



Country Club Vista Homeowners Association

Architectural Guidelines/Application

The CC&R's provide architectural controls by the Association. These controls are not set up to stifle your individual creativity, but rather to assure that the integrity of the original community design is preserved. You can paint the entire inside of your Home any color you wish. It's the exterior of your Home that is of concern to the Association.

Common problems with architectural control arise over such issues as fences, external color of units, additions, clotheslines, antennas, and patio covers. The Architectural Committee reviews and approves or denies all submitted plans for exterior alterations and enforces architectural standards.

It is important that each owner be familiar with the architectural controls and work with the committee when making any exterior changes to their unit. This will avoid unnecessary misunderstandings that inevitably cause delay and extra expense.

The information below is from the Country Club Vista CC&Rs, page 25 Article VIII. Architectural Review; Section 8.2 Approval Requirements: "None of the following actions shall take place anywhere within the Development without the *prior written approval* of the Committee:

- (i) any construction, installation, repair (including exterior painting), replacement, alteration or removal of any building, outbuilding, structure, wall, cabinets, floors, windows, doors, stairs, ceilings, fence, sign, garage, trash enclosure, storage area, berms, utilities, fixtures (gas, electricity, telephone, water, or otherwise) or other improvements;
- (ii) any planting or landscaping (including the removal of a tree);
- (iii) any grading, excavation or site preparation;
- (iv) any placement or storage of building materials or temporary structures (including trailers, tents, mobile homes, offices or vehicles); or
- (v) (applicable to duets only) any replacement or modification to any floor coverings or wall or ceiling materials or any penetration or other disturbance of any wall, floor, or ceiling if the replacement, modification, penetration or disturbance could result in any increase in the sound transmissions, resonances or reverberations from the residence to any adjoining residence.

Notwithstanding anything herein to the contrary, any Owner may repaint the exteriors of any improvements on the Owner's Lot in the same colors, remove and replace any siding or roofing materials with the same material and in the same color, and remove and replace vegetation of the same type as originally constructed or installed by Declarant or as previously approved by the Committee. In addition, any Owner may repaint the interior of the Owner's residence in any color the Owner desires or remodel the interior, provided the remodeling does not in any manner alter the exterior appearance of the building or, in the case of any residences that immediately abut an adjoining residence, result in the increase of the sound transmissions, resonances or reverberations from the residence to the adjoining residence."

Page 26, 8.3 Application Requirements: "The Architectural Rules shall set forth the necessary documents to be submitted by the applicant. Unless otherwise waived in writing by the Committee, or an authorized representative thereof, the application shall include plans and specifications prepared by an architect or a licensed building designer which adequately describe the proposed work and shall include the following to the extent applicable to the proposed work: plot layout; location of all existing and proposed improvements; setbacks from Lot lines of all existing and proposed improvements; proposed drainage; exterior designs; roofing and siding materials; elevations; of all Improvements; floor plans; location of all heating or cooling equipment; decking; screening devices; bearing walls and retaining walls; materials and colors; landscaping plans; construction schedule; and such other information as the Committee shall reasonably require. Landscaping plans shall include a complete and professionally prepared plan including the name, location and sizes of all proposed trees, sodding, shrubbery, lawn areas, hardscape and irrigation system. The plans shall identify any trees scheduled for removal and describe the plans for replanting trees and vegetation.

If the proposed work does not merit extensive plans and specifications, the Committee may, but shall not be obligated to, waive or modify any of the above requirements upon receipt of a written request from the applicant to do so.

An application shall not be considered a "complete application" for purposes of **Section 8.5** until the Committee has received all the required documents. After the submission of an application, the applicant may request in writing from the Committee confirmation that the application is complete. The initial confirmation request may be made no sooner than seven calendar days after the initial application has been received by the Committee. If the Committee fails to respond within 30 days of receipt of the request, the application shall be considered complete for purposes of **Section 8.5** only.

The foregoing does not preclude the Committee from requesting additional documentation unless the application has been deemed approved pursuant to the provision of Section 8.5. If a timely request for additional documentation is received, this documentation or the failure to receive the documentation can be considered by the Committee in rendering its decision on the proposed work.

The application, any request for confirmation of a complete application, any additional documents requested by the Committee, and any other notices or documents given to the Committee under the provisions of this **Article 8** shall be considered received by the Committee in accordance with the "receipt" procedures described in the Architectural Rules or, if there are no such procedures, on the date of personal delivery to the Association's Manager, the President of the Association, or the Chair of the Committee or, if mailed, on the date receipt is acknowledged on the return receipt when mailed certified mail, return receipt requested, addressed to the President of the association or Chair of the Committee and mailed to the principal office of the Association."

Architectural Committee Recommendations

Pre-approved Modifications

The following guidelines have been adopted by the Architectural committee for use in evaluating architectural applications for change:

General Requirements:

- ✓ Post-construction application required
- ✓ Notification of neighbors required for any exterior construction modification.
- ✓ Back and side yard landscaping must be completed within one year of home occupancy.
- ✓ Any modification which:
 - Does not or will not grow to exceed height of fence line.
 - Does not alter existing drainage or drain path
 - Does not require city permit.
- would not require an Architectural Committee review but would require an application to be submitted for the record.
- ✓ All pre-approved modifications continue to require submission of modification form.
- ✓ No requests for front yard modifications other than those included on the list below will be approved.
- ✓ All original exterior paint schemes to be retained in the event of repainting or repairs.

Front Yard:

- ✓ **“Garbage-Run” Sidewalks** – neutral colored concrete or brick path from driveway to builder installed gate. Sidewalks must not encase sprinkler valves, gas meter or any other utilities. (See attachment noting correct installation)
- ✓ **Low Voltage Yard Lights** – solar or electric and placed in the mulch area only. Should not be set in concrete or other permanent setting.
- ✓ **Driveway Extensions** – up to 12” non-colored, broom finish concrete on either or both sides of the driveway. Any relocation of sprinkler system components must be completed by HOA Landscape Company and will be done at the owner’s expense.
- ✓ **Garden Hose Reels** – neutral colored house reels mounted to front or side of home near outdoor faucet.
- ✓ **Potted plants** – movable pots on porch or in mulch area only.
- ✓ **Security Lighting** – motion-sensing security lighting mounted above center of garage door.
- ✓ **Lockable Mailboxes** – only boxes on the approved HOA list.

Back/Side Yard:

- ✓ **Sheds/Storage Units** – any units placed in the side yard and visible from the street will be limited to 84” in height and require a 1’ framed lattice attachment to the top of the fence to obscure view from the street. Owners should do their utmost to match the lattice color to that of the fence. Sheds placed in the back yard and not visible from the street will be permitted to a maximum height of 96” with written contiguous neighbor approval. (see attachment noting lattice requirements)
- ✓ **Fences** – only clear stain should be applied to the exterior sections of the wooden fences. Interior sections may be stained using a solid color stain if approved by the ARC.
- ✓ **Lighting** – no lighting will be permitted above fence level without written permission of contiguous neighbors.
- ✓ **Other Structures** – other structures such as gazebos and arbors will be reviewed on an application by application basis. Approved will be determined by considering whether the design is harmonious and by determining whether the applicant has obtained written approval from the neighbors..

COUNTRY CLUB VISTA HOMEOWNERS ASSOCIATION
APPLICATION FOR ARCHITECTURAL REVIEW AND APPROVAL

Date _____ Name _____
Address _____
Home phone _____ Work Phone _____

We request approval of the following:

*Please include scale drawing and location on property of improvement(s) and specifications as to materials to be used and finish color.

The work will be done by:

Contractor's Name _____ Address _____
License # _____ Phone # _____

Contractor's Liability Insurance: Dollar amount of coverage; policy number, expiration date: _____

Contractor's Workers' Compensation Insurer, policy number and expiration date: _____

1. I understand that if this application requires work of a contractor, I must choose a licensed, bonded, and insured contractor. The contractor must have liability insurance with policy limits of at least Five Hundred Thousand Dollars (\$500,000) and workers' compensation insurance as required by law, and applicant must submit proof that the contractor has both types of insurance before the work may begin.
2. I further understand that if approval of this improvement is given, that I will be responsible to indemnify the association and hold it harmless from any damages or costs of a lawsuit that are filed due to the installation, construction, or presence of the described improvement.
3. I understand that I am responsible to maintain the improvement.

Signed _____ Print Name _____

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APPROVED AS SUBMITTED _____ ARCHITECTURAL COMMITTEE

APPROVED AS NOTED BELOW _____ BY _____ DATE _____

REVISE & RESUBMIT _____ BY _____ DATE _____

NOT APPROVED _____ BY _____ DATE _____

Approved work must be completed within six (6) months of approval or resubmission for review and approval is required. All approvals are contingent upon homeowner acquiring all applicable permits required for the work.

NOTES/CONDITIONS: _____

