Arbors, Trellises, Gazebos and Atriums:
 - a. Structures in this section shall conform to the original general architectural character of the existing dwelling.
 - b. Patio, sunshade, arbor, trellis and gazebo structural members shall be of wood construction only with the exception of vertical supports that may be of stucco or masonry.
 - c. Structures under this section will be stained or painted to match a color on the home. Other colors will be subject to approval by the Architectural Committee. If Grade I natural redwood is used, it can remain in its natural state.
3. The following materials are unacceptable for roof or carport cover surfaces:
 - a. Untreated metal (except copper)
 - b. Corrugated plastic
 - c. Corrugated fiberglass
 - d. Plastic webbing, split bamboo, reed or straw-like materials

C. Exterior Painting:

Exterior painting on any dwelling or structure will be subject to review and approval by the Association's Architectural Committee. Repainting using existing colors does not need Committee approval.

APPROVED ARCHITECTURAL GUIDELINES

D. Landscaping and Other Related Improvements:

1. The front yard/side yard is defined as any area visible from the street or path that is not behind any entry wall or solid fence. In the case of a corner lot or equivalent, front yards will include any portion of the yard visible from the street that could include the side yard. The landscaping installed must, in general, present an attractive appearance for the property and include a reasonable combination of lawn and/or ground cover, shrubs and trees, depending on the property, although no specific percentages of the above landscaping materials are required. Any landscaping installed with the above standards, is exempt from applying for approval by the Architectural Committee. Any installation of landscaping that does not meet the above standards is subject to approval and/or modification by the Architectural Committee.
2. All landscape areas (including slopes) are required to be planted so they are substantially covered and maintained to the same standard and care typical of all other landscaping within the association. Additionally, no wild grass, weeds, rubbish, debris, object or material of any kind shall be permitted to accumulate upon any slope or landscape area.

E. Mechanical Equipment:

1. Installation of mechanical equipment, including but not limited to, air conditioning, swimming pool and spa equipment and water softeners, shall require approval by the Association's Architectural Committee.
2. Drawings must indicate the location of the equipment, and if exposed to view, the method of screening.
3. Pool construction, drainage and fencing will be required to conform to City Building Codes and Health Ordinances.

F. Drainage and Fill:

1. The original course of surface water flow shall not be disturbed or altered as to adversely affect neighboring property.
2. Gutters, downspouts or scuppers shall be primed and painted to match adjacent surface color.

APPROVED ARCHITECTURAL GUIDELINES

G. Antennae and/or Receiving Apparatuses:

Antennae and/or satellite dishes of any description installed outside of a dwelling or garage, visible from surrounding homes, lots, streets and common areas, are prohibited.

H. Flagpoles:

Flagpoles require approval by the Architectural Committee.

I. Portable Basketball hoops:

Portable Basketball hoops shall be stored out of view when not in use.

J. Other:

Other exterior improvements and modifications not specifically described in the Architectural Guidelines shall nevertheless be subject to review and approval by the Association's Architectural Committee.

IV. ENFORCEMENT

1. The Board of Directors has the responsibility and the authority to impose such Fines as are deemed fair, reasonable and necessary to enforce compliance with the Association's governing documents, including these Rules & Regulations (CC&Rs, Article x, Section 4).
2. Violators will first be sent a notice of the reported violation ("Courtesy Notice"). If the violation is not corrected or is repeated within a 6-month period, a "Notice of Fine" will be sent. That fine will be imposed, unless the owner appeals the fine in writing and the board, upon hearing at the next scheduled board meeting repeals the fine.
3. If such violation continues, additional fines may be imposed each month until correction occurs or the board may determine that legal action is warranted. If such legal action is taken, the costs of such action will be chargeable to the lot owner.

Schedule of Fines:

First fine	-	\$25.00
Second fine & Subsequent fines	-	\$50.00

APPROVED ARCHITECTURAL GUIDELINES

4. Damages & Costs: In addition to the above, the Board of Directors may also assess the actual costs of repairs and/or costs incurred by the Association in enforcing compliance (CC&Rs, Article IX, Section 17).