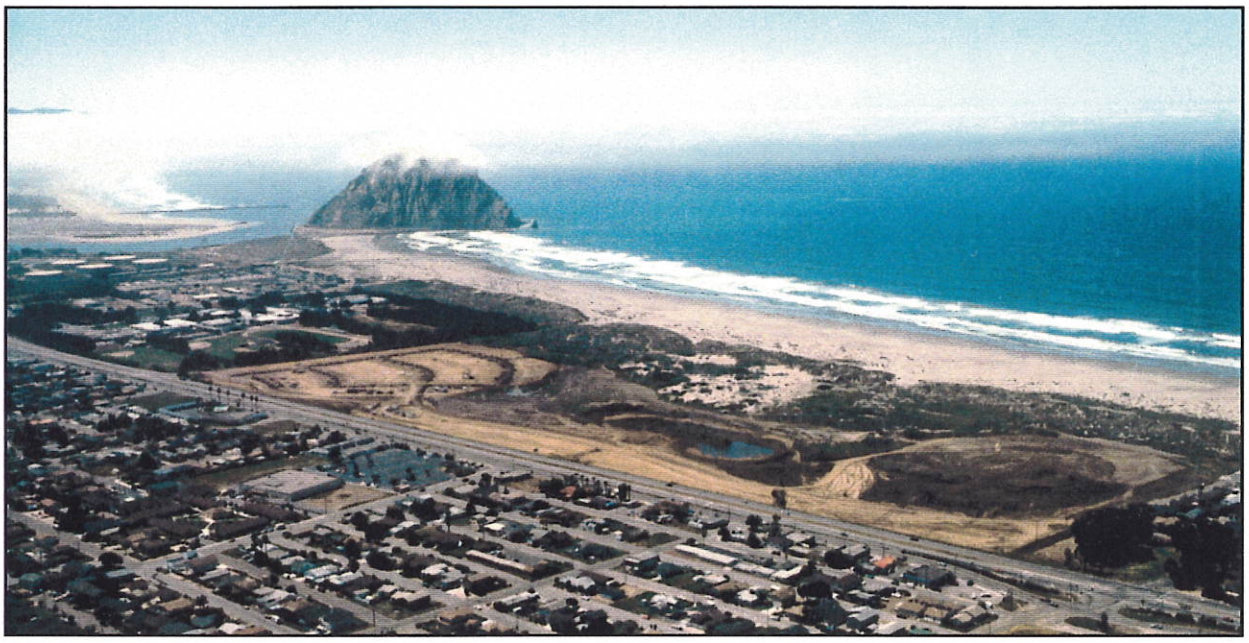
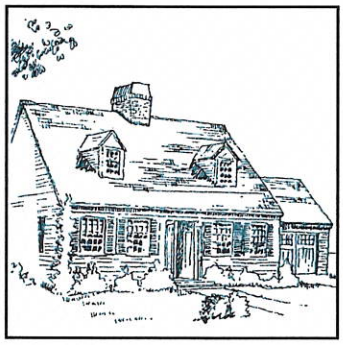
the Cloisters

MORRO BAY, CALIFORNIA

DESIGN GUIDELINES





JULY, 1997

RRM DESIGN GROUP

THE CLOISTERS

DESIGN GUIDELINES MANUAL

Prepared for:

KEYOTO-MORRO BAY, INC.

AND

MORRO BAY - NATALIE, INC.

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RRM DESIGN GROUP

Architecture • Planning • Engineering • Surveying • Interiors • Landscape Architecture

"CREATING ENVIRONMENTS THAT PEOPLE ENJOY"

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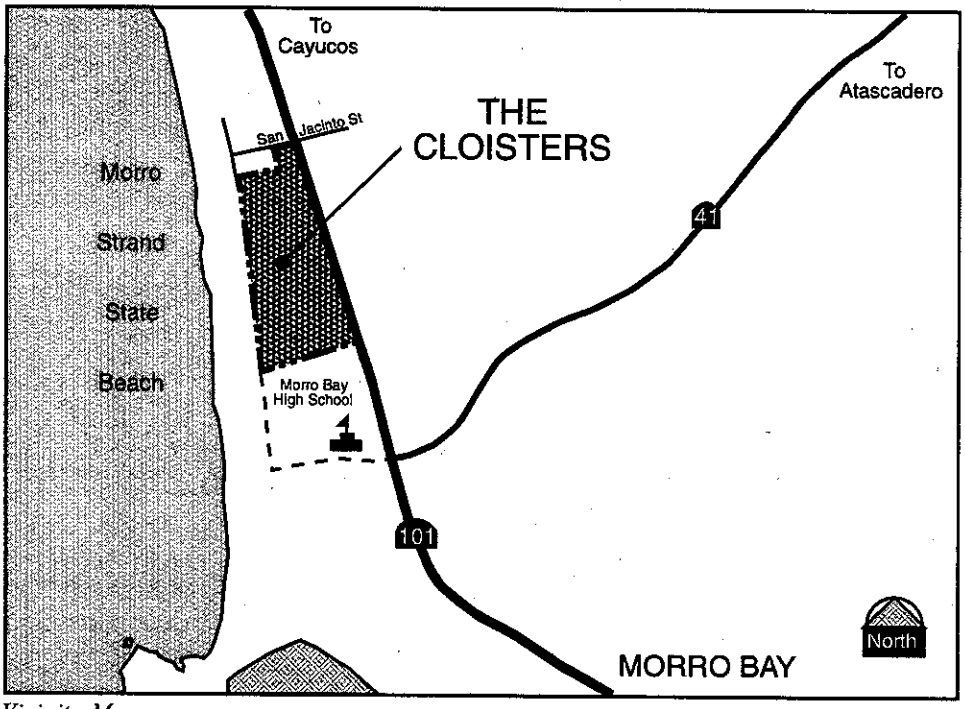
PREFACE

These guidelines are intended to illustrate various design issues, but are not represented as limiting the review of other issues / recommendations. Each lot owner should consult with appropriate design professionals.

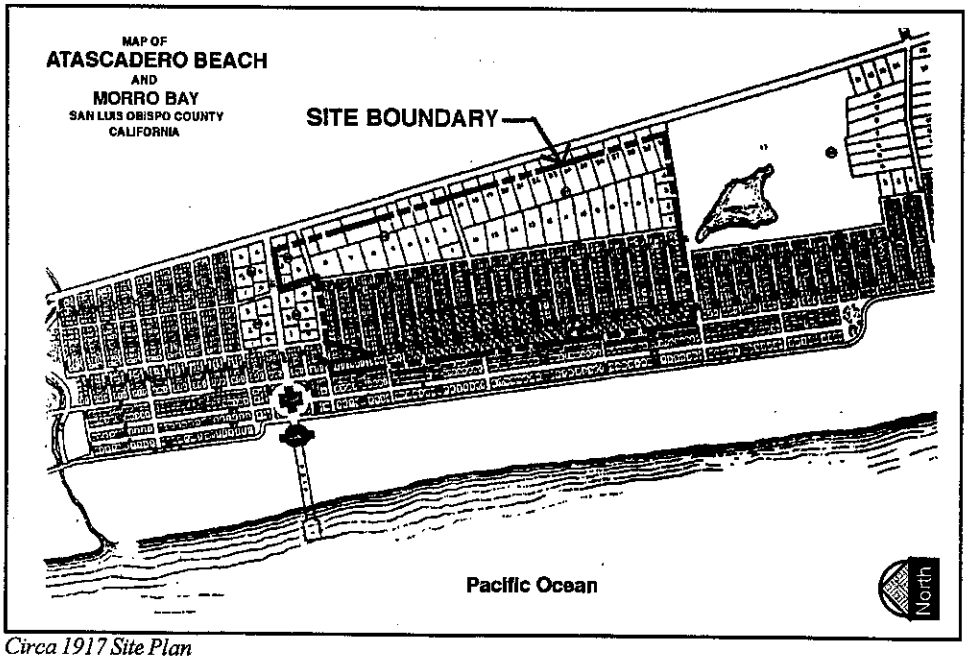
I. INTRODUCTION



Vicinity Map

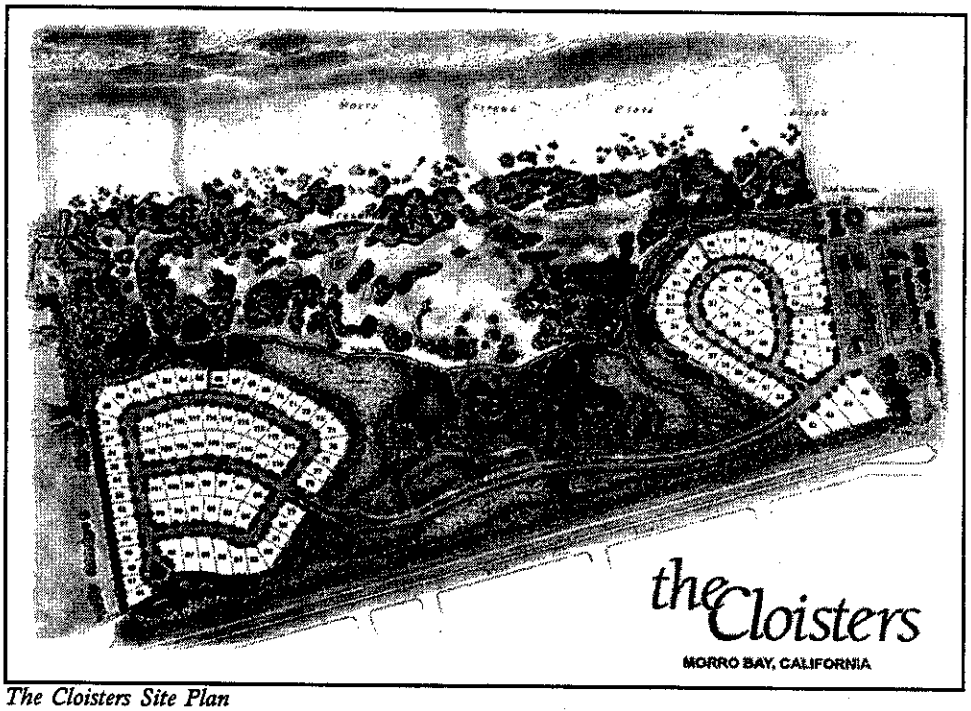
HISTORY

The Cloisters property in Morro Bay, California, was originally subdivided in 1917 as small lots for weekend beach homes, to be given to buyers of lots in the newly created Atascadero Colony in northeast San Luis Obispo County. The majority of the lots of the original 1917 Cloisters project were very small and did not preserve the beautiful coastal dune habitat that we see today.



Circa 1917 Site Plan

In 1979, the developers of the Cloisters project began the long planning process to resubdivide the project into 120 lots ranging in size from 6,000 to approximately 14,000 square feet. In 1990, the project as it is seen today was proposed and environmental review and mitigation planning reached its peak. In December of 1991, the City of Morro Bay approved the project, and in July of 1992, the California Coastal Commission approved the Cloister's Coastal Development Permit.



The Cloisters Site Plan

The project, which takes its name from the beach front Cloisters Hotel that stood at the end of San Jacinto Street, is characterized by two clusters of home sites. The clusters are located at the north and south edges of the property to create neighborhoods which respect the natural beauty of the site. These clusters preserve an open view corridor to the Pacific Ocean, the dunes, and Morro Rock.

The developer and the design team, along with the people of Morro Bay, have always seen this property as a very unique place. The intent of these design guidelines is to provide lot owners with a tool which enables them to create a strong relationship between the home site, the neighborhood, and the surrounding area.

The character described and illustrated in these Guidelines is consistent with the coastal nature of the Cloisters property and early 20th century California neighborhoods. The site planning, architectural, and landscape standards are oriented toward the California Bungalow, Craftsman and Cape Cod styles.

The vision for this project is to restore the quaint character of subdivision neighborhoods which has been seldom seen in new development during the past forty years in California. These guidelines and the project team endeavor to create a project in Morro Bay with a great "sense of place".

Role of the Design Guidelines

The Design Guidelines are intended to facilitate sensitive and high quality site, building, and landscape designs to complement the unique and pastoral project setting. They accomplish this by providing direct, yet flexible, design and development standards. This will assure compatibility of scale and character within the development without precluding expression of imagination and individuality by the lot owners and their design professionals.

These Guidelines bring together into a single source, the many policies, restrictions, requirements, and inspirations which will help shape the design and construction of residences in the Cloisters neighborhood. These Guidelines will simplify the process for everyone involved by stating the expectations of the project in a clear and concise manner. The Design Guidelines will frequently be referred to as the "Guidelines" in this document.

The Guidelines are a portion of a larger set of restrictive covenants which govern the Cloisters subdivision. This is called the "Cloisters Declaration of Restrictive Covenants", which was recorded in the Office of the County Recorder of San Luis Obispo County on October 8, 1996 in Document 1996-050337. It is sometimes referred to in these Guidelines as the "Declaration" or the "CC&R's".

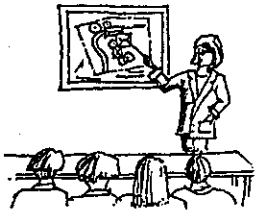
The Design Committee is responsible for enforcing the Declaration, including these guidelines, during the approval process.

Users

The Guidelines will serve in different capacities for different people. The following describes some of the potential users and uses of these Guidelines.

- ***Lot Owners***: A copy of the Guidelines will be provided to the prospective lot owner as part of the disclosure documents. The purchaser must be familiar with the document as he/she will be ultimately responsible for compliance with its contents.

- ***Design Professionals***: Architects, Landscape Architects, Engineers, and other design professionals will work with the Lot Owner in creating an appropriate residential design. The Guidelines will provide direction for resolving site, building, and landscape design issues to assure compatibility with the project goals. These professionals will use the Guidelines in conjunction with applicable regulations of the City of Morro Bay. It is expressly the ultimate responsibility of the Lot Owner to have each of his/her design professionals inquire of the City regarding all such regulations and to comply with them.



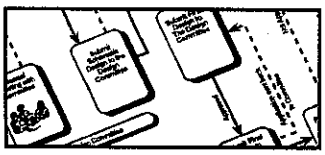
- ***The Design Committee***: Committee members will use the information in these Guidelines as a basis for evaluating all proposals for residential development. These Guidelines are intended to simplify the design review process for the Committee while providing an objective review for the applicant. The Design Committee will hereafter be referred to as "the Design Committee" or "the Committee".

- ***City of Morro Bay***: The City staff will review residential designs and verify that building permit submittals meet all City imposed conditions for the project adopted by the City Council and incorporated into the Guidelines, as well as all applicable City codes, prior to issuance of a building permit.

These groups will utilize these Guidelines in preparing, submitting, and reviewing plans for residential proposals. All Lot Owners and their agents will be required to follow the design, submittal, and review process set forth in this document.

Organization of the Guidelines

The Guidelines are organized into the following sections:

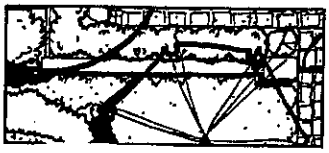


- ***Plans and Processing***: Lot Owners are required to submit thorough plans for any improvements or renovations on their property. These plans are then reviewed by the Design Committee for compliance to these Guidelines. "Plans and Processing" outlines this process in detail.

- ***Committee Policies:*** The task of the Design Committee is to review residential proposals and determine their compliance with the Guidelines. This section details some of the policies, procedures, and responsibilities of the Committee that are relevant to the Lot Owner.

- ***Site Design***: Site design guidelines establish the level of quality in design that is required of all residential proposals. Sensitive and creative site design lessens the impact of homes on the environment and maximizes the potentials of a site.

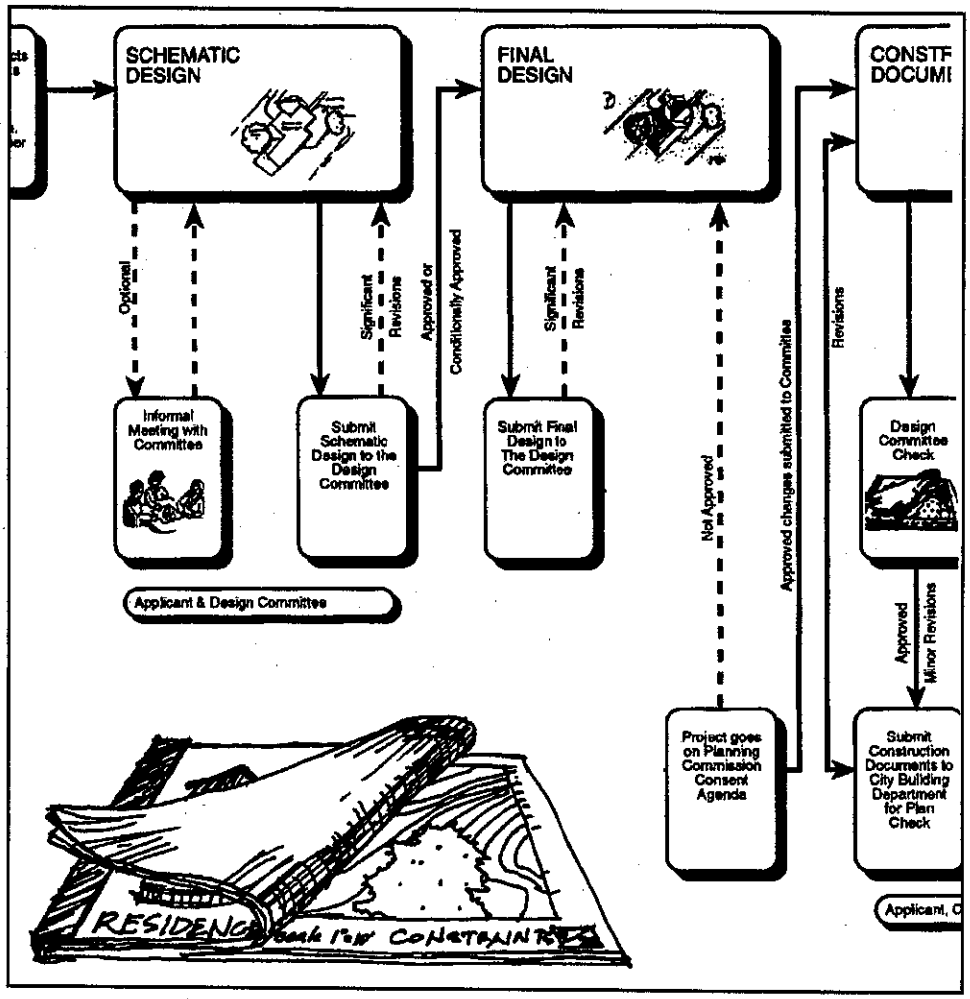
- ***Building Design***: Creative and unique building designs which comply with the established design theme are required in this neighborhood. This section defines the quality of home designs which meet the goals of the Cloisters project.



- ***Landscape Design***: This section sets forth the landscape design standards which will act as the unifying element in Cloisters neighborhood. The goals of these guidelines are to preserve open views, unify the project, and guide the creation of functional and beautiful outdoor spaces.

- ***Appendix***: The appendix will include information which is supplemental to the Guidelines. Architectural character samples, recommended resource list, maps, and diagrams will be included in this section.

II. PLANS AND PROCESSING



Before any residential buildings, remodeling, additions, or landscape improvements may begin construction, plans of all proposed work must be submitted and approved by two bodies — the Cloisters Design Committee and the City of Morro Bay. Only upon approval by both the Committee and the City will a building permit, when required, be issued by the City. Site improvements that do not require a permit from the City will still be required to be reviewed and approved by the Committee.

This section of the Guidelines outlines in detail the procedures the Lot Owner must follow in order to have his/her property improvements designed and built.

Prior to beginning this process, the Lot Owner should be familiar with the Guidelines as well as the expectations and goals of all the parties involved. Once the Lot Owner is familiar with the information in these Guidelines, he/she can continue with the following process.

Preparing the Plans

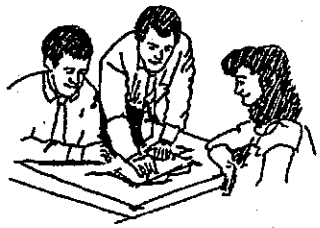
The Lot Owner is strongly encouraged, but not required, to engage the services of a licensed architect, a licensed landscape architect, and a licensed civil engineer. Non-licensed design personnel may be used; however, they will be required to meet the standards of quality and professionalism which are expected and required by the State of the licensed design professionals. Using unlicensed personnel is done at the risk of the Lot Owner and may subject the Lot Owner to possible delays and extra costs if all guidelines and standards are not or cannot be met.

Once the consultants have been selected, and before beginning the design process, it is essential that the Lot Owner and the design professionals be thoroughly and personally familiar with the site, the CC&R's, these Guidelines, all applicable building codes, City Ordinances, and City requirements. It is required that all design professionals visit the site and its surrounding environment prior to beginning any design work. It is recommended that the Lot Owner and his/her agents consult with City staff at an early stage to determine precisely their requirements, inspection procedures, time frames, consultant licensing requirements and any other limitations which may be encountered.

Each residential proposal must be original and specifically designed for the conditions of the appropriate Cloisters lot.

Any proposal for improvements will require that complete plans be submitted, reviewed, and approved by the Design Committee of the Cloisters as well as the City of Morro Bay. The diagram illustrated in Exhibit A-1 shows the Plan Review Process and the interaction between the Lot Owner, Consultants, Design Committee, and the City.

Informal Pre-Application Meetings



Lot Owners and their agents are strongly encouraged to set up an informal meeting with the Committee to discuss design concepts, clarify requirements, and facilitate clear communication of the Committee's expectations. These meetings shall be used for clarification only and not to gain an informal "approval" of the Committee. These meetings are unofficial and only in an official meeting of the Committee will an approval, or disapproval, be issued. The informal meeting should take place on the same day as regularly scheduled Committee meetings. If this is not possible, the Committee may appoint one or more members to meet with the applicant at a mutually acceptable time.

General Submittal Requirements

A minimum of four submittals will be required of the applicant: a schematic design submittal, a final design submittal, and two construction document submittals. All submittals must meet high standards of quality and professionalism. Submittals must be complete. Any proposal deemed incomplete by the Committee, based on the requirements listed on the application form, may be refused until deemed complete.

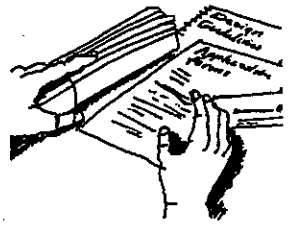
At each submittal stage, three copies of all plans must be submitted. One set of those plans will be returned to the applicant with an approval stamp, conditional approval, or denial. Comments for necessary revisions will accompany a conditional approval or denial.

Plan submittals should follow the following format requirements:

- Plans shall be submitted on 24" x 36" or 30" x 42" sheets.
- The sheets of each set of plans must be bound on the left side and consecutively numbered. If mounted presentation boards are used, separate bound and unmounted plans shall be submitted along with the boards.
- All plans having a border shall be not less than 1" on the left side (bound side) and not less than 1/2" on all other sides.
- Each sheet shall have a title block showing lot number, owner's name, consultant's name(s), date, scale, north arrow and sheet title.

All submittals shall be delivered by the applicant to the Committee at the Cloisters sales office or as otherwise designated by a Committee member.

Application & Schematic Submittal



Submittal of a loose schematic design to the Design Committee is required of each applicant. The review of the schematic design will allow the Committee to make suggestions to the applicant and his/her consultants. This will allow changes to occur before a large investment has been made in design work. Commencing work on the final design prior to schematic design approval is done at the risk of the applicant. An Application Form must be completed and submitted with the schematic design. This form should be used as a checklist by the designer and the applicant to ensure that the submittal is complete Applications and other related forms will be available at the Cloisters sales office.

A non-refundable processing fee, as determined by the Committee's current fee schedule, must be included with the schematic submittal. This will cover the costs of the entire design review including schematic design, final design, construction documents, and final walk-through. This fee does not apply to any fees required by the city of Morro Bay.

The following is a summary of the minimum requirements for the schematic design submittal.

- Application and fee
- A dimensioned and labeled site plan including conceptual building layout, hardscape layout, mechanical equipment areas, and preliminary grading/ drainage.

- A labeled floor plan including all dimensions of all rooms, approximate square footages, and approximate finish floor elevations. Interior information is required for background purposes. The Committee is not intended to provide comments on interior design.

- Exterior building elevations for each side of the building showing massing, style, heights, balconies, roof pitches, door locations, window locations, materials, and finishes.

- Landscape master plan including schematic design of hardscape, driveways, decks, spas, overhead structures, walks, plant massing, tree locations, and preliminary plant list. The hardscape and detail elements need not be exhaustive in the drawn details at this point. Plant list must indicate botanical as well as common names of all trees, shrubs, and ground covers.

- Schematic lighting plan including location and type of all outdoor lighting.

- Color and material samples for all exterior finishes. Include paint, wood, roofing, stucco, brick, stone, etc.

The schematic submittal will receive comments and suggestions from the Design Committee. If there are only minor changes, the Committee may grant a conditional approval. These changes must then be incorporated into the final design plan. If the changes are significant, the applicant may be required to resubmit a revised schematic design and obtain approval of the Committee before progressing to the final design.

Final Design Submittal

The final design submittal is a detailed refinement of the schematic which should resolve all primary issues of the design. The final design should closely resemble the approved or conditionally approved schematic plan. The applicant is cautioned regarding significant deviations from the approved schematic plan in that the Committee may deem the new plan to be a separate submittal. The final design submittal will include the following minimum information.

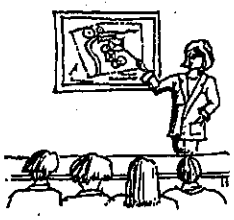
- Dimensioned and labeled site plan. Include lot coverage and other statistics; existing and proposed grading/drainage, key spot elevations; finished floor elevations, building layout; mechanical equipment locations; and layout of landscape elements (e.g. pool, spas, decks, overhead structures, etc.).

- Dimensioned and labeled floor plans. Include square footage totals; window and door locations; finish floor elevations; patios; decks; and balconies.

- Exterior elevations for each side of the building. Include style, materials, height, roof pitches, balconies, decks, door locations, window locations, landscape elements, and planting.

- Final landscape master plan. Include final design and location of all hardscape elements; general location of plant material; and refined legend showing names and sizes of plant material. (This is not a planting plan. Shrubs and ground covers can be shown in concept masses.)
- Irrigation conceptual design. Include the types of irrigation equipment being proposed such as spray heads, drip components, valves, backflow prevention device, etc. by zones. Head and pipe layout is not required for this submittal.
- A final color and materials board. Show a set of color chips and samples of roofing material, tile, block, paving, etc. These samples should be on an 8-1/2" x 14" or 8-1/2" x 11" format. Exhibits may be larger if they can be folded into the required format.

Review by the Committee



The Committee will review the applicant's plans for both the schematic design and final design submittals. The following is the process by which the Committee reviews these plans.

Upon receiving the submittal, the Committee will determine whether the submittal is complete. If a submittal is incomplete, the applicant will be notified, within 14 days, of additional materials required to make the submittal complete.

If the submittal is determined to be complete by the Committee, the application shall be set for hearing at an open meeting of the Committee. The applicant will be given notice of the time, date, and place of the hearing. The applicant is encouraged to bring his/her consultants to these open hearings.

Reasonable effort shall be made by the applicant to contact neighboring Lot Owners, give them reasonable opportunity to view the submittal, and allow them to make written or oral comments to the Committee. Neighbors that must be notified are the owners of lots contiguous to the applicant's; lots directly across the street from the applicant which fall wholly or partially within the boundaries of the applicant's lot extended across the street; and any other lots which, in the sole and absolute discretion of the Committee, will be affected. These notices shall normally be by regular U.S. Mail to the address of the Lot Owner according to County Assessor's records.

A copy of the submittal will be kept at the Cloisters sales office (or other location determined by the Committee) for review and comments by neighbors. An agenda of lots for which submittals have been made, and the scheduled date of open hearings for them will be posted at that same location.

The applicant and other lot owners will be given a reasonable opportunity to speak at the first meeting in which the submittal is considered by the Committee. If significant changes take place in the design, the Committee may choose to hold subsequent open hearings on the project.

Aside from these open hearings, the Committee may hold meetings without notifying the applicant, neighbors, or other lot owners.

Prior to a vote by the Committee, an applicant may withdraw from consideration or continue the consideration to a later meeting, for the purpose of modifying his/her submittal. Any continuance requested by the applicant or his agents, shall extend the time permitted to the Committee by the CC&R's to act upon a submittal.

When the time arrives for the Committee to vote on a submittal, it may approve, disapprove, or conditionally approve a submittal. Upon disapproval of a final design submittal by the Committee, the applicant must apply anew and pay the initial application fee again.

Approval of a submittal by the Committee shall last a period of one year. This may be extended during its last three months for a period of up to one year if the conditions of the lot and surrounding area have not changed substantially in the meantime.

If a final submittal is conditionally approved, the Committee will notify the applicant of changes which must be made to the submittal before it may be approved. Once these changes have been made, the submittal will receive an approval from the Committee. If the Committee determines these changes to be minor, they may allow them to be incorporated at the construction document phase.

Once a final design submittal is approved, it may be submitted to the City of Morro Bay Planning and Building Department. If the Planning Director requires changes, these must be reviewed and approved by the Cloisters Design Review Committee before proceeding. The City will process the submittal with the adopted rules and procedures for approval of a Coastal Development Permit.

CONSTRUCTION DOCUMENT SUBMITTAL

Following approval of final design plans, applicants should begin work on the construction documents. If any changes occur in the construction documents which significantly differ from the approved final design, the applicant must notify the Committee prior to proceeding. The Committee may consider the changes during a regular meeting or as part of the construction document submittal. The Committee may or may not approve the changes. Once the construction documents are complete, the applicant must submit them to the Committee. All plans must be prepared according to applicable local and state building codes.

The following is a list of required drawings for the construction document submittal:

- Site and grading plan which precisely locates all structures relative to the property boundaries and critical spot elevations, drainage and walls.
- Foundation plan showing type and dimensions of all foundations.

- Floor plans which fully dimension all spaces. These must clearly identify all features and accessories in the structures.
- Exterior elevations for each side of the building which are fully dimensioned. Include heights; material and color callouts; roof pitches; balconies; decks' doors; and windows. Colors and materials may reference materials board.
- Longitudinal sections showing all interior heights and volumes with all dimensions.
- Framing plan including roof plan showing dimensioned layout of overhangs, drainage system, and location of all roof penetrations.
- All construction, structural, and architectural details necessary to build the structure.
- Electrical plans may be required by the Committee depending on the complexity of the design.
- Landscape layout/construction plan with fully dimensioned layout of all hardscape elements. Landscape lighting may be included on this plan.
- Landscape construction details for all built features in the landscape including but not limited to trellises, patios, fences, and walls.
- Irrigation plan and details showing complete layout of mainline, laterals, and irrigation heads. The plan must include location of POC, backflow prevention device, meter, and quick couplers. Pressure and flow information for all components of the systems should be noted.
- Planting plan and details including layout of individual plants. All plants must be called out by botanical name, common name, size, quantity, and spacing.
- Specifications in sheet or book format for quality of all materials and workmanship.

The Committee will only verify that the construction documents conform to the approved design plan. If they do conform, the Committee will issue a letter of approval for the applicant to submit with his/her plans to the City of Morro Bay Building Department. The City has its own procedures of approval and may require revisions to the plans. The Committee will not provide plan check services.

Once the plans receive the final Coastal Development Permit approval from the Building Department and the Building Permit is issued, three sets of the City approved plans should be submitted to the Committee. The Committee will briefly review these final plans to determine whether they are still consistent with the approved final design. The Committee may appoint one member or a representative to conduct this final review.

If the construction documents are consistent with the approved design, the Committee will approve them. One copy of the approved plans will be kept by

the Committee for its records. The other two sets of approved plans will be returned to the applicant.

If there are changes required by the City in the design which conflict with the approved final design, the Committee will review the changes. If the changes are minor or if they do not affect the exterior appearance of the design, the Committee may approve the changes.

If the changes are not considered minor, or do affect the exterior appearance of the design, the Committee may or may not require changes to the construction plans. These changes must then be resubmitted to the Building Department for its approval of any changes to the issued permit. The Committee will make every reasonable effort to accommodate changes required by the City, as long as the revisions are consistent with the Guidelines.

Construction Observations

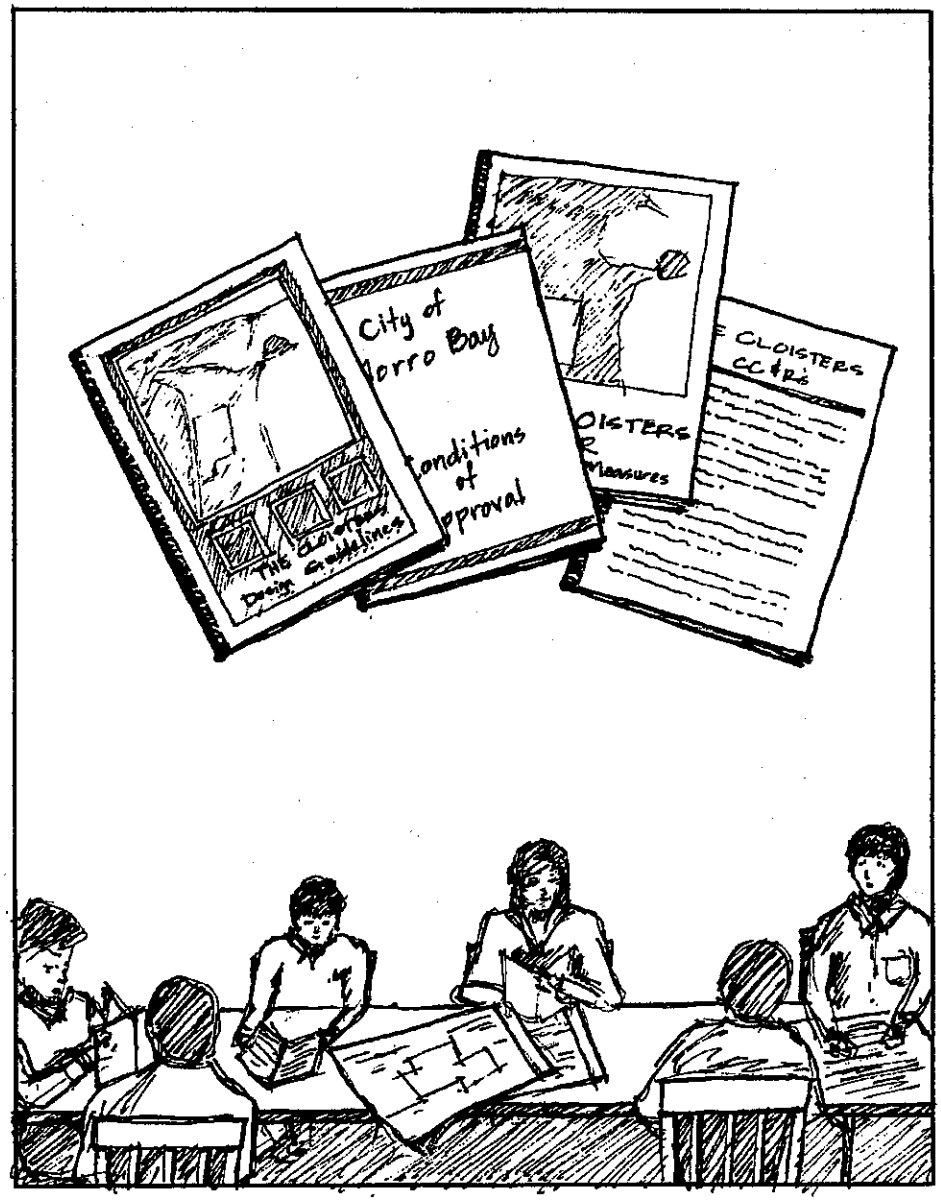
Once the applicant has obtained the final Committee approval and the appropriate permits from the City, construction may begin.

During construction, the Committee or assigned Committee members may make up to three visits to the construction site to monitor conformance to the approved plans. A final walk-through by the Committee will take place when construction is complete. If any deviations from the approved plans are necessary during construction, these changes must be brought to the Committee's attention and approved before being constructed. Any construction which is not in substantial compliance with approved plans can result in a work stoppage and replacement at the Lot Owner's expense.

During the construction visits, the Committee will only be concerned with areas which are covered in these Guidelines. The City Building Department will conduct its own inspections to monitor conformance with City codes and regulations. City inspections will be independent of any Committee visits.

Once a final walk-through has been conducted and approval has been granted by the Committee, a Notice of Completion form will be completed. A Committee member and the Lot Owner will both sign this form. One copy will be sent to the City, a second copy will be kept for the Committee's files, and a third copy will be given to the Lot Owner. This will constitute the end of the Cloisters plan review process for the Lot Owner, unless remodeling of the building or major landscape elements is proposed.

III. COMMITTEE POLICIES



The Cloisters Design Committee (often referred to as the "Committee") is created by the CC&R's. Its composition, powers, and responsibilities are determined by the CC&R's. The Committee's mission is to regulate all new residential construction (including landscaping), and ongoing replacement work. This regulation of development and maintenance of the Cloisters is intended to ensure a very high quality neighborhood.

Only policies relevant to the applicant are included in these Guidelines. There are other policies pertaining to the Committee which are not stated in these guidelines. These can be found in the CC&R's.

POLICIES

The powers of the Committee are key elements in the success of the Cloisters, as they must be in any Planned Unit Development. Properly exercised, they

will be instrumental in creating and preserving the Cloisters as an attractive, livable, and prestigious neighborhood thereby enhancing the lifestyle and property values for the lot owners.

The main concern of the Committee is the exterior appearance of the homes and landscape. Structural concerns are the responsibility of the City Building Department.

Approval of the Committee is required in addition to (not in place of) all permits / requirements imposed by governmental agencies and other entities which have jurisdiction over the Cloisters.

If at the time that an applicant seeks an approval of a submittal from the Committee, conditions are present on the applicant's lot which are in violation of these Guidelines or the CC&R's, a majority of the Committee shall be entitled to withhold approval, pending correction of the violation. The Committee's time to approve or disapprove the application shall be extended pending the correction.

Any fees required to process the submittal shall be paid before the processing commences, and before any time limitations begin to elapse. Provided that the appropriate fee has been paid at the time of the Schematic Design Submittal and application, no additional fee shall be payable for the other submittals of the same application. All fee amounts may be imposed at the discretion of the Committee to reasonably defray the costs of processing applications, meeting rooms, refreshments, staff members, consultants, telephone calls, etc.

PROCEDURES

If requested by the applicant in writing or orally at the hearing, the applicant shall be notified in writing of the results of any voting, including any conditions of approval or disapproval.

Meetings and hearings shall be held informally and the Chairperson or acting Chairperson at any session shall have complete charge of the procedures during such session.

A brief record shall be kept of those meetings during which comments from the applicant and neighbors have been solicited. Such record shall, in the event of controversy, reflect the names of all persons heard and the results of all votes.

A deadlocked vote, with less than all of the Committee members present, or with less than three members present, shall cause the continuance of the matter to a subsequent hearing. If public comments have been taken, no new notices of the time and place of the subsequent hearing need to be given to the applicant or the neighbors. A deadlocked vote with all Committee members present shall be considered a vote in favor of the applicant.

RESPONSIBILITIES

The Committee is responsible for final interpretation of the Design Guidelines.

The Committee is charged with reviewing all plans for the development and improvements to private areas within the Cloisters. The Committee's responsibility is to ensure architectural compatibility. The Committee also determines compliance with protective restrictions contained in the conditions of approval of the tract, the mitigation measures, the CC&R's, and the goals of the developer as set forth in these Design Guidelines. These Guidelines and the activities of the Committee are intended to complement these protective restrictions.

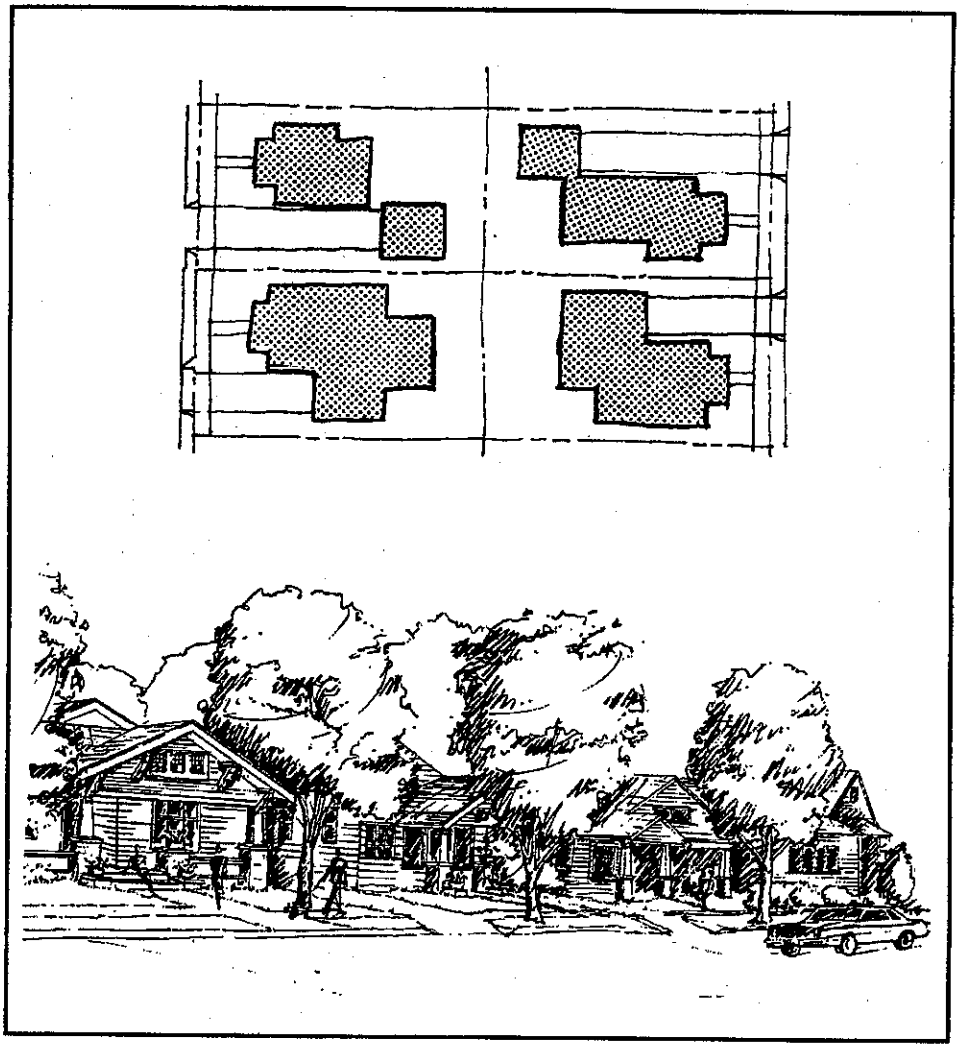
The Committee will not be responsible for the compliance by the applicant or his/her consultants, agents, or contractor with any of the following: state or local laws; building codes; permitting processes; or other requirements. Nor will the Committee be responsible to anyone for faulty design, placement, or construction. All such concerns are solely the responsibility of the applicant and his/her consultants, agents, and contractors. It is the sole responsibility of the applicant and his/her consultants, agents, and contractors to determine all such requirements and to comply with them.

The Committee does not consider and assumes no responsibility for:

- The structural capacity, safety features, or building code compliance of the proposed improvements or structures.
- Whether the location of the proposed improvement or structure on the building site is free from these possible dangers: geologic hazards, natural hazards, hazards caused by conditions occurring on the property, or other hazards caused by conditions off the property.
- The internal operation or functional integrity of the improvement.

Committee members should see the CC&R's for further policies of the Committee. The creation of the Committee is set forth in the CC&R's. If there are any conflicts in language between these guidelines and the CC&R's, the language in the CC&R's shall prevail.

IV. SITE DESIGN



GOAL

Initiate site design reflecting a strong relationship between homes and landscape elements. Site planning must respond sensitively to the scale of the neighborhood and the coastal character of the Cloisters property.

OBJECTIVES

- Locate structures / landscape elements to maximize ocean views, usable outdoor space, and efficient solar exposure while being considerate of neighboring property owner's views.
- Minimize any potential visual impact of the Cloisters homes to existing neighborhoods and Highway One by understanding the scale of the project. Site plans should reflect a respect of the coastal habitat as the dominant environment.
- Position driveways and garages carefully to minimize adverse visual impact of a "garage scape" to the neighborhood; be sensitive to the views of the neighboring properties to the extent feasible.
- Require imaginative site planning that contributes to the "sense of place" of these neighborhoods.

Building Orientation

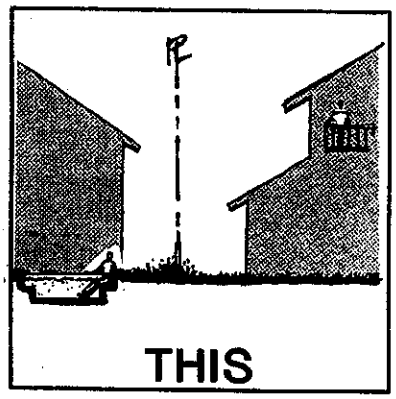
Intent:

Maximize the optimal solar exposure and view potential. Minimize intrusion of privacy, and utilize building orientation to take advantage of passive solar effects.

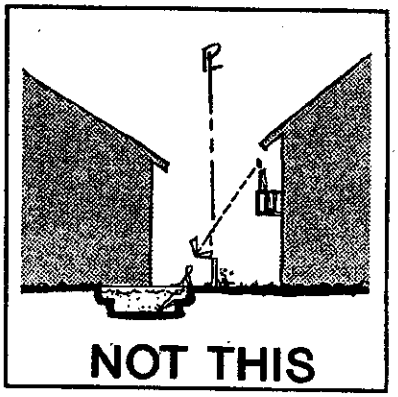
Guidelines:

- Locate structures / landscape elements to frame and preserve view corridors whenever possible. (Refer to Site Plan and Viewshed Corridor Diagram in Appendix.)
- Orient courtyards, patios, and balconies on the southern and western side of the home for maximum solar exposure.
- Strategically locate buildings, trees, and low garden walls to function as a wind break from the ocean winds (usually from the northwest).
- Locate trees so that they do not completely block sun from private spaces such as patios and courtyards. Use deciduous trees to provide passive solar access during winter months and shade during summer months.

  (Note: Morro Bay has a very temperate climate with an average summer temperature of 70 degrees.)
- Carefully locate activity areas and uses to avoid negative impacts on neighbors.



Consider locating functions that require privacy away from property lines



Avoid locating spaces like balconies near property lines to avoid neighbor conflicts.

Building Easements and Setbacks

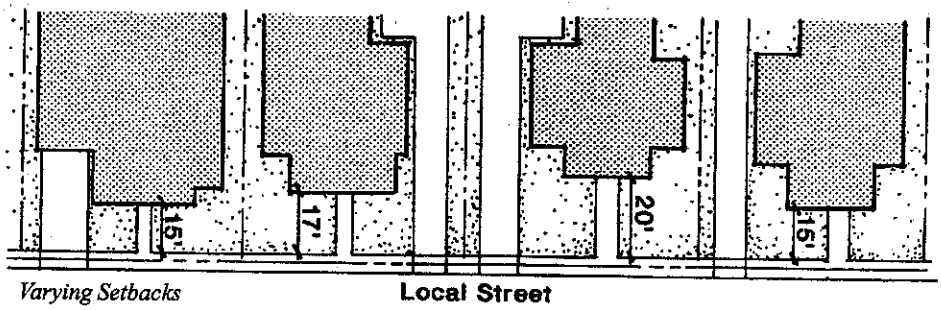
Intent:

Establish an appropriate distance between residences, streets, and open space. Allows for privacy; habitat protection and enhancement; and an interesting streetscape.

Guidelines:

- Provide varying front yard setbacks that will create more variety, interest and individuality in the residential development. Avoid a repetitive mass produced appearance along local streets by varying front yard setback a minimum of 2' offset from neighboring residence whenever possible.

- To preserve the view of Morro Rock, the ocean, the dunes, and open space, no fences or structures are allowed within the view corridors. (Refer to Site Plan and Viewshed Corridor Diagram in Appendix). One exception to this standard is the property line picket fence which is required for rear slope areas in the view corridor.



Varying Setbacks

Building Setbacks:

When figuring setbacks and designing building footprints, applicants should provide ample space for a creative and attractive landscape.

Street Yard Setbacks:

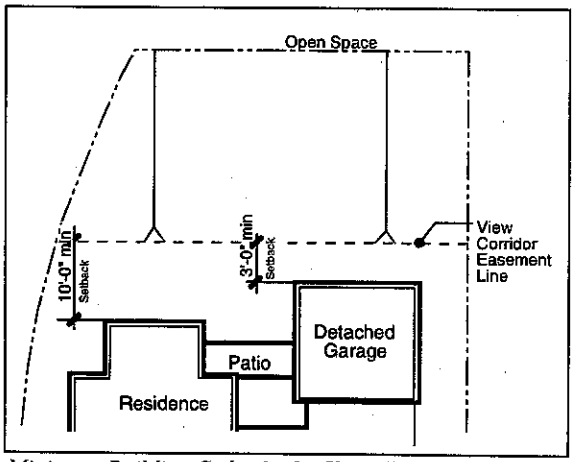
- A 20' minimum setback from property line to main building, which is typically 15' back from sidewalk.
- A 25' minimum setback from property line to garage front, which is typically 20' from back of sidewalk.

Side Yard Setbacks:

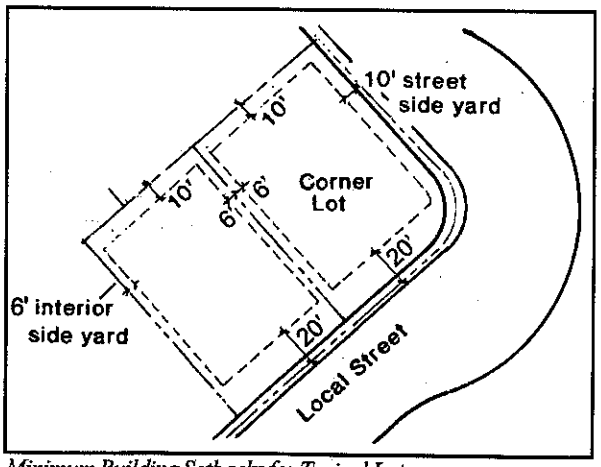
- Interior side yard setbacks shall be a minimum of 10% of the average lot width with a maximum distance of 6 feet. For detached garages only, a minimum setback of 3 feet may be allowed.

Corner Lot Side Yards:

- Corner lots have a 10' side yard setback from the property line where side yards are adjacent to the street.



Minimum Building Setbacks for View Corridor Lots



Minimum Building Setbacks for Typical Lots

Rear Yard Setbacks:

- A 10' minimum setback from property line to main structure.
- 3' minimum setback from property line to detached garage structure.
- Lots along the view corridor are to use the view corridor line as their rear yard property line for building setback purposes. (Refer to Site Plan and Viewshed Corridor Diagram in Appendix.)
- Owners of perimeter lots outside the view corridor shall not build within the rear slope area. The original top of slope shall be considered the building setback. Some landscape structures may be allowed within the slope area. Refer to the guidelines for Perimeter Lots Outside the View Corridor.

Floor Area Limitations:

- Maximum lot coverage on any lot is 45% of the gross lot area. "Building Lot Coverage" means the coverage of a lot by all portions of the building, either at or above ground level, including garages, carports, roofed porches and cantilever portions of the building and the area of raised uncovered decks over 30 inches in height which encroach into any setback areas, excluding roof overhangs, eaves, open decks, or similar architectural extensions.

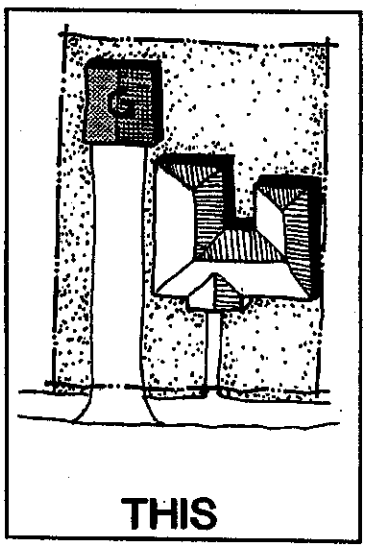
Garage Structures

Intent:

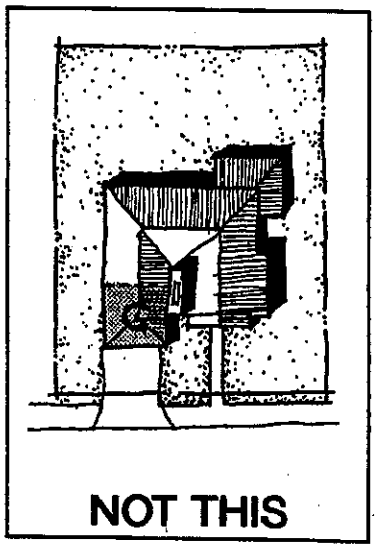
Promote a functional and attractive arrangement of structures that will de-emphasize the potential dominance of automobile / garage presence along local streets.

Guidelines:

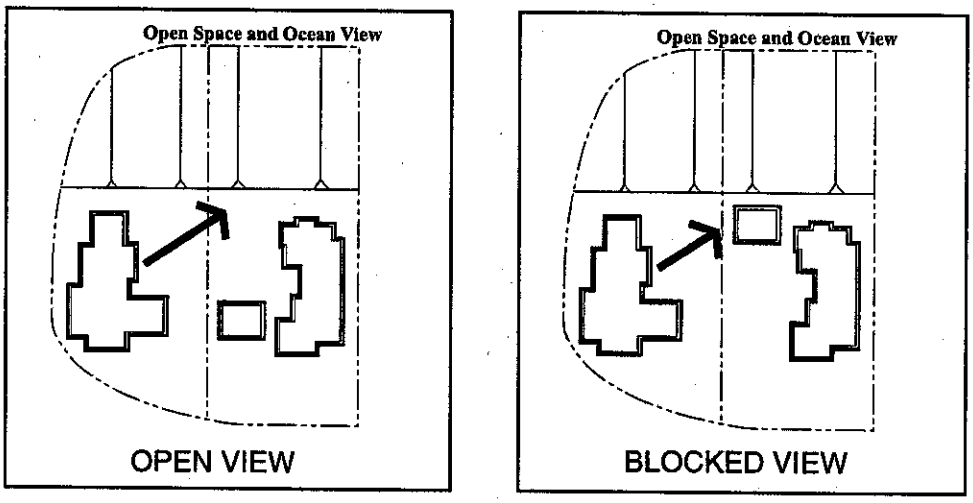
- The driveway width is limited to a maximum of 16'. Larger driveway areas near the garage door may be approved when garages are at the back part of the lot and the driveway area immediately adjacent to the garage doubles as a patio. (See page 29.)



Preferred garage location on most interior and east facing lots.



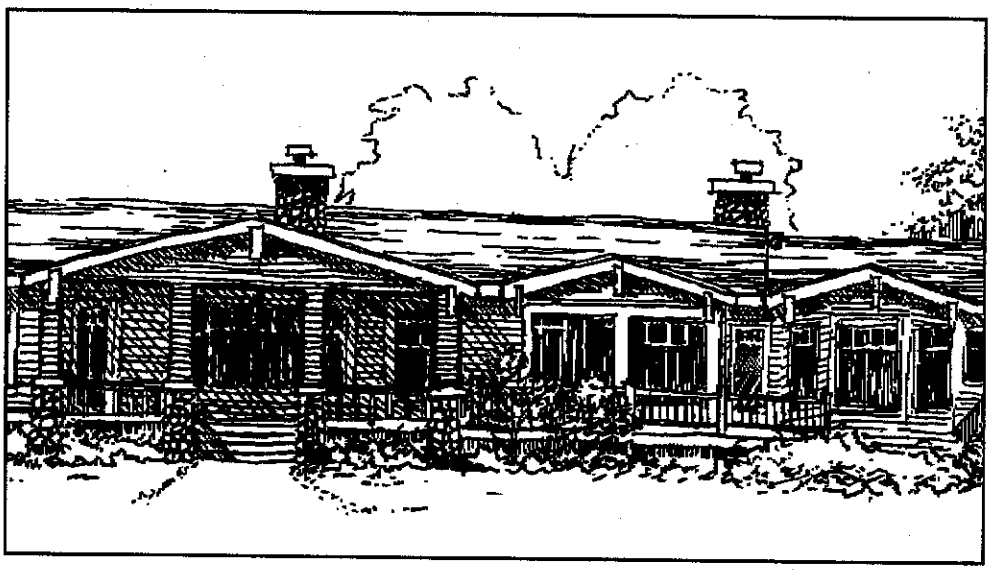
Garage dominates house entry.



Consider open space views of neighbors when siting garages. On coastal view perimeter lots, garages can be set back and still be sensitive to neighbors views.

- Garage structures should be set back behind the front of the house a minimum of 4 feet. The garage must be at least 25 feet back from the property line, which is typically 20 feet back from the sidewalk.
- Driveways should not dominate the landscape or the entry to the home.
- Reduce the garage dominance along the streets by locating garages behind the house.

V. BUILDING DESIGN



GOAL

Establish general parameters that require sensitive, imaginative, and appropriate building design. Provide design direction that is consistent with the adjacent coastal environment and California seaside neighborhoods.

OBJECTIVES

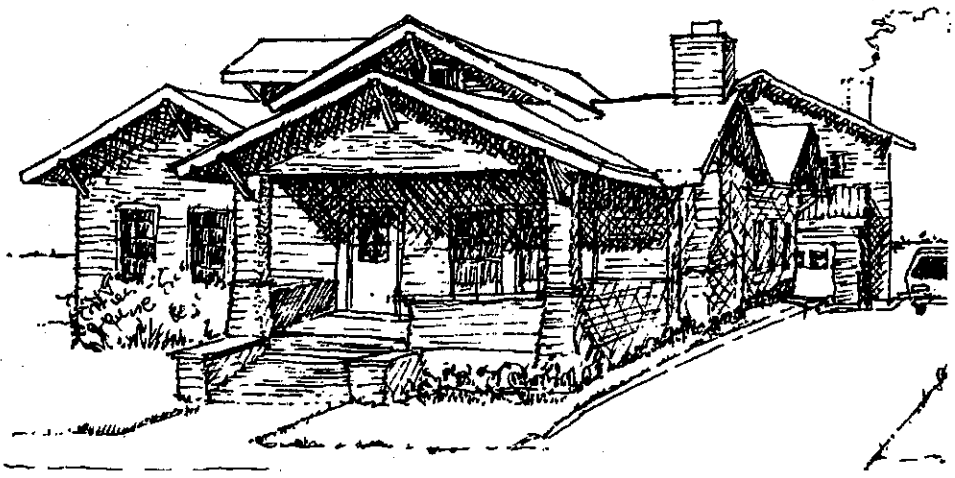
- Provide guideline criteria by which a desired architectural quality can be understood and developed without overly constraining creative possibilities.
- Illustrate how form and massing articulation, when applied to building design, can minimize the visual impacts of structures.
- Establish height limits to preserve views, minimize visual impacts, and facilitate variety in the skyline.
- Recommend appropriate materials, finishes, and colors to complement the natural coastal landscape.
- Provide safety, security, and design enhancement with criteria for appropriate exterior lighting and mechanical equipment location.
- Establish efficiency standards that will reduce impacts on air quality and water consumption.

ARCHITECTURAL CHARACTER

- Although no one particular design style is required, homes with a Bungalow, Craftsman, or Cape Cod character define the vocabulary which will be allowed in the development. Architectural styles such as Modernistic, Neoclassical, Tudor, Southwestern, Mediterranean and Western Ranch are prohibited.

- The architectural character of the Cloisters should be readily identifiable from the street through consistent architectural elements such as window proportions, doors, balconies, roofs, materials, and appropriate detailing.
- Architectural elements such as windows, overhangs, materials and detailing should be consistent with the architectural style selected. Care should be taken to not combine elements from different styles as this could dilute or weaken the overall design continuity.
- Careful detailing and articulation should also occur at the rear of structures. This will eliminate adverse visual impacts to the adjacent lots.

Craftsman Style Architecture



Bungalow Style Architecture

In this design manual, examples of "Bungalow", "Craftsman", and "Cape Cod" architecture are shown and described in the Appendix. "Craftsman" style of architecture (influenced by Arts and Crafts, and Prairie styles) originated in the early 1900's, and became popular with Gustav Stickley's magazine, and the southern California architects, the Greene brothers. Craftsman style architecture always emphasizes the building's structural elements such as, rafter tails, beams, brackets, and joinery.

The Bungalow style architecture described in these guidelines, is often refered to as "California Bungalow" style. This style evolved from the Craftsman style around the 1920's and therefore has many of the same architectural elements. These design guidelines describe the Craftsman and Bungalow architectural details individually, but these details can also be intermixed.

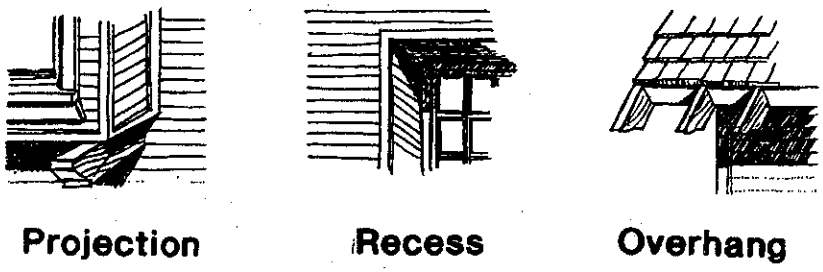
Traditional California Bungalow elements:
- Low pitched gable roof
- Large eave overhangs with triangular knee-braces
- Exposed roof beams and rafter tails
- Vertically oriented multi-paned windows
- Lap siding
- Large front porches protruding from the main house instead of flush with the facade
- Elevated front porch
- Garage located behind the home (often detached)
- Dormers
- Interior detailing: built-in cabinetry such as bookcases, shelving, and china cabinets; fireplaces, wood detailing, wooden window trim, wooden moldings.

Common Craftsman elements:
- Low pitched gable roof
- Large eave overhangs
- Exposed roof beams and rafter tails
- Multi-paned windows grouped together (often oriented vertically)
- Lap siding or shingle siding, with stone and brick detailing
- Large porches integrated into the building design
- Elevated front entry
- Garage located behind the home
- Trellis structures
- Oversized wood structural detailing
- Transom windows
- Interior detailing: built-in cabinetry such as bookcases, shelving, and china cabinets;fireplaces, wood detailing, wooden window trim, wooden moldings.

Building Form and Massing

Intent:

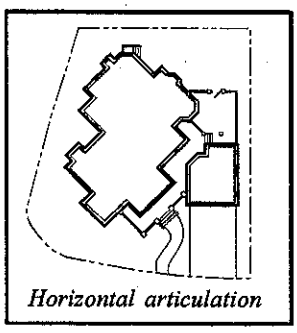
Increase the blending of the form, mass, and profile of individual homes with the natural terrain. Minimize the visual impact to the site, Highway One travelers, and surrounding neighborhood.



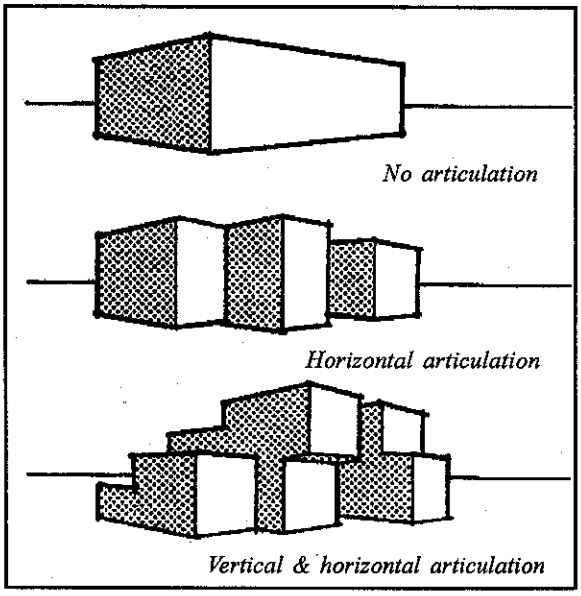
Building Articulation

Guidelines:

- Soften the overall building mass with architectural features such as garden walls, porches, balconies, arbors, and trellises. "Tacking on" architectural features as an attempt to hide poor massing will not be permitted. Interesting articulation strengthens the home design by providing shadow and depth.
- Vertical and horizontal variation of form should be appropriately implemented to add richness and variety to the overall building mass.
- Use of varying ridge heights and wall planes will provide a deliberate sense of proportion and scale to the building.
- Large expanses of wall surface area on the front and rear elevations of the building are prohibited.



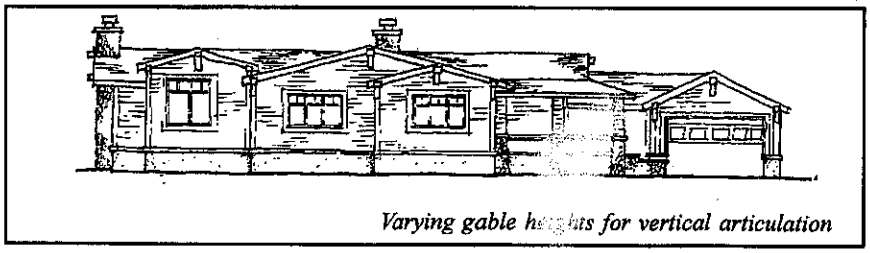
Horizontal articulation



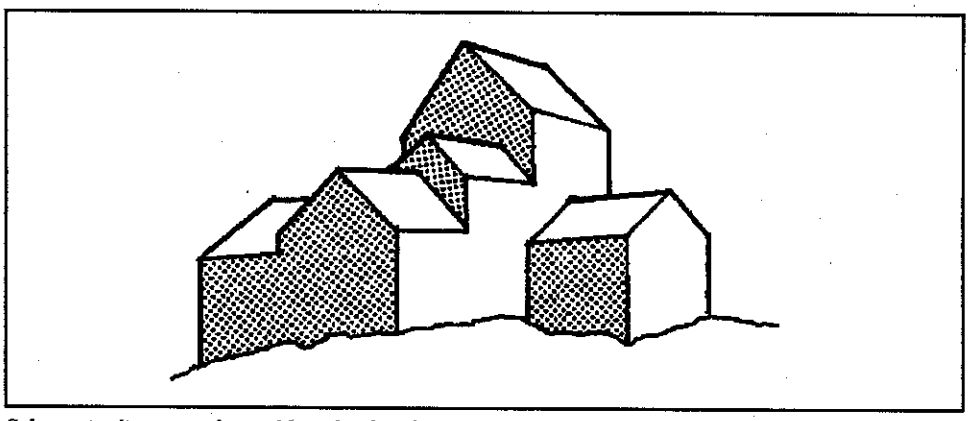
No articulation

Horizontal articulation

Vertical & horizontal articulation



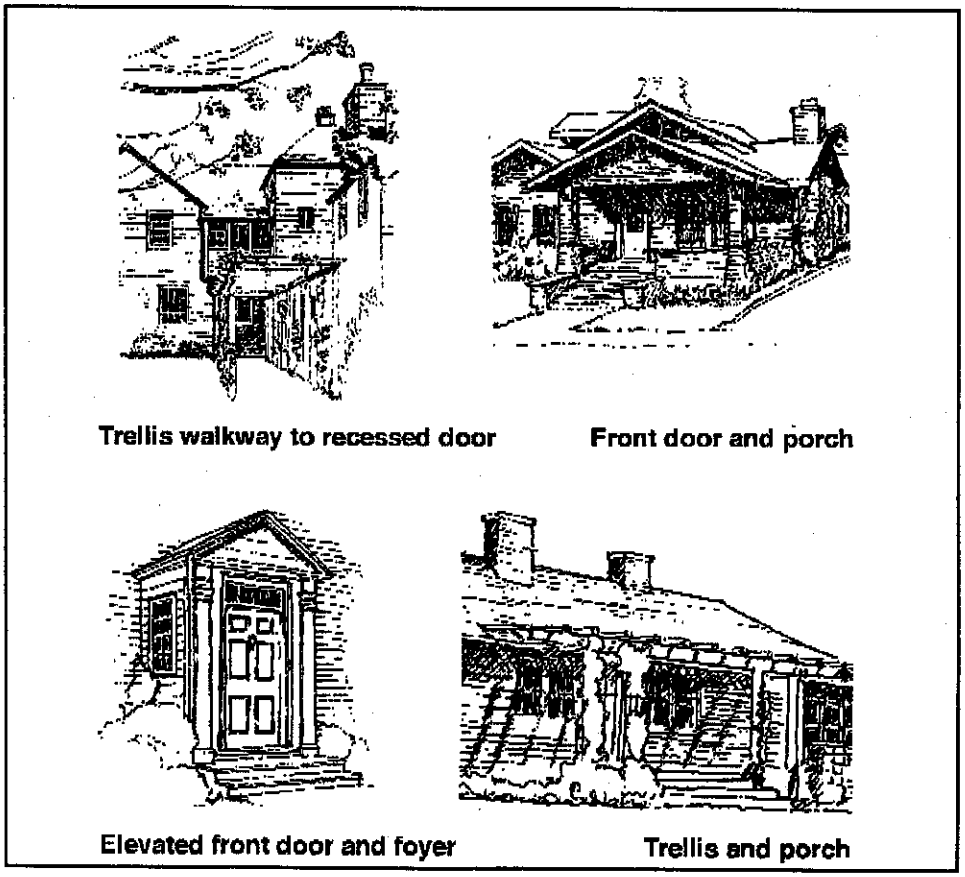
Varying gable heights for vertical articulation



Schematic diagram of variable ridge heights

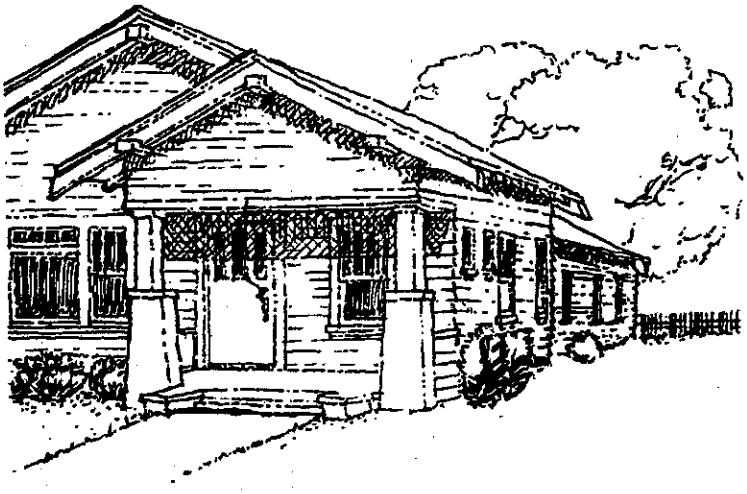
- Each home must have a well-defined entry. Careful application of roof and facade detailing will create interest and scale. Emphasize entry ways by recessing or projecting outward. Avoid front doors that are within the same plane as the house facade. Entryway enhancement can be achieved by the use of entry patios, double entry doors, wing walls, side lights, roof overhangs, front porches, etc.

- Porches are strongly encouraged because they help unify the Cloisters neighborhood.



Entryways

- Careful selection of porch columns and railings may be utilized to add individuality to homes.



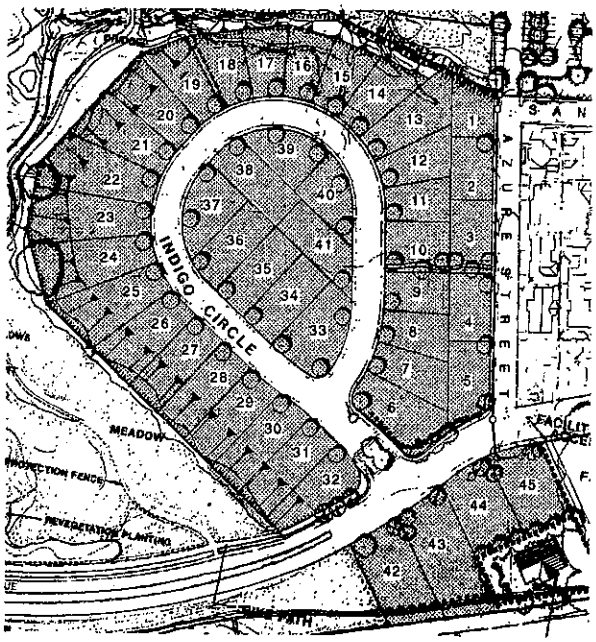
Porch Example

Height Limits:

Height limits were established during numerous and extensive public hearings regarding the protection of public views from State Route One. The following height restrictions are a result of that process.

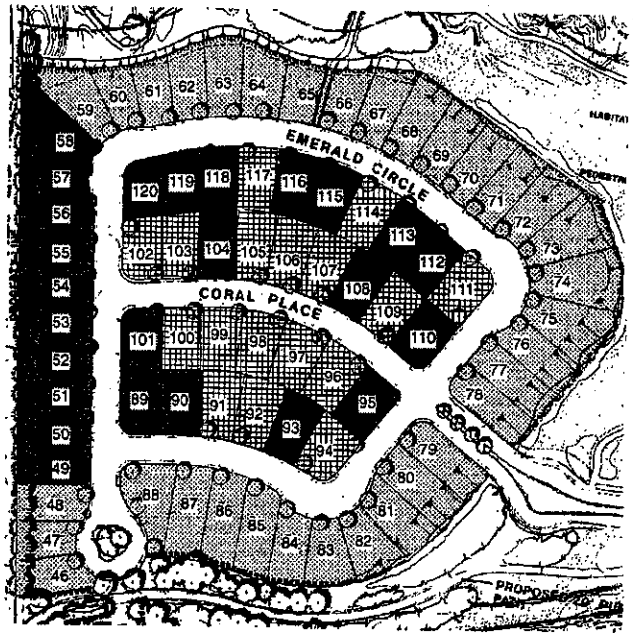
- The height limits will preserve views, minimize visual impacts, complement adjacent neighborhoods, and provide variety in the skyline. Three different height limits have been established. These are dependent upon the lot location and vary from 14', 17', or 25' (excluding chimneys). *See diagrams.*

BUILDING HEIGHTS (North Cluster)



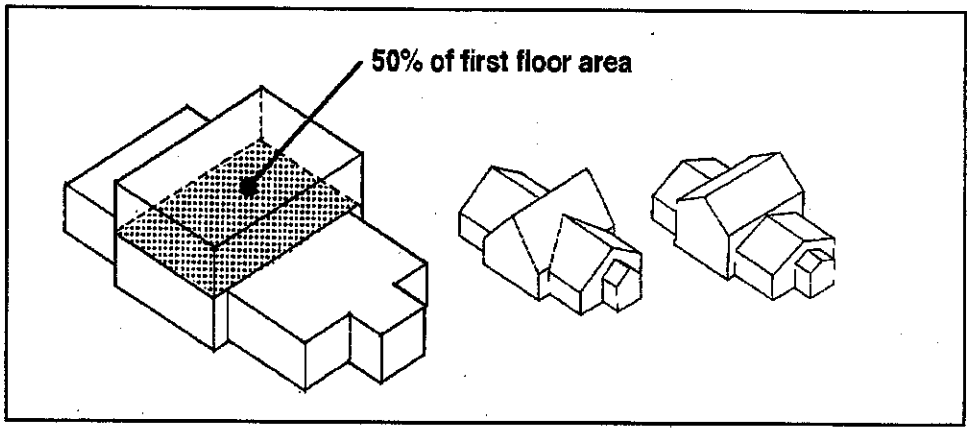
MAXIMUM BUILDING HEIGHT 14'

BUILDING HEIGHTS (South Cluster)



Two-Story Homes:

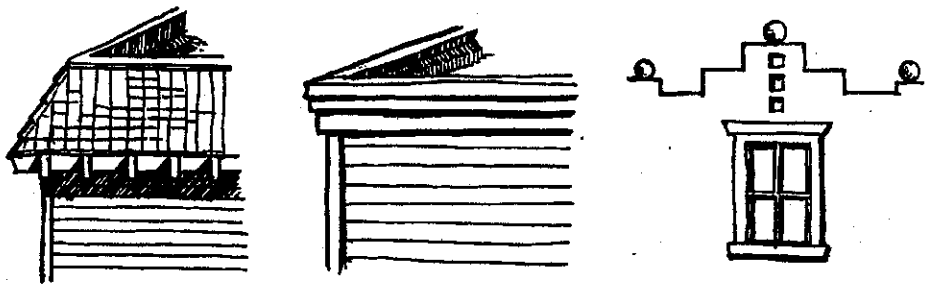
The second level floor area of the home must not exceed 50% of the ground floor footprint area of the principal structure.



2nd Level Floor Area

Roof Forms:

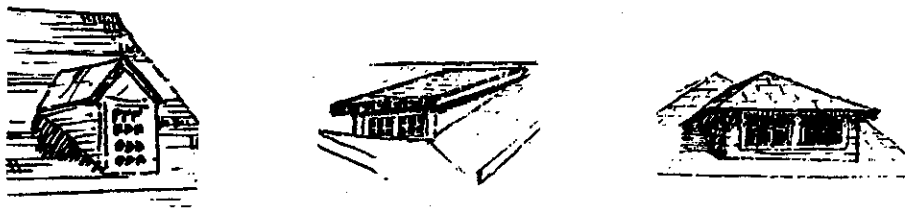
- Roof overhangs and eaves must be carefully detailed.
- Roof forms such as mansard roofs, A-frames, flat roofs, and trendy architectural elements are prohibited.



Mansard Roof **Flat Roof** **Trendy**

Roof Forms

- Dormers, which are common elements of both Cape Cod and Bungalow architecture, are encouraged.



Gable Dormer **Shed Dormer** **Hip Dormer**

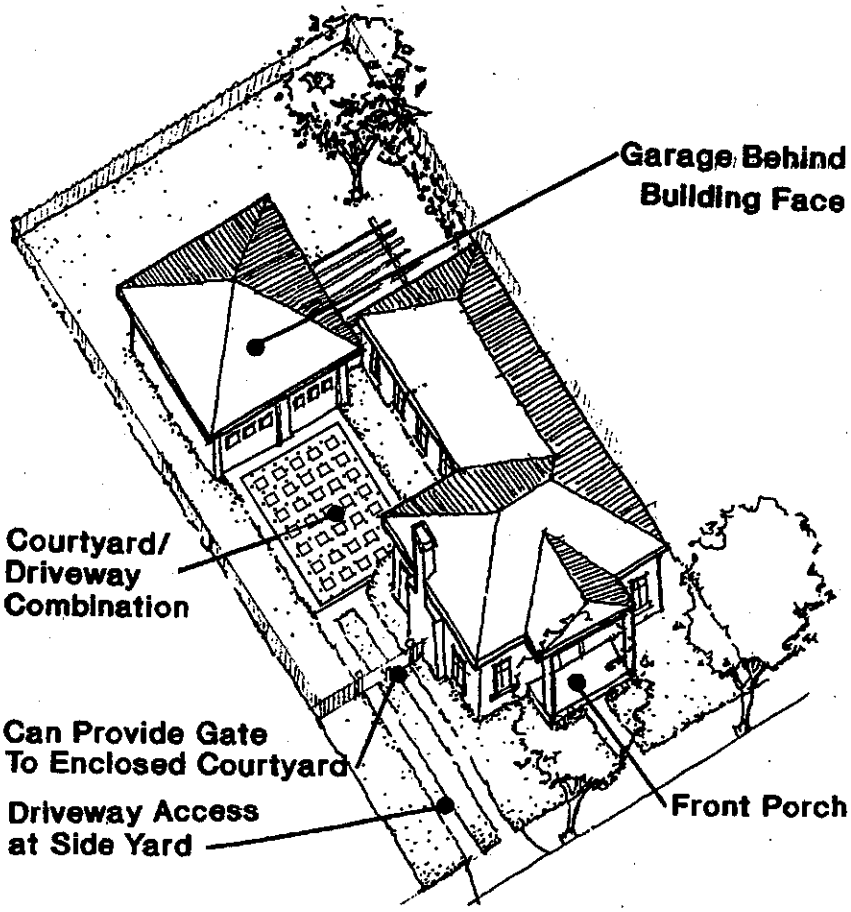
Dormer Variations

- Higher pitched roofs (6:12 - 12:12) are common with Cape Cod style architecture.
- Low pitched (3:12 - 4:12) gable roofs with wide un-enclosed eaves are encouraged with Bungalow and Craftsman style homes. Low pitched roofs will enable buildings to stay within the height limitations.
- Exposed roof rafters and decorative beams (characteristic with Craftsman / Bungalow architecture) are encouraged. Rafters and beams should not be noticeably absent when using that style. (Refer to character sketches in Appendix.)

Detached Structures and Garages

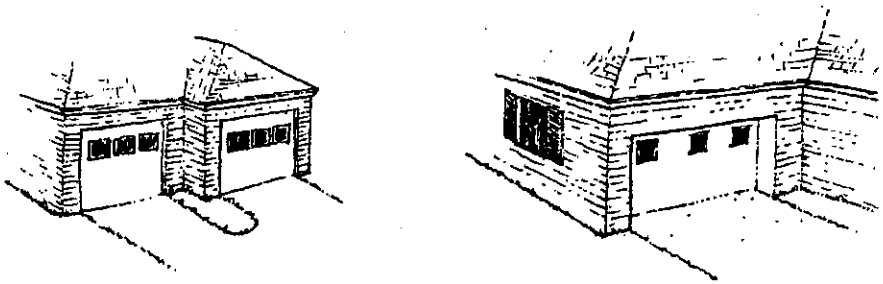
Intent:

Provide design continuity with the main structure and minimize visual impacts of garage doors on the street scene.



Guidelines:

- Garages may either be attached or detached to the main structure. They must not dominate the street facade.
- Staggering the garage doors, offsetting the garage a few feet, or recessing the doors to provide relief are methods of introducing variety to the structure. (See pages 17-21.)



Garage Door Examples

- The garage and the garage doors must be well articulated.
- Long lasting and attractive roll-up doors are preferred.
- Maintain the same design elements and character as in the main structure. This applies to all secondary structures and carports, whether attached or detached.
- Though apartments or granny flats are prohibited, guest units without cooking facilities are permitted.
- All structures, including garages, must meet all exterior architectural design standards and guidelines for residential structures established in these Guidelines. This prohibits aluminum storage sheds.
- Recreational vehicles and boats stored outdoors must be completely hidden from street and neighbors. Storage for vehicles can be incorporated into the automobile garage or detached structure. However, care must be taken in the design to avoid a "fire station" look. Storage or parking of boats and motor homes/trailers in the front yard for more than seven (7) continuous days is prohibited.

Exterior Materials and Finishes

Intent:

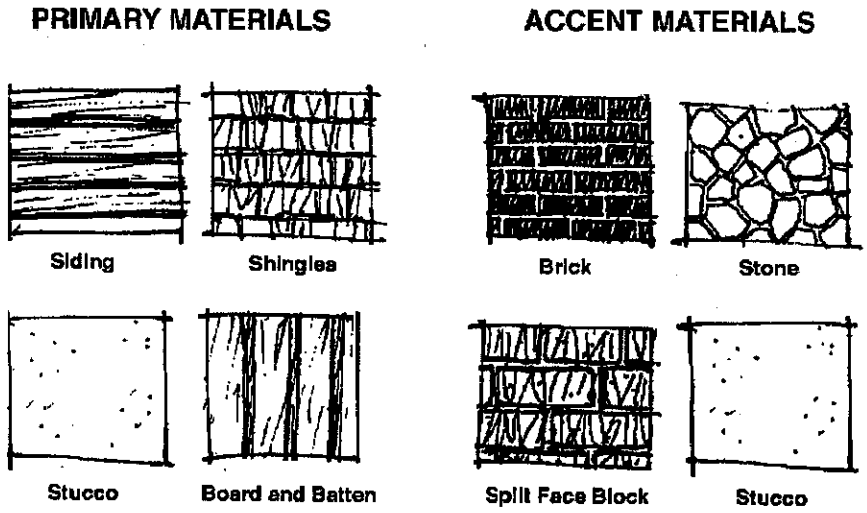
Establish criteria for the selection of materials and finishes that will complement the natural landscape. Maintain the desired coastal architectural character for the Cloisters neighborhood.

Wall Surfaces:

- Materials and finishes will play a key role in maintaining continuity within the Cloister neighborhood as well as with the surrounding neighborhoods.

Guidelines:

- Natural materials that harmonize with the surrounding environment are encouraged. Materials such as brick, stone, wood, light textured stucco, and split-faced concrete block are suitable when used on the appropriate architectural style.
- The materials and finishes selected should be consistent with the architectural

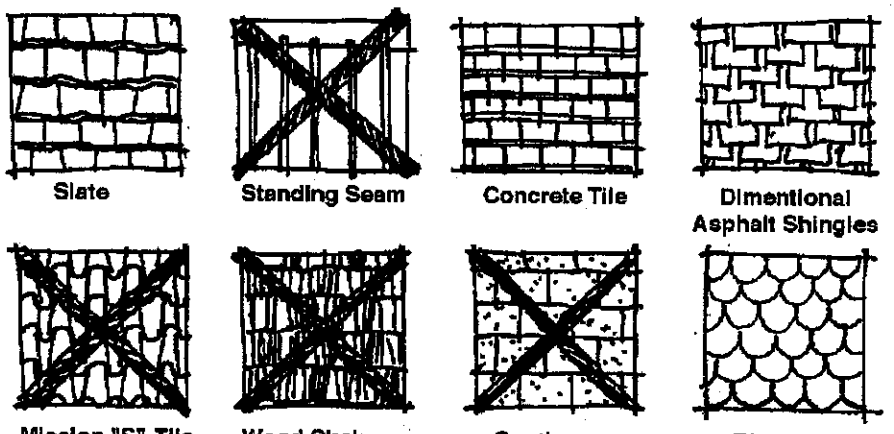


style chosen. Inappropriate materials include highly reflective or sleek surfaces; T-111 siding; precision block; metal or plastic siding; and large unbroken expanses of stucco or glazing.

- Craftsman and Bungalow architecture most often utilizes wood clapboard or shingles. However, stone, brick, split-faced block and stucco may also be used. (See pages 34-35.)
- Hardboard siding such as masonite may or may not be approved by the Committee. However, wood siding is strongly encouraged.
- Cape Cod architecture consists primarily of clapboard siding and shingles. The chimney is stone or brick.
- To avoid awkward transitions, careful detailing consideration should be taken at the intersections of different materials. Do not introduce too many material types into a single home.

Roofing:

- Suitable roofing materials include flat, unglazed concrete tile, clay roofing tiles, slate, and dimensional asphalt shingles.
- All roofing materials must be noncombustible. Wooden roofs of any form are strictly prohibited for fire safety reasons.



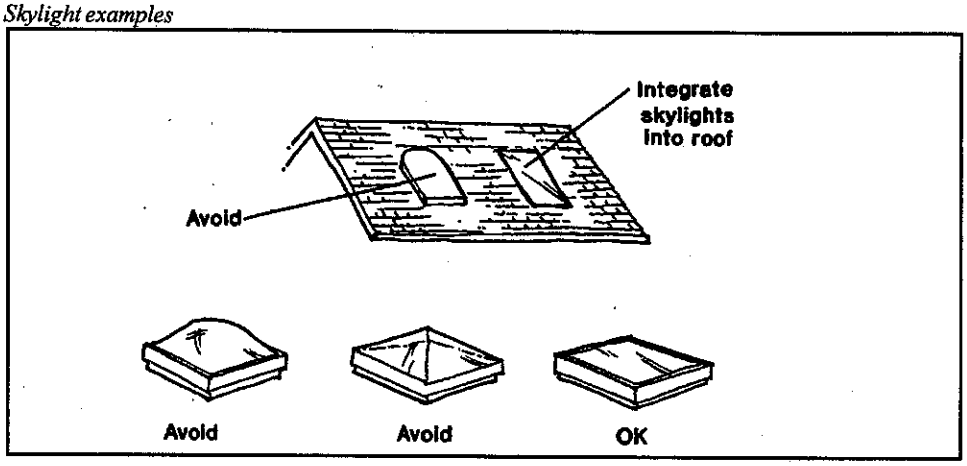
Roofing Materials

- Other unacceptable roofing materials include glazed tiles of any kind, metal shingles, metal tiles, or terra cotta mission tile (Exceptions may be granted for mission tile on the ridge line).
- Dimensional asphalt shingles may vary in pattern (i.e. scallops, diamond shaped, etc.) creating a more authentic and interesting look.

Skylights:

- Roof articulation with dormers and skylights is encouraged. Skylights, if used, should be designed as an integral part of the roof with their form and color blending into the building.
- Flat skylights with clear or bronze glazing are encouraged. Bubble or dome skylights with frosted / colored glazing are prohibited.

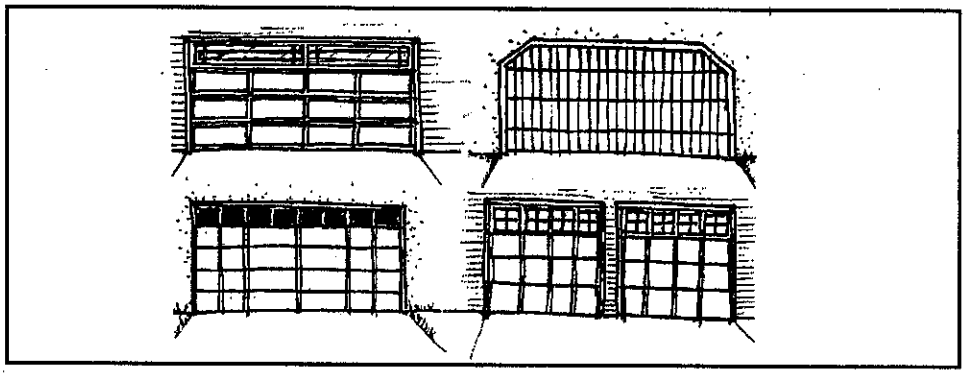
Skylight examples



Doors and Windows:

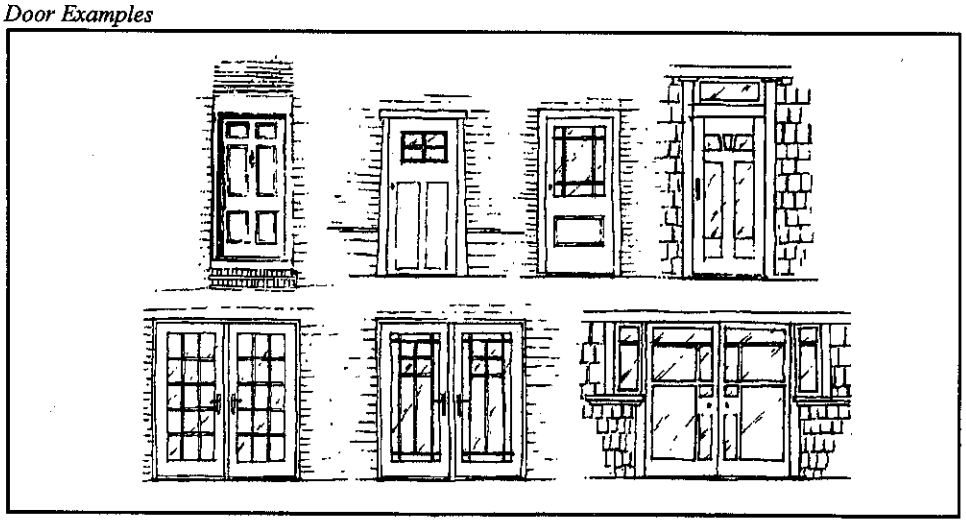
- Doors and windows, including the garage doors, are a critical visual element. They should be carefully selected and detailed.

Garage Door Examples



- Garage doors should be multi-paneled with subtle adornment detail to provide shadow relief.

Door Examples

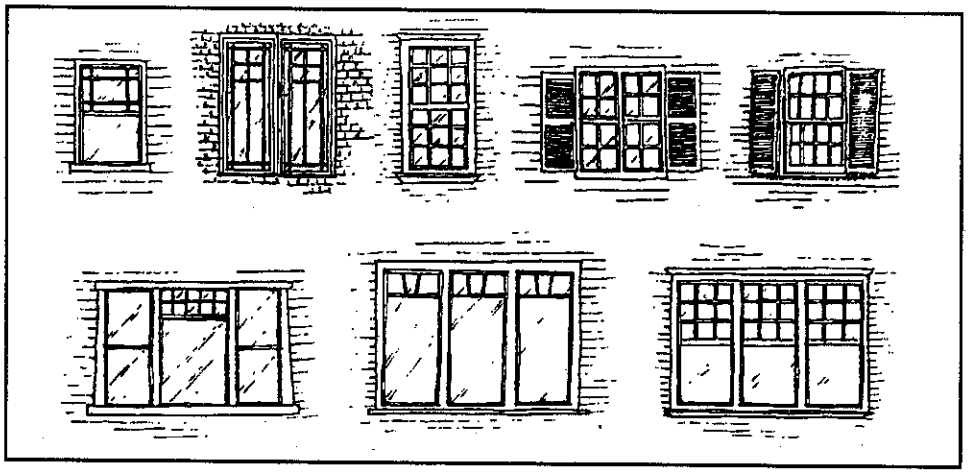


- Multi-paned or french doors are encouraged. True divided light glazing with exterior mullions are preferred over internal mullions at doors and windows.

- To diminish noise infiltration, exterior doors should be 1-3/4" solid core with perimeter weather stripping where appropriate. All frames and seals should be thoroughly caulked and weather stripped to prevent air intrusion.

- Clad windows with divided lights and clear glazing; wood; vinyl; or painted metal window frames are most desirable. Silver or gold metal frames and large expanses of glazing are prohibited. Dark, tinted, or reflective glass is also prohibited.

Window examples

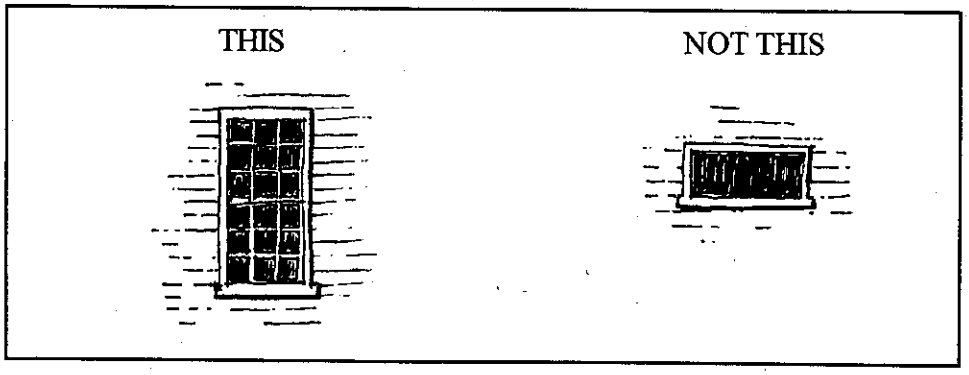


- To capture ocean views use groupings of windows or picture windows with wooden mullions.

- Window boxes and balconies are common in Craftsman/ Bungalow style architecture and are encouraged.

- To help create the desired architectural character, windows should have vertically orientated panes.

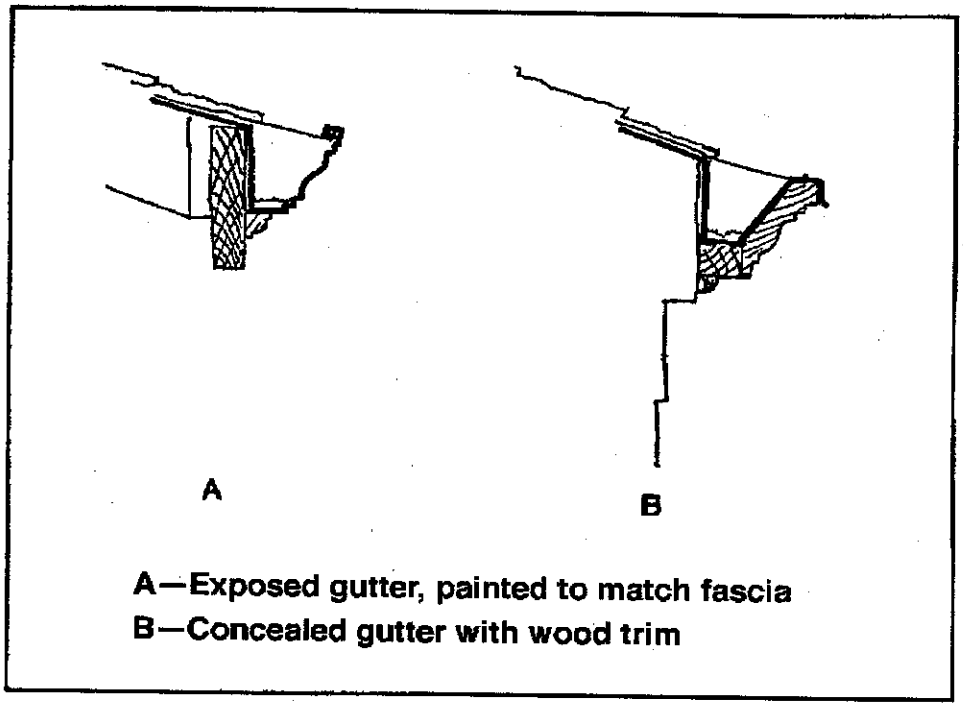
Window proportions and shape



Gutters and Downspouts:

- Gutters and downspouts should either be concealed or designed as a deliberate architectural feature. Any exposed gutters and downspouts should be painted to match the surface to which they are attached (unless the gutter and downspout material is copper or other architecturally desirable character).

Gutter Examples



A—Exposed gutter, painted to match fascia
B—Concealed gutter with wood trim

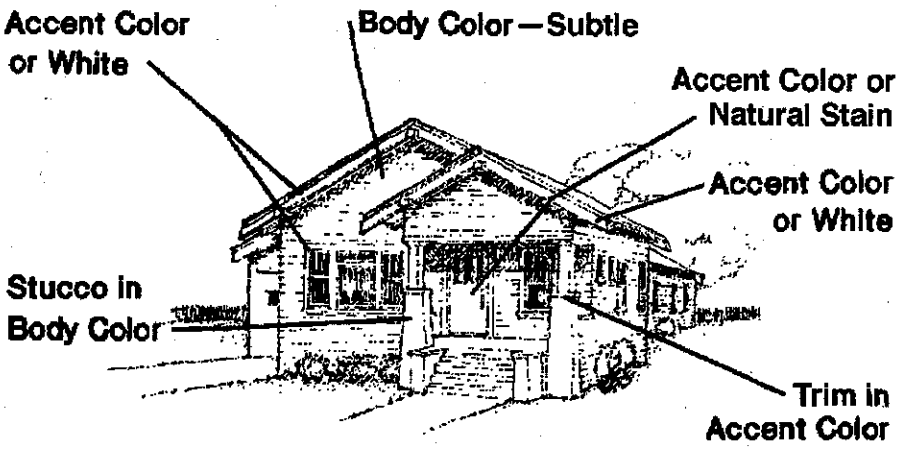
- Water from the roof drains could be efficiently utilized for landscape irrigation. Allowing this water to drain off site should be avoided if feasible. Refer to the Landscape Design section of these guidelines for recommended methods of conservation.

Exterior Colors:

- Create visual compatibility between the structures and the natural surroundings, promoting a subtle color selection instead of a bold approach.

Guidelines:

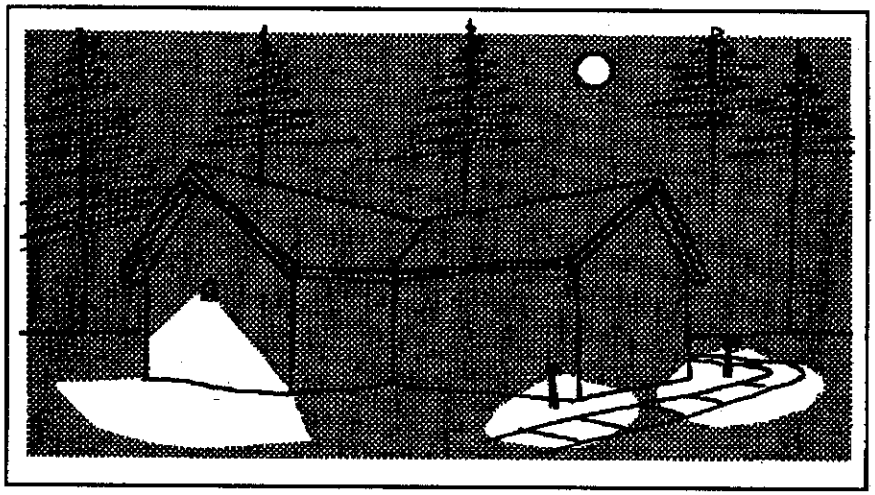
- Simple color schemes involving a maximum of three colors are recommended.
- Each color scheme should include a body color as well as accent colors to be used on windows, doors, balustrades, trellises, shutters, and fences. In general, the brighter a color, the more sparingly it should be used.
- Remember that certain materials such as stone and brick have distinct coloring in their natural state. They should be thought of as an element of the color palette used.



Exterior Lighting

Guidelines:

- Minimize exterior lighting to reduce disturbance to wildlife habitat areas. The dune area of the Cloisters project is designated as an Environmental Sensitive Habitat Area; home to species such as the Morro Bay Blue Butterfly and Snowy Plover. These species may be disturbed by night lighting.

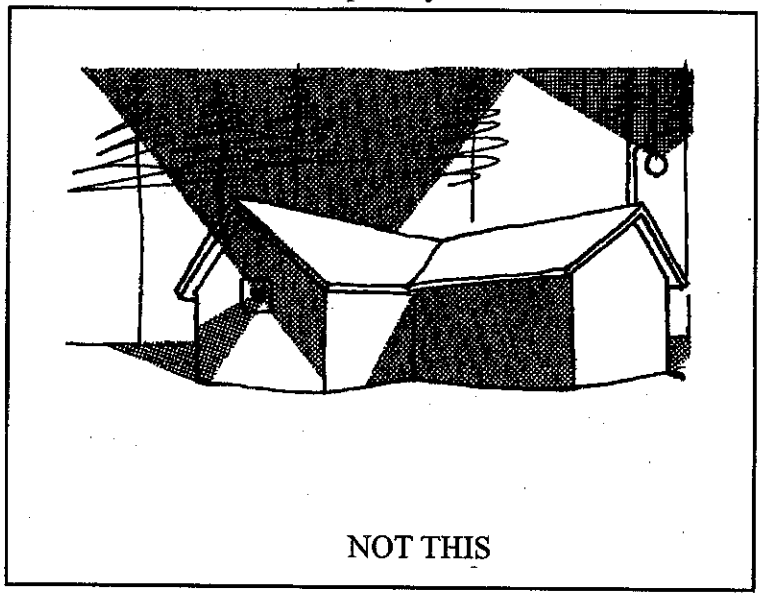


THIS

- Light fixture selection must be compatible with the architectural character of the building.
- The color, size, and number of fixtures should be carefully considered to enhance the residential environment. These elements should not overpower the desired subtleness of the neighborhood.
- Fixtures should be selected and arranged so that they directly illuminate downward, not into the sky.
- Security lighting where necessary shall be hooded, recessed, or located in such a manner that lighting illuminates only the intended area. Avoid off-site glare or unnecessary illumination.
- Bright lighting of exterior spaces which casts glare or light beyond the area

immediately near the house, is prohibited on lots adjacent to open space areas as well as those by the view corridor.

- No lights will be allowed on the top of any structure.



NOT THIS

- The use of low voltage lighting is encouraged wherever possible.
- All lighting and electrical work must be constructed to meet the most recent edition of PG&E's Energy Conservation Home Standards.

Mechanical Equipment and Utilities

Intent:

Provide direction toward proper location and/or screening of equipment.

Guidelines:

- Mechanical equipment such as air conditioners, water softener tanks, solar collectors, duct work and meters, whether part of the structure or elsewhere, shall be screened. Materials that are architecturally compatible with the main structure should hide mechanical equipment from neighboring lots and public view to the greatest degree possible.
- Solar heaters, if used, should be carefully located to minimize any negative visual impacts.
- Though hidden from public view, the utility equipment and meters must be accessible to the utility companies. These must meet all utility company requirements.
- Areas for trash container storage shall be incorporated into the building design. Otherwise, they should be suitably screened with walls and landscaping. They should be located at the rear or interior side yards. (See pages 39-42.)
- All flashing, sheet metal, vents and pipe stacks should be painted to match the adjacent roof or wall material.

- No satellite dishes larger than 3 feet in diameter are permitted. Any antennas and permitted satellite dishes shall be screened from public and neighboring view.
- Visible short wave radio antennas are prohibited.
- All residences shall have residential fire sprinkler systems.

Wood Stoves and Fireplaces

Intent: Establish efficiency standards that protect our environment by reducing impacts to air quality.

- All wood stoves and fireplaces must be the most air pollution free units available at the time of home construction.
- EPA inserts or the equivalent shall be installed on all fire places and wood stoves.
- All boilers, burners, heaters, or water heaters using natural gas should reduce NO_x emissions by the greatest amount possible.

Water Efficiency

Intent: Minimize water consumption by reducing the impact of new home construction in Morro Bay.

- All homes shall incorporate low flow toilets, shower heads, and faucets.
- Water collection and reuse for non-potable purposes such as landscape irrigation is strongly encouraged.
- Drought tolerant planting is required for most planting areas. (See Landscape Design Section.)

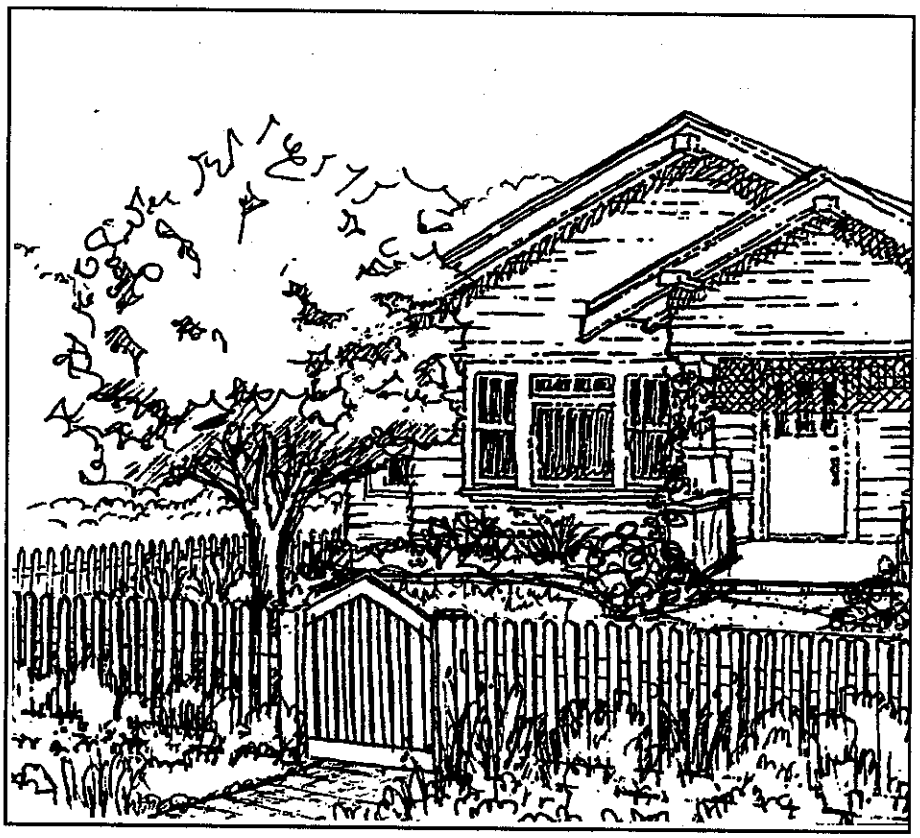
Special Utility

Intent: Promote long-term energy conservation and pollution reduction by strongly encouraging outlets for electric vehicles.

- Every owner is strongly encouraged to provide a dedicated 240/120 volt, 30/20 amp branch circuit which shall be terminated in an approved manner for a future electric vehicle charging outlet, in a location acceptable to the building official at the City of Morro Bay.

Note: In California, sales of new vehicles must be:
2% by 1998 - Zero Emission Vehicles (ZEV)
5% by 2001 - ZEV
10% by 2003 - ZEV

VI. LANDSCAPE DESIGN



GOAL

Stimulate environmentally sensitive, imaginative, and functional landscape designs which provide the continuity and character necessary to distinguish the Cloisters as a neighborhood with a landscape that responds to the architectural style and the unique site.

OBJECTIVES

- Establish unity of materials and design elements.
- Keep fencing and walls in character with the residences.
- Use driveways and other hardscape as an opportunity for design enhancement.
- Use plant material to strengthen the architectural statement, define enjoyable outdoor spaces, and provide transition between neighborhood and open space.
- Require efficient water use through selection of drought tolerant plant species and appropriate irrigation design.
- Keep landscape structures consistent with the scale and character of the building design.
- Use appropriate outdoor lighting for both aesthetics and safety purposes.

Unifying Elements

The ocean and dune environment adjacent to the Cloisters home sites creates a very unique coastal neighborhood. The personality of the neighborhood will be enhanced when the following ideas are incorporated to further marry the project to the site.

- Use plant material in private spaces which complements the streetscape planting and the surrounding native vegetation of the property.
- Design landscape elements to complement the architecture, existing project fences and existing signs.
- Use colors which coordinate with the building colors as well as the colors of the ocean, dunes and site vegetation.
- Provide creative transitions from the domestic landscape to natural open space.

Fencing & Walls

Intent:

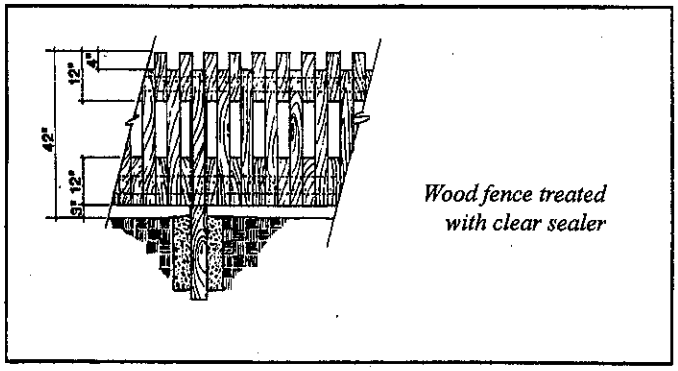
Reinforce the architectural themes and coastal neighborhood atmosphere of the Cloisters.

Definition:

Fence refers to any vertical structure made of wood, masonry, stone, etc. "Fences" may include hedges depending on their location and function.

Guidelines:

- Project fencing is provided along the back property line of lots that border the open space. Lot owners will own the fence segment along their property line and will be responsible for required maintenance.
- View Corridor and perimeter lots with Cloisters picket fencing on the rear property line must continue that fencing type on the side yard property line, if fencing is desired. The picket fencing is only necessary within the view corridor easement or rear yard portion of the lot. Construction and paint color must match the existing picket fence.

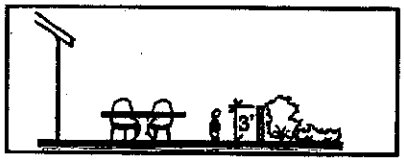


Cloisters Project Picket Fence

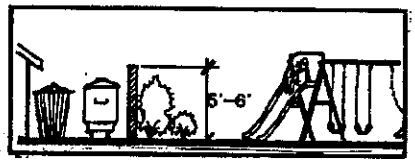
- Any new fencing along the view corridor easement boundary shall match the project fence shown and may not exceed 42 inches in height. Lot owners along this easement may not construct a fence in the rear yard that crosses the entire width of their lot, unless the fence is 42 inches tall or less. A taller fence may be

allowed for a partial length if it is deemed necessary by the Committee.

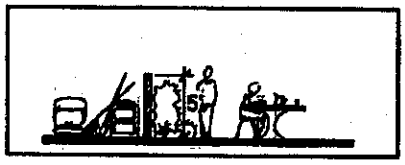
- Establish an appropriate height for the fence based on its function. Lower fences are encouraged to preserve views and promote an open neighborhood atmosphere.



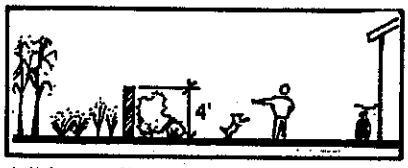
A 3' fence will provide semi-private areas and boundaries for small children



A 5'-6' fence may be necessary to screen trash cans

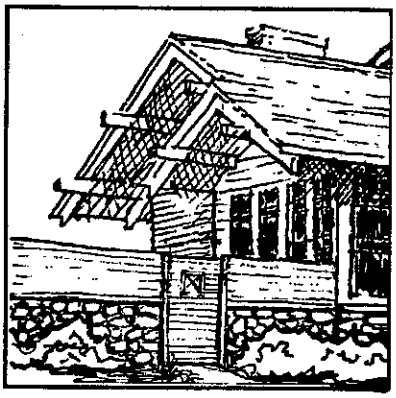


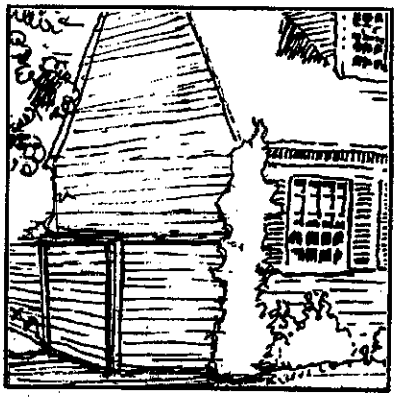
A 5' fence can screen utility area



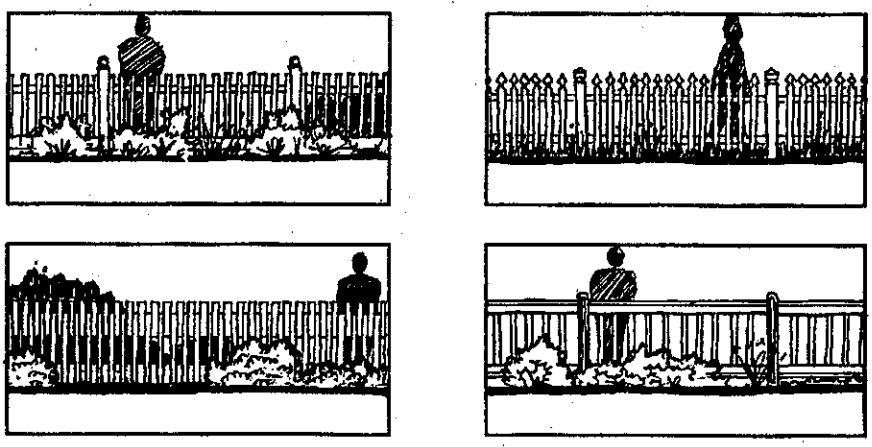
A 4' fence will keep most animals out of garden

- Fencing should complement the architectural character of the home. The following examples demonstrate this.



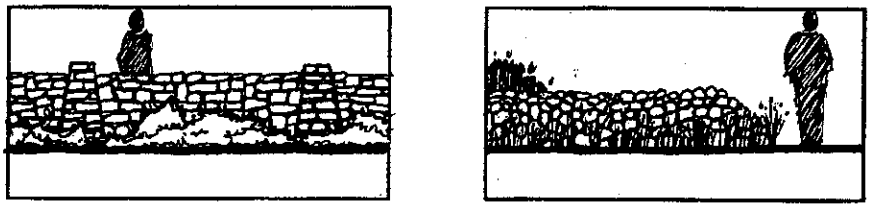


- Low picket fences will complement the project architectural style. A varietyof designs are encouraged. In the front yard, solid fences must be no taller than 3', and fences which are open to light must be no taller than 3'-6".



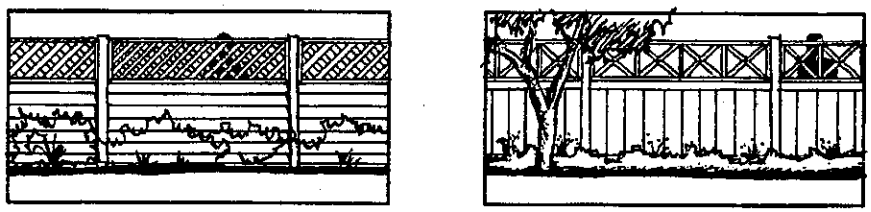
Samples of Low Picket Fences

- Low masonry walls such as stone may also be used if appropriate to the architecture. For example, if a Craftsman style home has a rock wainscoat or columns, a stone garden wall could be appropriate.



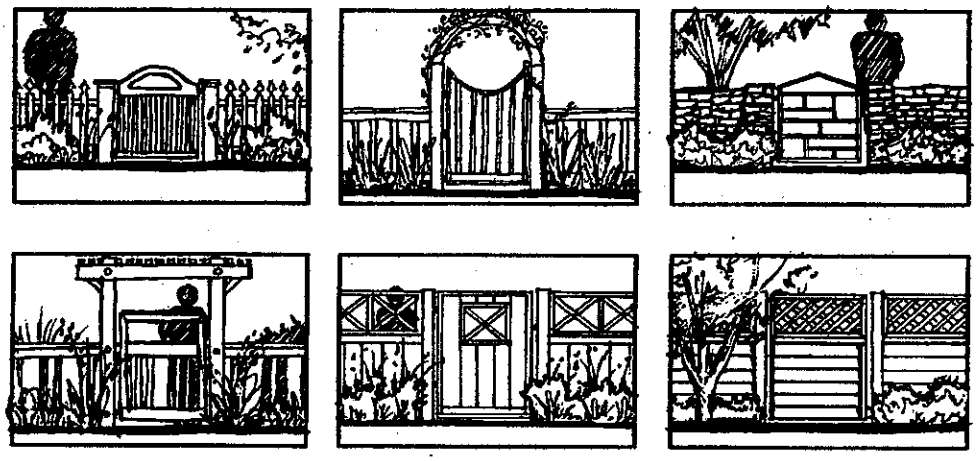
Samples of Stone Walls

- Taller fences may be used in side and rear yards except at the view corridor. These may be a maximum of 5'-6". They may be solid or semi-transparent. However, they must be constructed of wood.



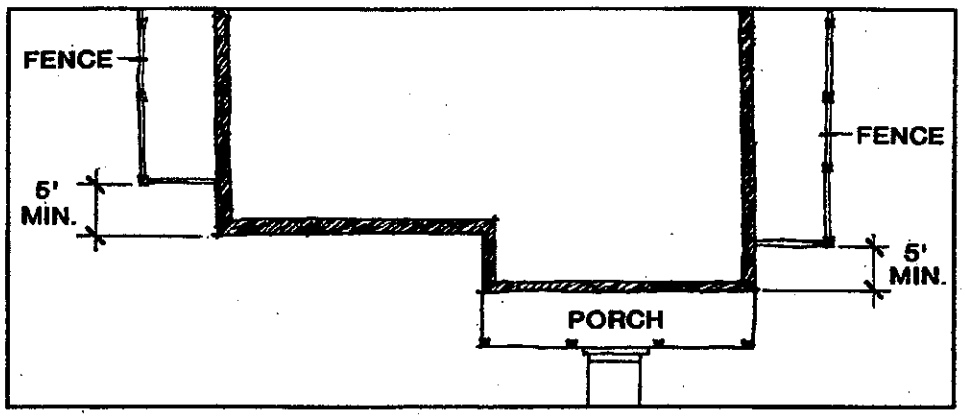
Samples of Taller Fences

- Gates may become a focal point in the landscape design and attention should be given to their design expressions.
- Connectors / fasteners should be made of weather-resistant aluminum, galvanized steel or stainless steel. Other materials may corrode easily in the salt air.



Samples of Gate Designs

- The maximum height for a fence in the back or side yard is 5'-6".
- The maximum height for a fence in the front yard is 3'-6"for pickets and 3' for solid fences. Exceptions for gates and arbors may be granted , subject to Committee approval and City Codes.
- Side yard fences must be set back 5' from the nearest building face before returning into the building. Flush fences may be approved when the same building material is used on the fence and house, like examples shown on page 40.



Setback for Side Yard Fences

- Stucco, chain link, precision block and slumpstone in particular are prohibited fence materials. Wrought iron is prohibited for fencing, but it is acceptable as a gate material.

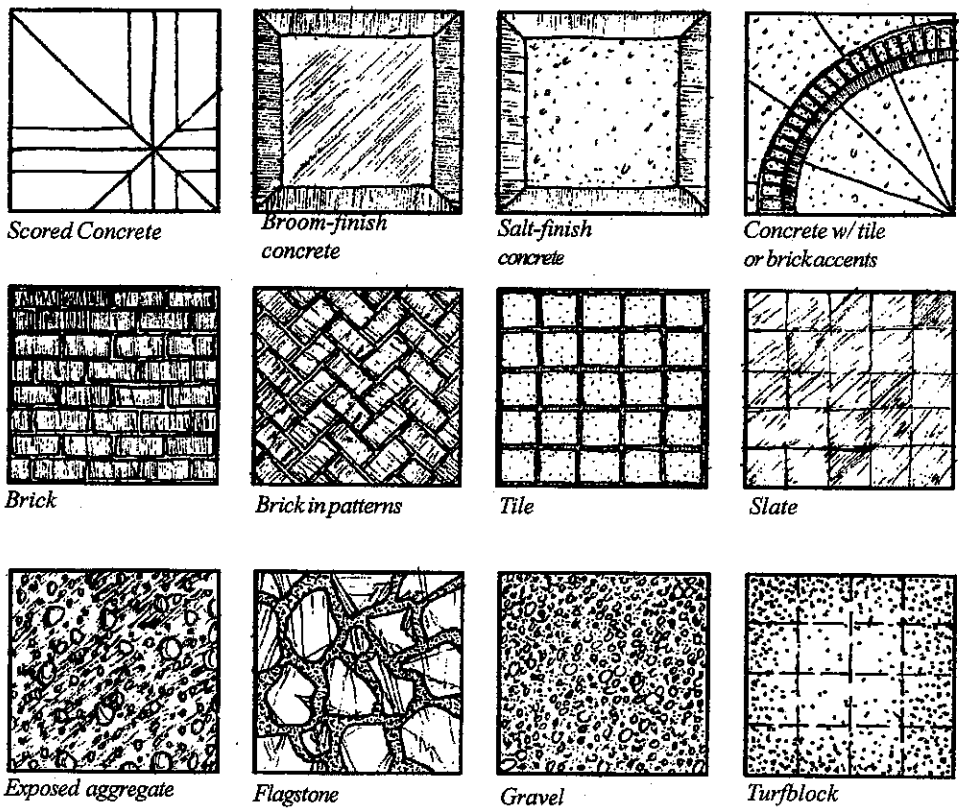
HARDSCAPE

Intent:

Ensure that all hardscape used in a design is high quality and responds to the other elements of the residence. Hardscape includes patios, courtyards, driveways and any other paved outdoor surface.

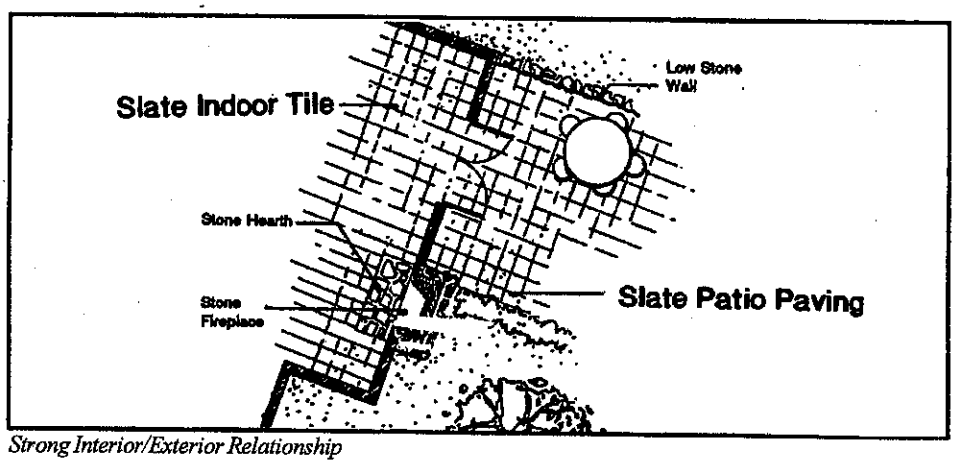
Guidelines:

- Hardscapes with special surface treatments are encouraged. Special treatment is defined as applying score lines, color, texture, masonry, unit pavers, etc. An example of non-treated paving would be natural grey concrete with minimum expansion joints. If plain concrete is desired, the use of patterned score lines, salt finish, or broom finish to dress up the surface will be required. Avoid large monotonous expanses. The following are some examples of acceptable paving treatments.



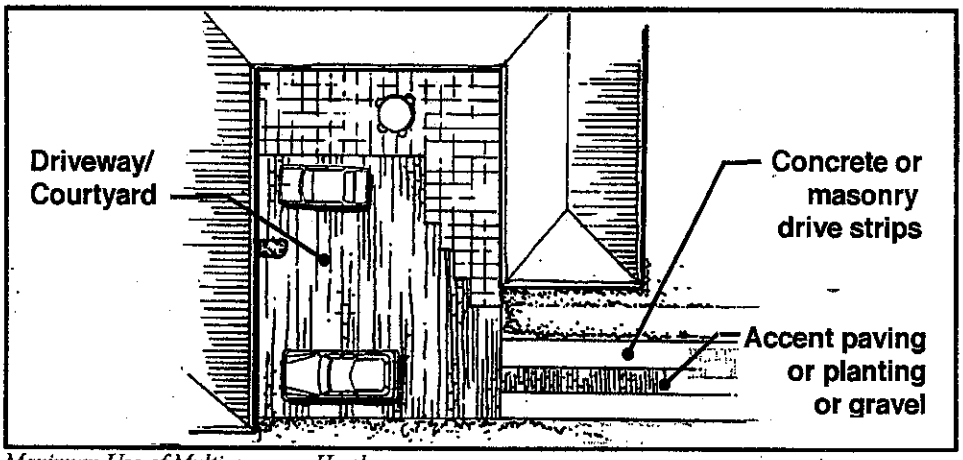
Sample Paving Materials

- The relationship between interior spaces and the outdoor environment may be strengthened when a patio area is paved in a similar material or color as the adjoining indoor room.



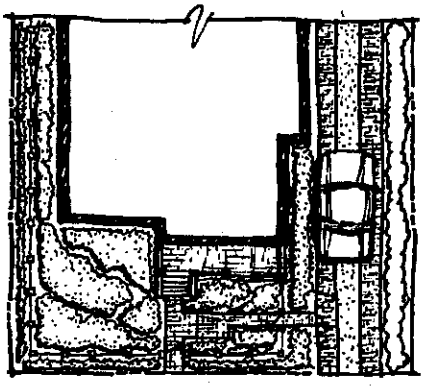
Strong Interior/Exterior Relationship

- Large areas of groundcover, rock or "rockscapes" are prohibited. This includes the use of colored rock, lava rock, or reflective white rock. Rocks or gravel should be used as accent only and not as a groundcover for large areas, unless otherwise allowed in these guidelines. Small areas of gravel, river rock or other local rock may be approved for use between driveway strips or planting borders.
- Maximize the use of beneficial and multi-purpose paving. Many uses in one paving area will reduce the need for many different paved or impermeable spaces. For example, a carefully located garage may have a driveway that can also act as an outdoor entertaining area or children's play court.

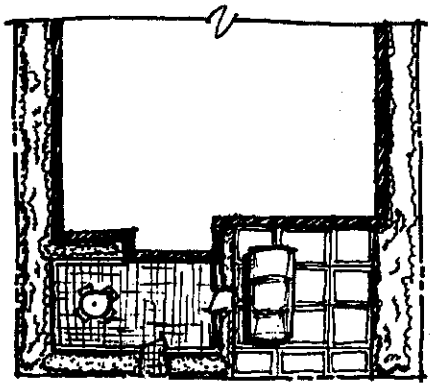


Maximum Use of Multi-purpose Hardscape

- Hardscape in the front yard should be limited to an entry walk and front porch. The soft landscape should be the most predominant feature in the front yard. Small patios and expanded entry walks may be appropriate to create usable seating space.



THIS: Minimal hardscape in front yard



***NOT** THIS: Large areas of hardscape dominate the front yard*

PLANTING

Intent:

Promote water conserving planting design which enhances the character of the Cloisters and complements the surrounding natural environment.

Guidelines:

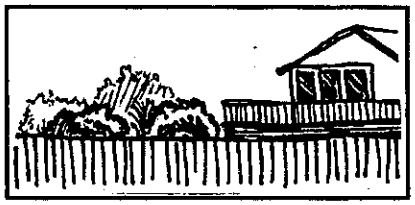
- All property within a lot must be landscaped by the owner. Pre-approved planting and irrigation plans for easement areas and slopes on perimeter lots, including lots 1,13-32, and 46-82 are on file at the sales office and City. These plans show a minimum basis for landscape improvements. Lot owners may submit more detailed improvement plans for approval by the Committee and City.

  Requirements for these lots include using a majority of drought tolerant and coastal thematic plant species. Care must be taken to avoid invasive plant species that might escape to the natural environment. Great efforts have already been made in the dune habitat area to eradicate invasive species and allow the native species to recover. View corridor lots, as depicted in the CC&R's and guidelines, have an added height limitation of 4' for planting within the view corridor area of the lot.

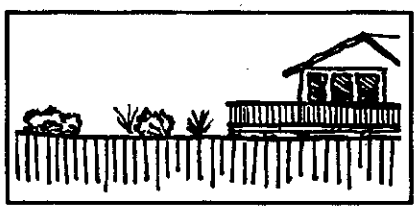
  Homeowners are responsible for maintaining all landscape areas.

- Plant material should be used to soften structural edges, create outdoor spaces and for screening.

- Plants should be arranged in groups and spaced to allow them to develop into masses. Avoid spacing plants far apart so individual shaping is a temptation, unless they are designated as a single specimen or accent plant.



THIS: Plants are arranged in masses and allowed to develop naturally



***NOT** THIS: Plants are spaced far apart and individually pruned*

- Formal planting designs may be appropriate when designing garden structure for perennial plantings in conjunction with bungalow, cape cod or craftsman buildings.

- Trees should be used to create an intimate scale, enclose spaces and frame views. Their placement must respect to the degree possible the long-range views of the surrounding neighbors. A list of trees in the Appendix is provided to assist owners and consultants in the selection of species exhibiting characteristics that are consistent with the coastal requirements and theme of the project. (See note below)

- Ninety percent of the selected plant material must be drought tolerant. The following diagram shows a sample of group planting by water requirements.

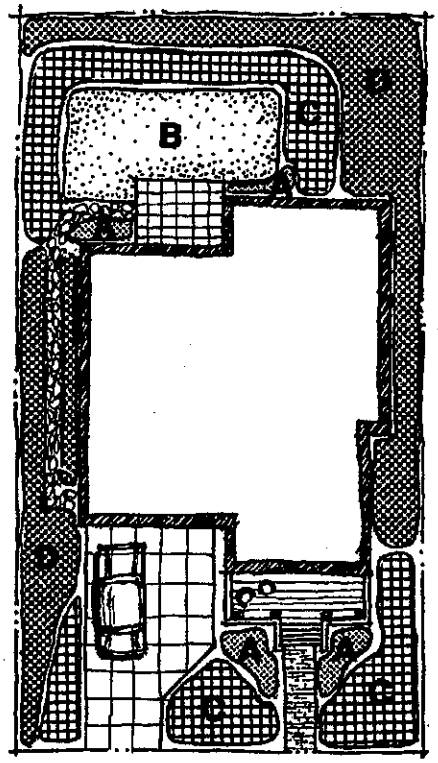
* Please NOTE: Though these guidelines require that lot owners take neighbors views into consideration, at no point should these guidelines be taken as a means for one lot owner to dictate the planting design for another lot owner.

A. Maximum of 10% total landscape use of plant material that is not drought tolerant. To be used at entries and patios. Irrigate with efficient spray heads, bubblers, or drip.

B. Lawn or lawn substitutes. Minimize lawn areas to conserve water.

C. Drought tolerant shrubs with drought tolerant ground cover below.

D. Drought tolerant shrubs with mulch or shredded bark below. Drip irrigation.

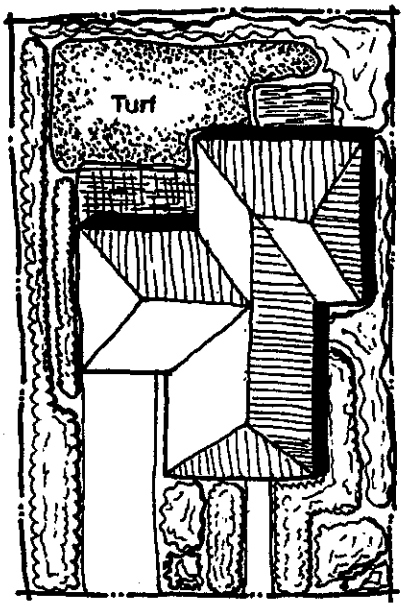


Planting Diagram for Water Use Categories

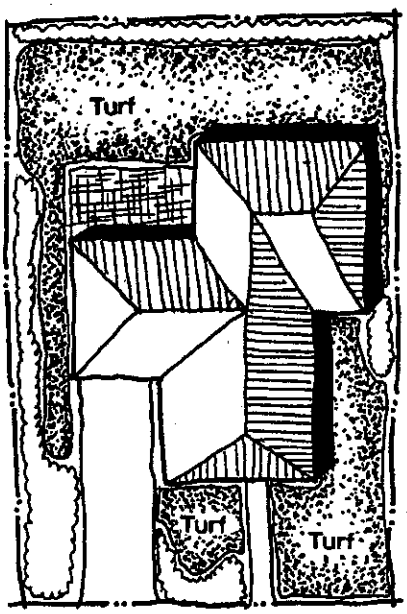
- Careful consideration must be given to the plant selection and design of landscape areas bordering open space areas. These areas should act as a transition from the domestic landscape to the natural.
- Planting areas must be covered with bark mulch at installation (approximately 2" to 3" thick) to increase the soil's ability to hold water, to reduce water requirements and to provide a clean finish to planting areas.
- Planting should be used to screen less desirable areas from public view (e.g. trash can enclosures, parking areas, storage areas and utilities).
- See Appendix for a list of recommended drought tolerant plants.

Turf Areas

- Turf areas should be planned for active use areas only and be minimized in scale for water conservation purposes.
- Use turf to increase the size of usable outdoor space and at focused high use areas rather than as a groundcover only.
- Tall fescues are one of the best turf types for year-round green and deep rooting. This will provide a consistent look with less water.



THIS: Turf is limited to high use areas



***NOT** THIS: Turf is used excessively and inappropriately*

- Turf use is discouraged in the front yard, and should only be used if the applicant intends its function to be a play area.
- All turf widths must be designed to facilitate efficient irrigation design.

IRRIGATION

Intent:

Provide for each residence an efficient and long term water system for the establishment and maintenance of a drought tolerant landscape.

Guidelines:

- All planting areas shall include permanent, automatic irrigation to ensure proper plant health, except when the applicant can demonstrate that other irrigation techniques are effective and/or plant material does not need regular water. If an applicant elects to pursue a landscape without an irrigation system, they must sign an agreement with the Committee agreeing to maintain the health of their landscape.
- All irrigation systems shall separate turf areas from shrub and groundcover areas. Planting shall be zoned separately according to water requirements and sun exposure. The final design plan submittal must identify exposure zones and how irrigation will be separated.
- All irrigation shall include back flow prevention (per local code).
- All spray head systems shall be designed to have head to head coverage.
- All irrigation schedules are to be adjusted quarterly to meet plant requirements.
- All irrigation systems are to be routinely adjusted to minimize runoff and discharge of water onto adjacent hardscape or properties.

- Irrigation clocks must be programmed to operate during low water demand periods of the day, such as early mornings.
- Rain sensors are required to be linked to the clock to avoid irrigating during rainfall.
- Run times for all stations are to be adjusted to reduce runoff.
- Lot owners are encouraged to conserve water by collecting or diverting building runoff water through gutters and using it on landscape areas, if feasible.
- All irrigation systems, to the maximum extent feasible, shall be designed to apply water slowly in order to reduce runoff.
- Drip irrigation and stream spray systems are encouraged.
- Pop-up irrigation heads should be used along walks and hardscape to avoid damage to heads and prevent accidental hazards to pedestrians.

Landscape Structures

Intent:

Encourage the use of landscape structures (decks, trellises, arbors, gazebos, etc.) in proper scale and character.

Guidelines:

- Landscape structures should be used to provide entry accents, shade, shelter, focal points or gateways.
- These elements may be integral parts of the buildings or freetanding structures; however, even freestanding structures must be carefully incorporated into the site design.
- All structures must be of appropriate scale within the site design.
- All structures must be constructed of wood or wood with other compatible materials (e.g. stone, concrete, etc.) approved by the Committee.
- Metal (except as hardware for wood construction) and plastics are prohibited as materials for landscape structures. The coastal influence on metal creates a high maintenance routine to combat rusting, so it is not recommended for structural use.
- Any colors applied to these structures must be complementary to the buildings and be approved by the Committee.
- Placement of structures must conform to all setbacks and must consider visual impacts.

Mailboxes

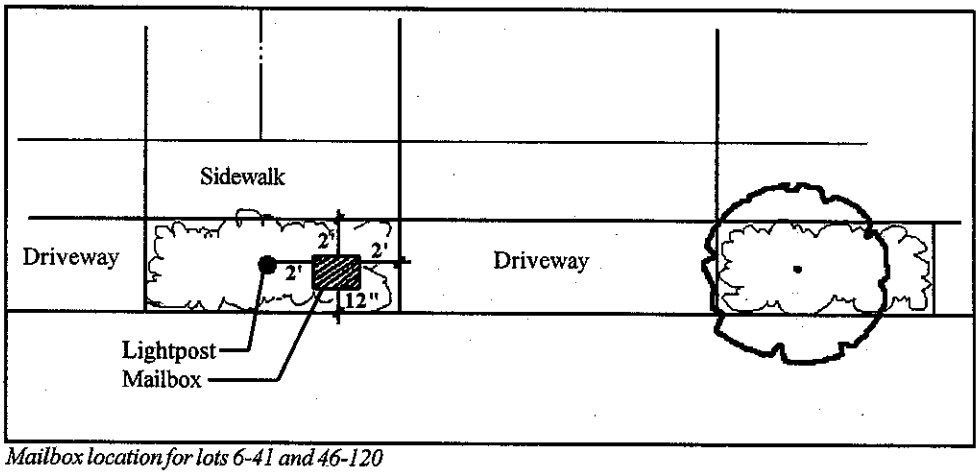
Guidelines:

Individual homeowners shall be responsible for installing a mailbox post and box per the design found in the Appendix. The house address number must be shown on the front door of the box in 1" high numbers. Owners names are optional. Advertising on boxes or supports is prohibited. Customers must remove obstructions, including vehicles, that impede efficient, safe delivery to the

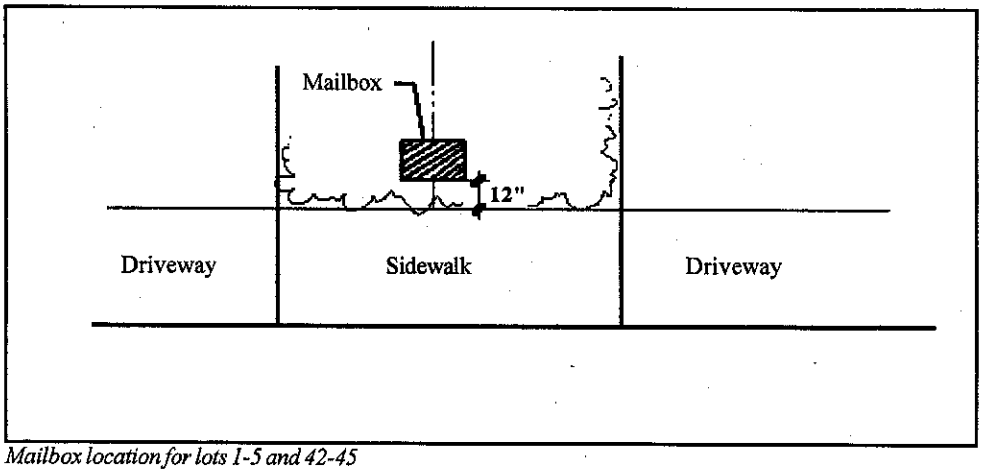
receptacles or service may be withdrawn.

The mailbox structure shall be for one to four homes depending upon specific lot layout (see diagram in Appendix). This diagram is tentative and homeowners are responsible for checking the final location map on file with the committee or sales office.

The mailboxes on lots 6-41 and lots 46-120 shall be installed in the planting strip adjacent to the street with the face of the box 12" back from the curb. Lots 1-5 and 42-45 shall install the post so that the face of the mailbox is 12" back from the edge of the sidewalk. Shared posts shall be located on the property line between sharing lots, or as close as possible. Single mailbox posts shall be located close to a property line as well. Locate mailboxes 2' from lightposts, driveways and sidewalks (for Lots with planting strips). A minimum setback of 5' from trees is preferred, with an exception of 3' if necessary.



Mailbox location for lots 6-41 and 46-120



Mailbox location for lots 1-5 and 42-45

Prior to installation, the homeowner is responsible to consult with the utility company for location of utilities and underground services. Post holes shall be hand dug to avoid breaking pipes.

Art / Sculpture

Intent:

Encourage the use of art and sculpture in the landscape as an intimate personal expression.

Guidelines:

- Subtle art and sculpture is encouraged.
- All art pieces should be located in intimate spaces and any art visible to the public must consider the impact on the viewer.
- The use of large, bold, or highly visible art is prohibited, unless it is completely screened from public and neighborhood view.
- Plastic or plaster facsimiles of humans and animals larger than one cubic foot as well as plant figures such as deer, squirrels, etc. are prohibited in front yards or any area visible by the public. They may be included in non-public spaces if they are screened.

Lighting

Intent:

Encourage dramatic, yet subtle, landscape lighting and prohibit excessive outdoor lighting schemes.

Guidelines:

- Adequate outdoor lighting should be provided to ensure safety. However, light levels must not be a nuisance to adjacent properties.
- Light fixtures must be complementary to the architecture and neighborhood character.

Path Lighting

Accent Lighting

Specimen Tree Lighting

- Quality and well directed light is the goal. Do not specify too many light fixtures.
- Light source for wall washing and tree lighting shall be hidden.
- Light should be used only to accent focal points, not the entire yard. (no flood lighting.)

lighting.)

- Colored lightbulbs and lenses are prohibited.
- Lights which are activated by a motion sensor will not be permitted if lights are activated from a distance greater than 14 feet.
- Lighting should not cast glare or "spill over" onto adjacent lots or into the Environmentally Sensitive Habitat Area. (See page 35 and 36.)
- Path lighting must be subtle and allow pedestrians to find their way without being excessive.
- Light fixtures used as bold ornaments on masonry columns are prohibited.
- Low voltage lighting conserves energy and must be used in the landscape whenever possible.

MAINTENANCE

Intent:

Homeowners will be required to diligently care for an approved and implemented landscape for the benefit of the entire neighborhood. This is mandatory of all lot owners under the CC&R's. The following guidelines are contained in these Design Guidelines to help the lot owner prepare for meeting this responsibility during the period of construction.

Guidelines:

- Lot owners should direct their design team to create and install low maintenance plantings. In addition, long-lasting landscape improvements should be designed and constructed.
- Regular and necessary care of wood products is required. Neglecting to paint and water seal shall not be permitted.
- Repairs to hardscape items and replacement of expired plantings shall be timely.
- All landscaped areas shall be maintained diligently to ensure proper health, growth and appearance of all landscaping.
- All areas shall be kept free from debris, trash and weeds.
- Lots which have not yet been built upon must be maintained by the lot owner. The lot shall be kept clean of trash. Grasses and weeds should be mowed and/or removed periodically .

VII. PERIMETER LOTS OUTSIDE OF VIEW CORRIDOR (Lots 1, 10-18, 22, 23, 24, 46-67, 74, 75)

GOAL

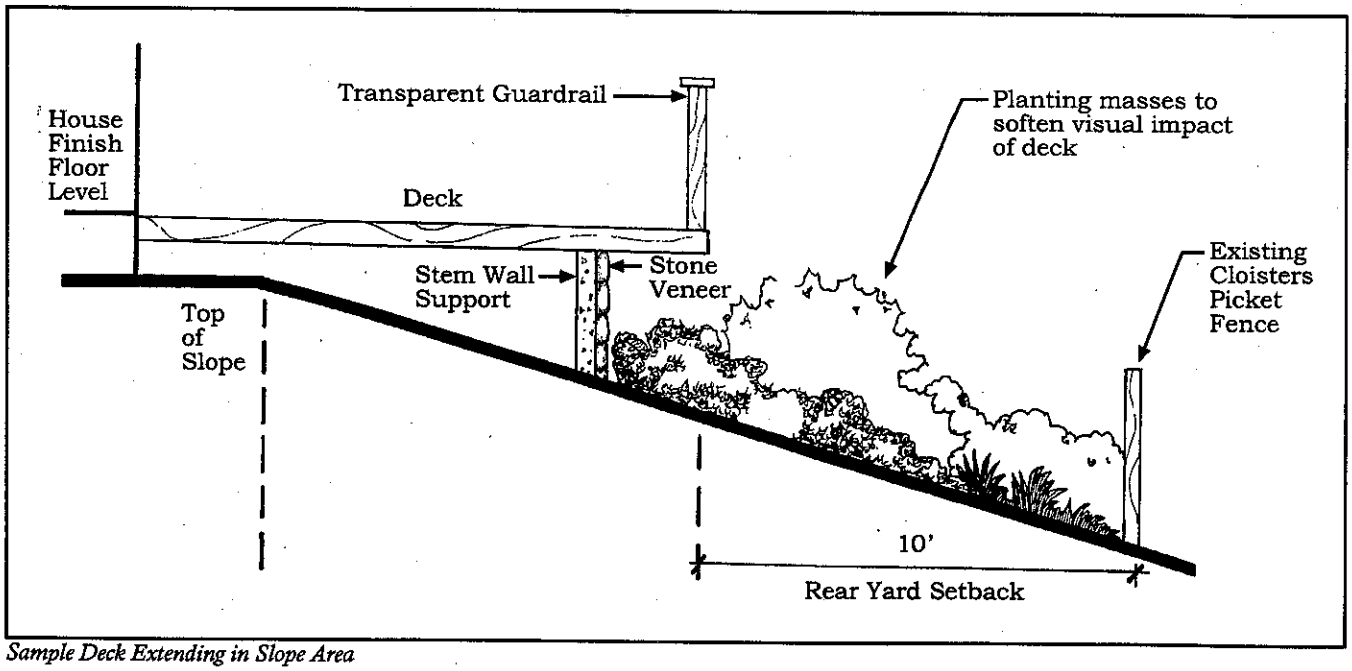
Each of the above referenced lots has an approved landscape plan for the rear slope area on file with the City of Morro Bay Planning Department and at the Cloisters sales office. The planting and irrigation plans establish a minimum requirement for the landscaping of these areas. At a minimum, each lot owner is responsible for implementing those plans and maintaining the landscape. Lot owners may submit plans with a more detailed landscape for approval by the Committee and the City.

Unlike the perimeter lots with a view corridor easement, owners of these lots may be allowed structural landscape improvements such as decks and walls within the slope area. A 10' rear yard setback will apply to any proposed landscape structure improvements. Manipulation of existing grades shall not direct drainage onto an adjacent lot.

The following guidelines apply to the area between the top and bottom of slope.

Decks:

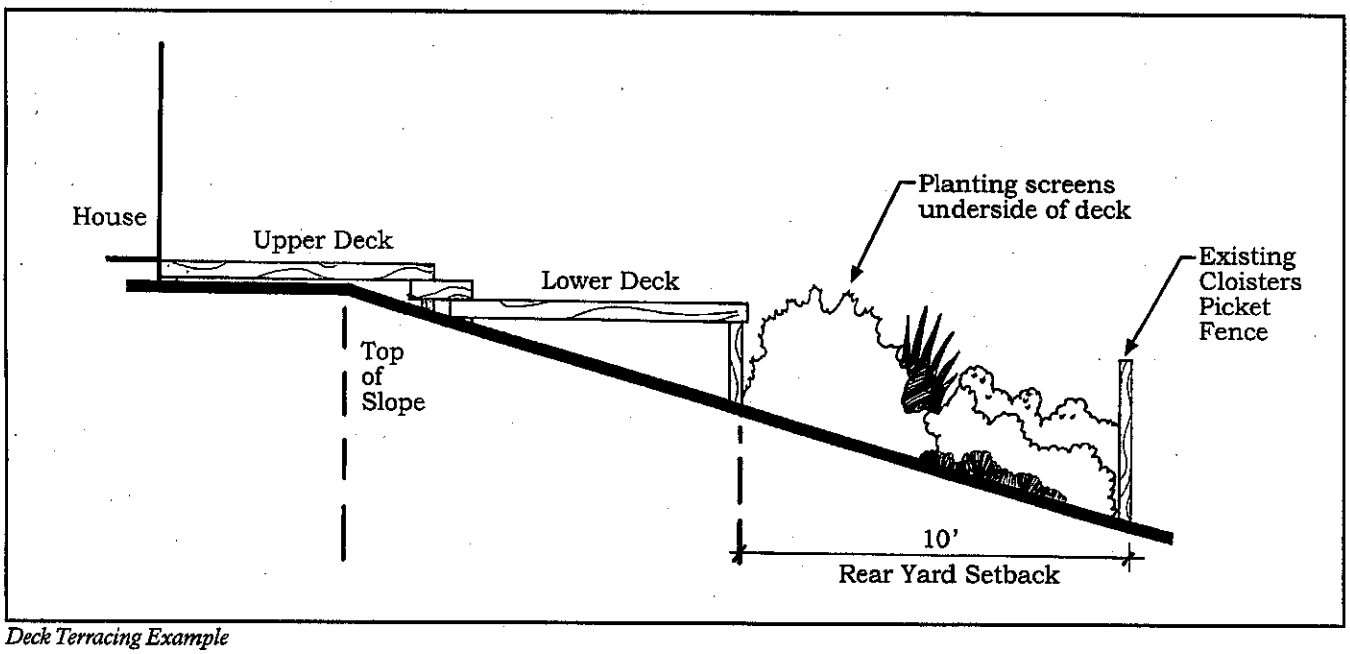
- Decks may be allowed since their pole type construction works well in slope conditions. However, exposed support structures shall be screened in order to improve aesthetics.
- Enclosing or screening the under side of the deck with planting and architectural material such as stone, block, brick, or wood complementing



Sample Deck Extending in Slope Area

the house is desirable. Natural stone materials will greatly complement the natural coastal plantings.

- Terracing the deck down the slope is recommended to help soften the visual effect of the structure and blend it into the natural surroundings.

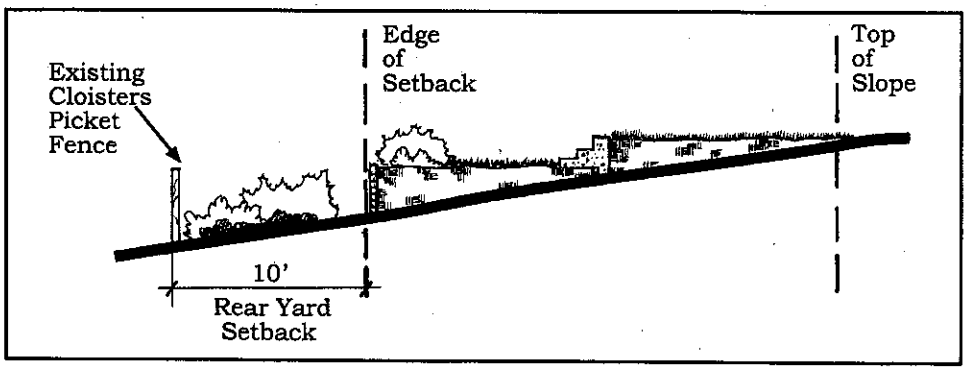


Deck Terracing Example

- Decks requiring a guardrail must use mostly transparent guardrail materials. The railing may not exceed current building code heights, so that views from neighboring properties may be preserved. Decks not requiring a guardrail are preferred.
- Fully enclosed decks or sunrooms are not acceptable. No railing over 42" or overhead structure shall extend within the slope area. An exception may be granted for fully transparent windscreens.
- Stem walls supporting decks may not exceed a height such that the top of deck is higher than the finished elevation of the first floor of the main structure.

Retaining Walls:

- It is recommended that retaining walls not exceed 3-1/2' in height and



Example of Terraced Retaining Walls

must not exceed the finished lot grade of the building pad.

- Walls may be terraced to accommodate a less obtrusive design. Double walls must accommodate planting between terraces.
- Terracing walls down the slope (rather than using one taller wall) is recommended to help soften the visual effect of the structure and blend it into the natural surroundings.

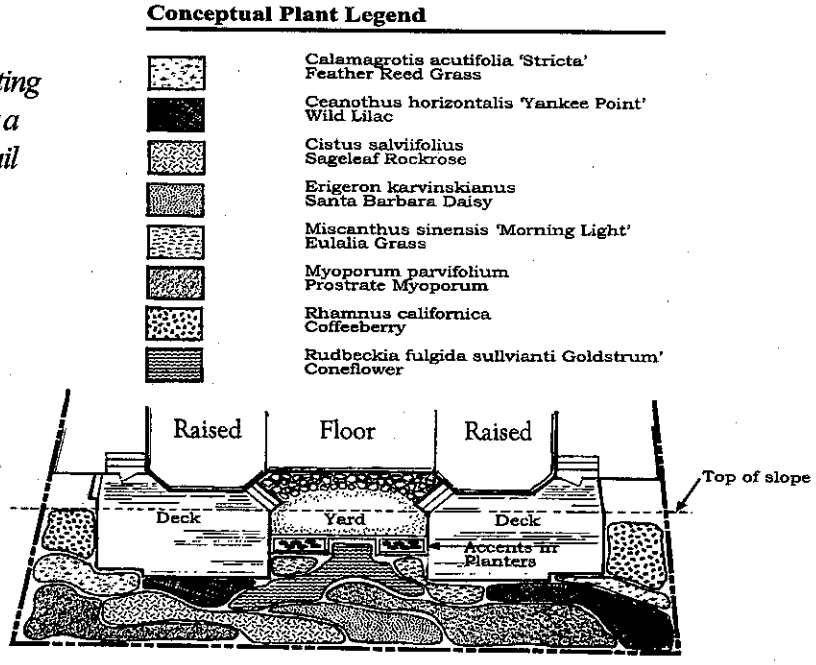
Side Yard Fencing

- Lots with project picket fencing (1, 13-18, 22, 23, 24, 50-67, 74, 75) shall continue that picket fencing along the side yard property line within the slope area.
- Lots 46-58 may utilize side yard fencing of their own design along the slope side property line. Lower fencing is recommended if views are available along the back side of the lots.

Planting:

- Planting must be in compliance with the approved planting plans such that a majority of the plants must be drought tolerant and of a coastal thematic species.
- The slope plantings were designed to provide a visual plant transition to the open space and natural environment. If plants other than those designated by the approved plans are introduced, care must be taken to avoid invasive type species that might escape into the dune environment. Great efforts have already been made in the dune habitat area to eradicate invasive species and allow the native species to recover. Also, as in the view corridor, no plants shall exceed 42" tall.
- Lots 46 to 58 may use plants or trees over 42" tall, but no higher than the buildable height of the lot.

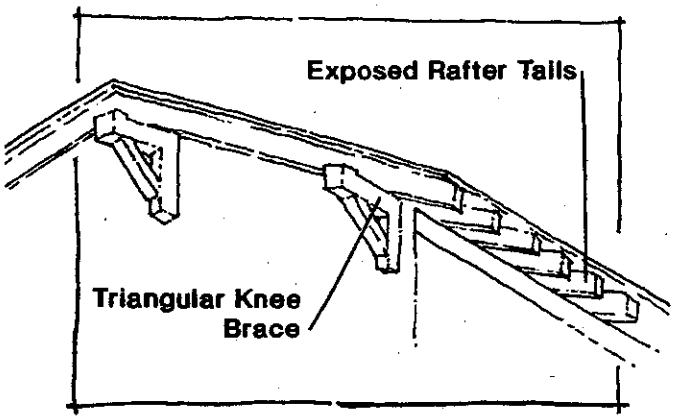
Note:
The following planting diagram represents a greater level of detail than the minimum

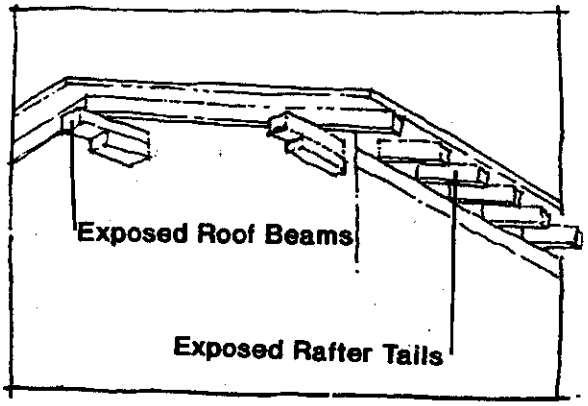


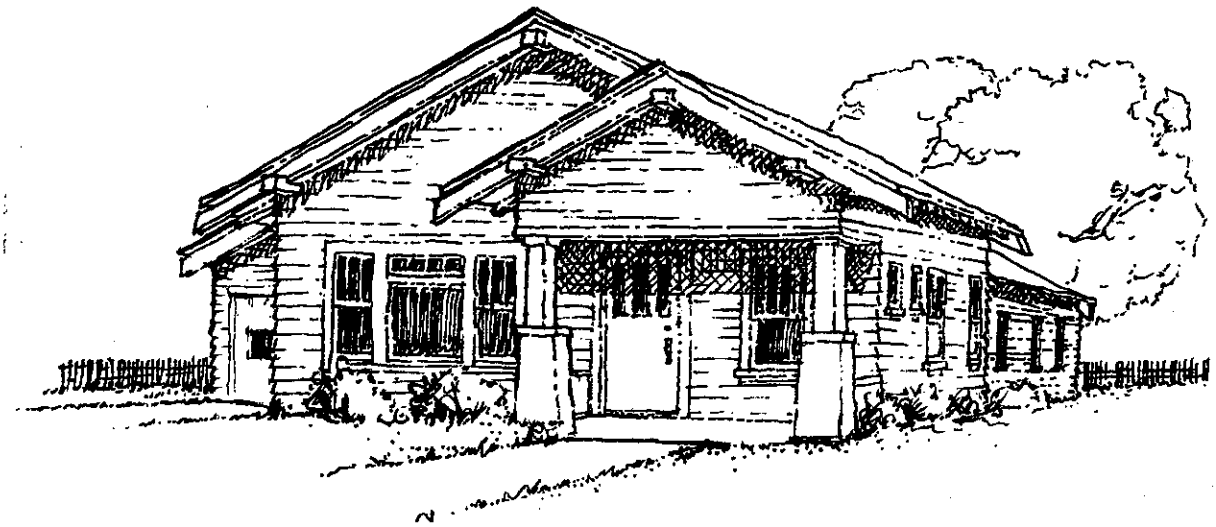
Conceptual Planting Diagram Example

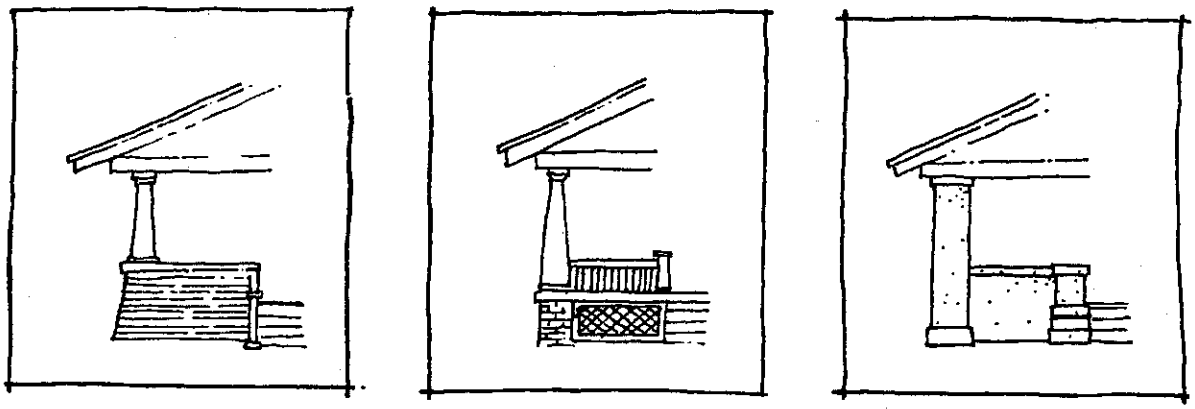
APPENDIX

ARCHITECTURAL CHARACTER SKETCHES

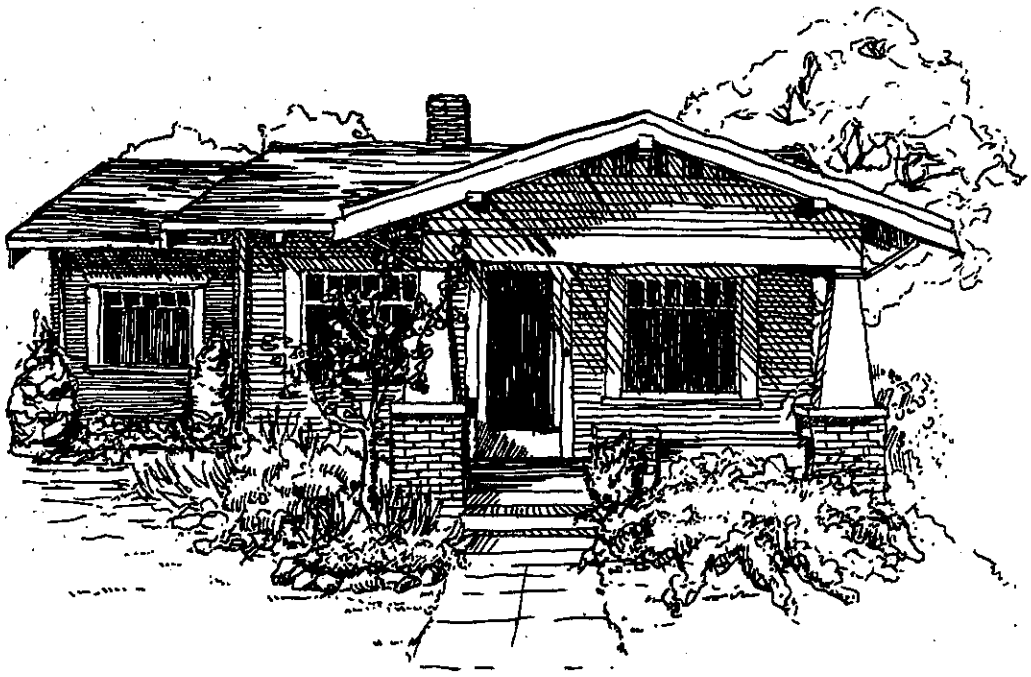


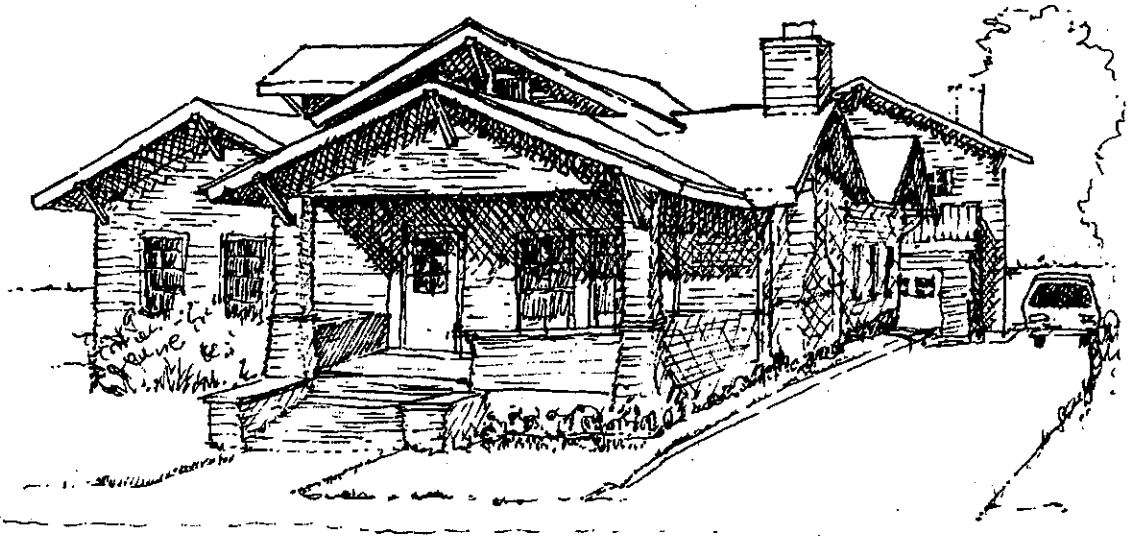




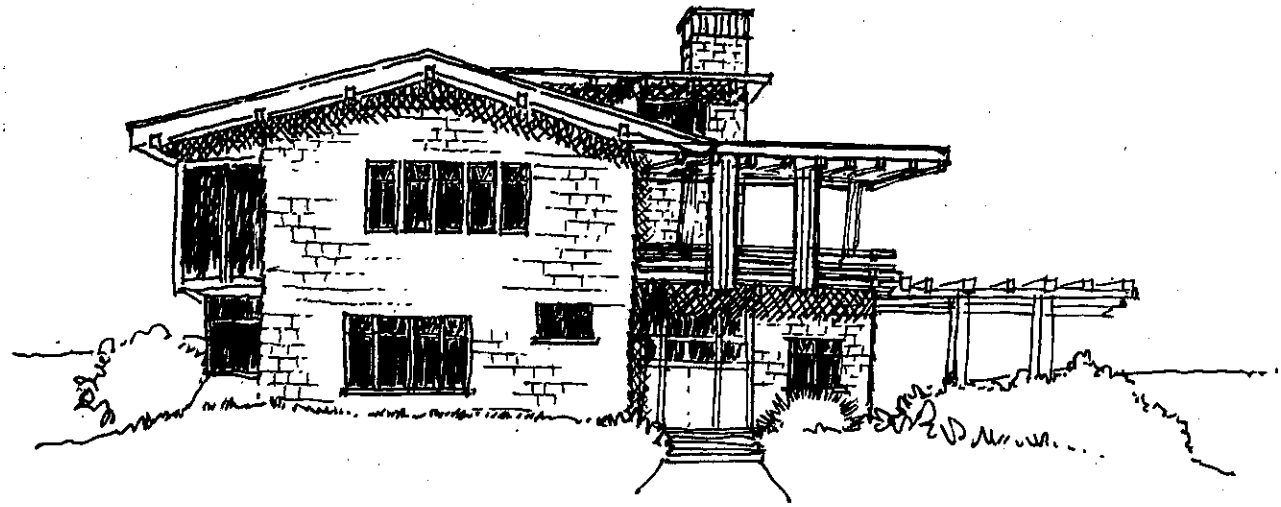


Porch Supports and Railings

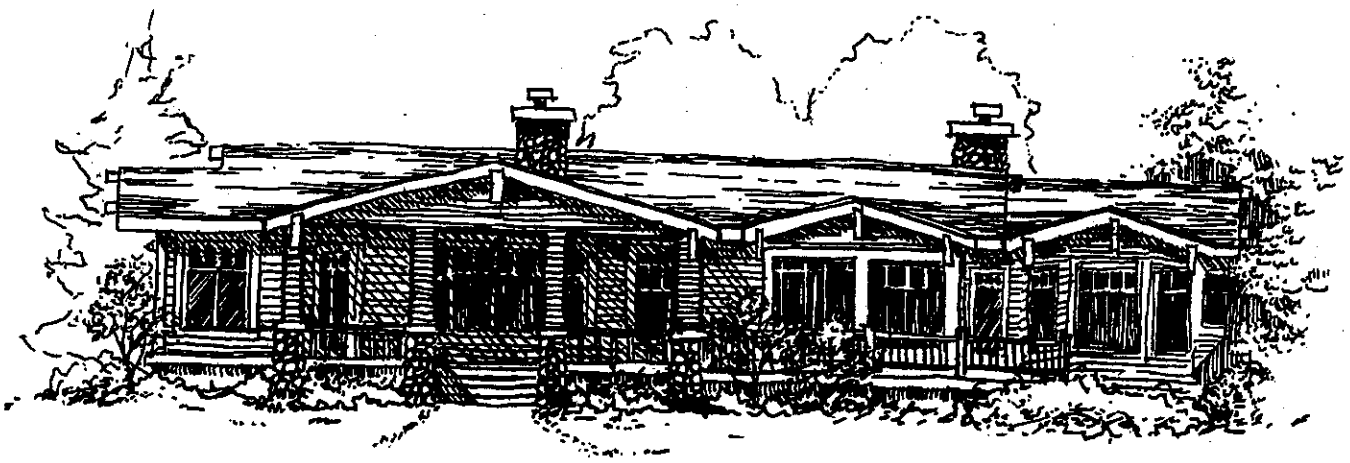




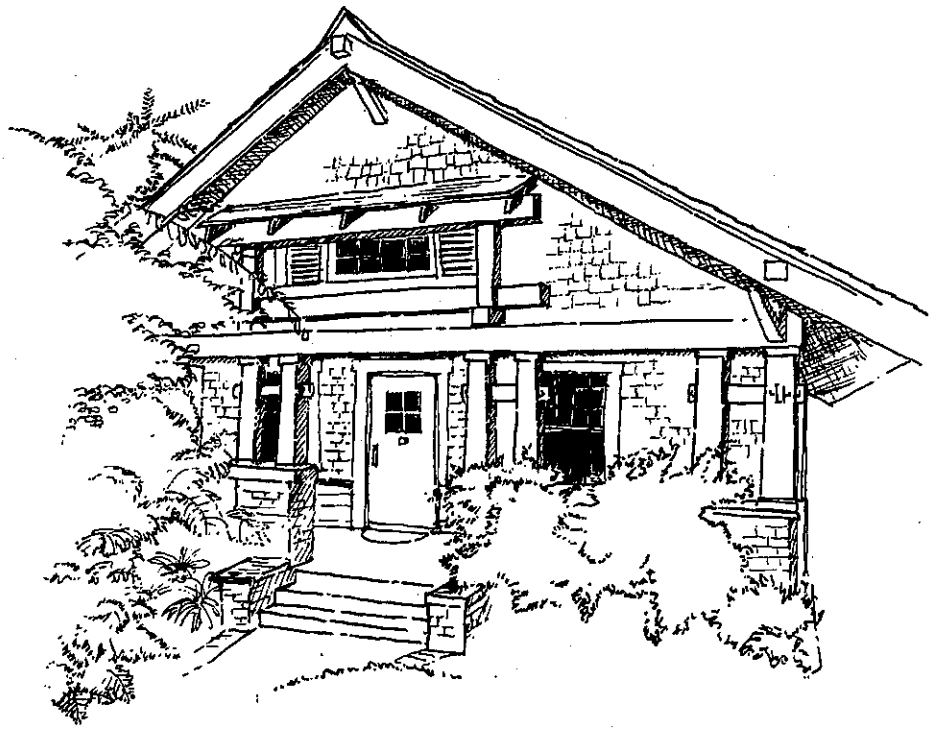
*The **Traditional California Bungalow** is characterized by the low pitched gabled roof, large overhangs, exposed roof beams and rafter tails, vertically oriented multi-paned windows, and lap siding. Traditional California Bungalows, more than any other style, incorporate large front porches and often locate the garage behind the home. The low pitched gable roof typical of this style will be beneficial in the areas where there is a 14' height limit. The upper picture shows a bungalow built without top dormers, allowing it to fit in the 14' height limit zones.*



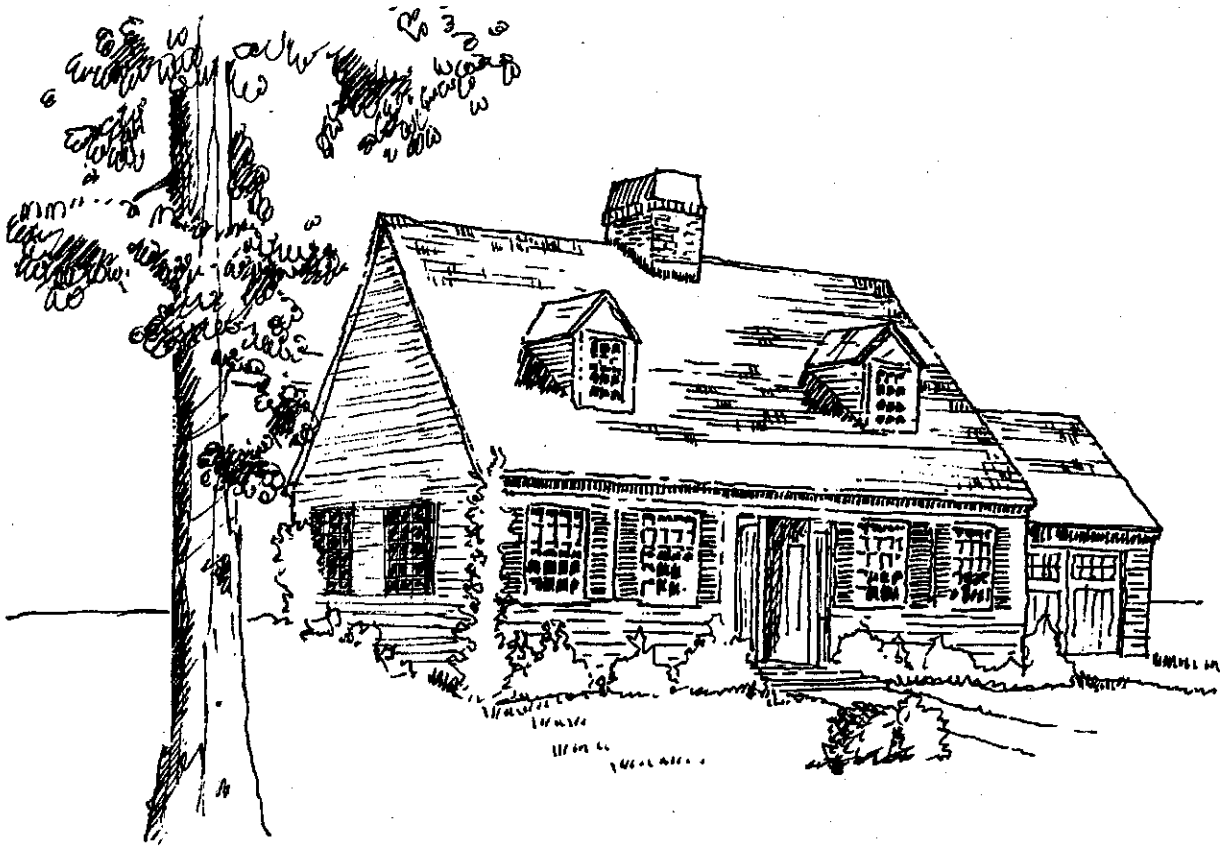
Craftsman Style *architecture is characterized by the gently pitched gable roof (good for 14' height limit areas), large overhangs with exposed roof beams and rafter tails, and wood shake or lap siding. Trellises, large porches and patios are often well-integrated into the house design. Craftsman architecture tends to incorporate more stone and bricks for accenting on the base of the building, chimneys, patios, walls and paving. Windows, though not exclusively, are most often vertically oriented and in groups of two to five instead of single. Grouping the windows can be advantageous in capturing ocean or open space views.*

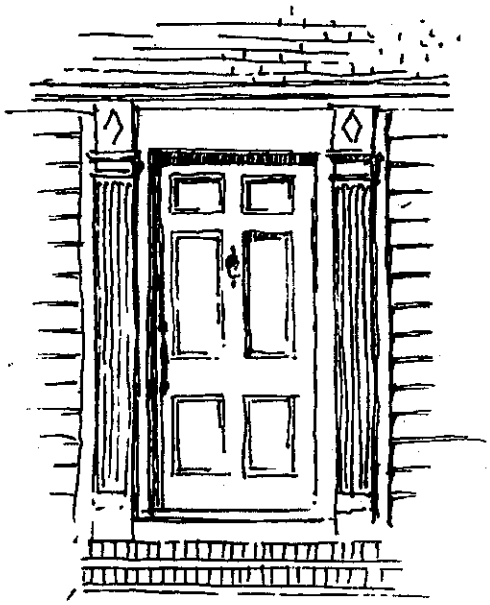


This Bungalow combines key elements of a ***Traditional California Bungalow*** *(prominent elevated front porch multi-paned windows, exposed rafter tails and roof beams) with common Craftsman/ Arts and Crafts elements (stone accents, large patio wrapping around the house and windows grouped together two to four in a row).*



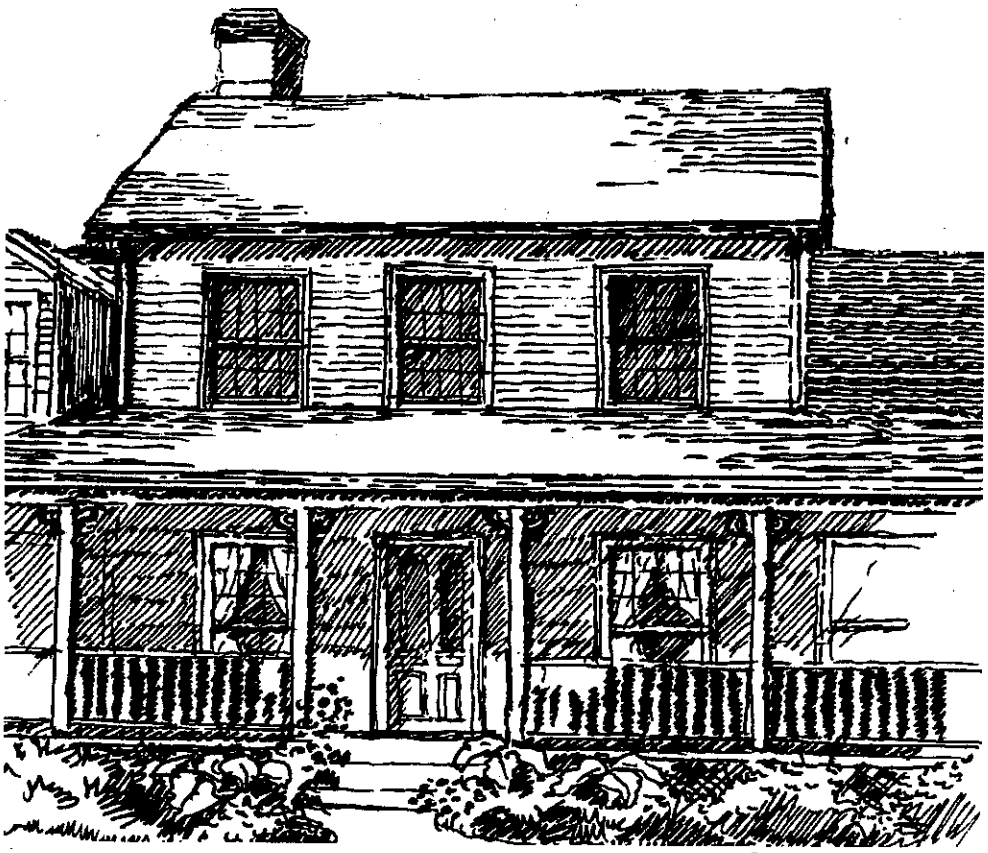
The detailing of the joints on the porch collumns is characteristic of the ***Craftsman/Arts and Crafts style****. The shingle siding and oversized timber used to frame the attic window is also common for this style.*

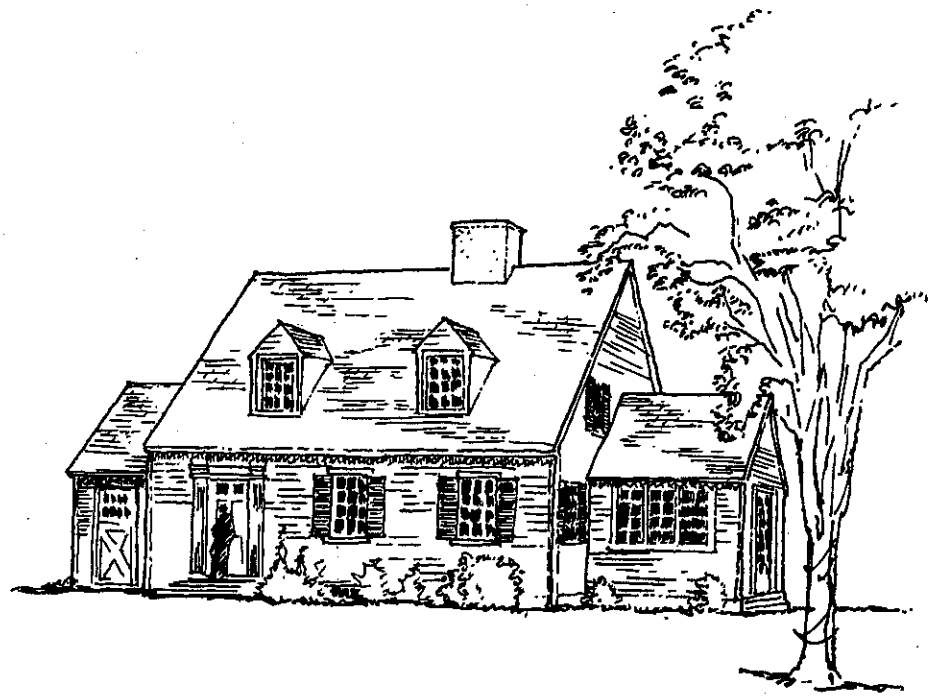




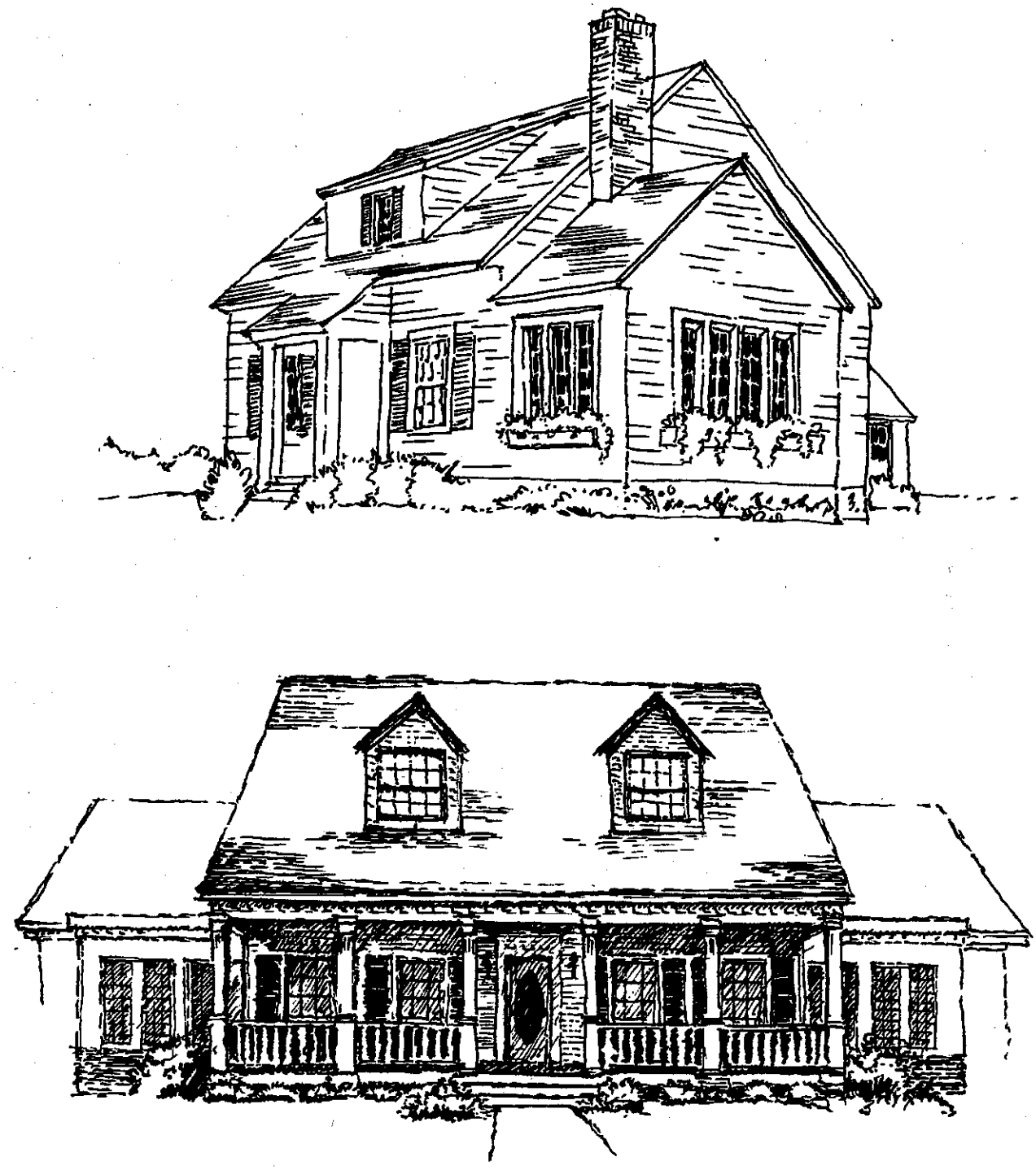
Door Examples

This is a good example of a ***Traditional Cape Code / Early Colonial*** *style home. The symmetry of the front elevation, centrally located chimney, dormers, shutters, vertically oriented multi-paned windows, wood siding and high pitch roof with a slight overhang are characteristic elements of Traditional Cape Code architecture.*

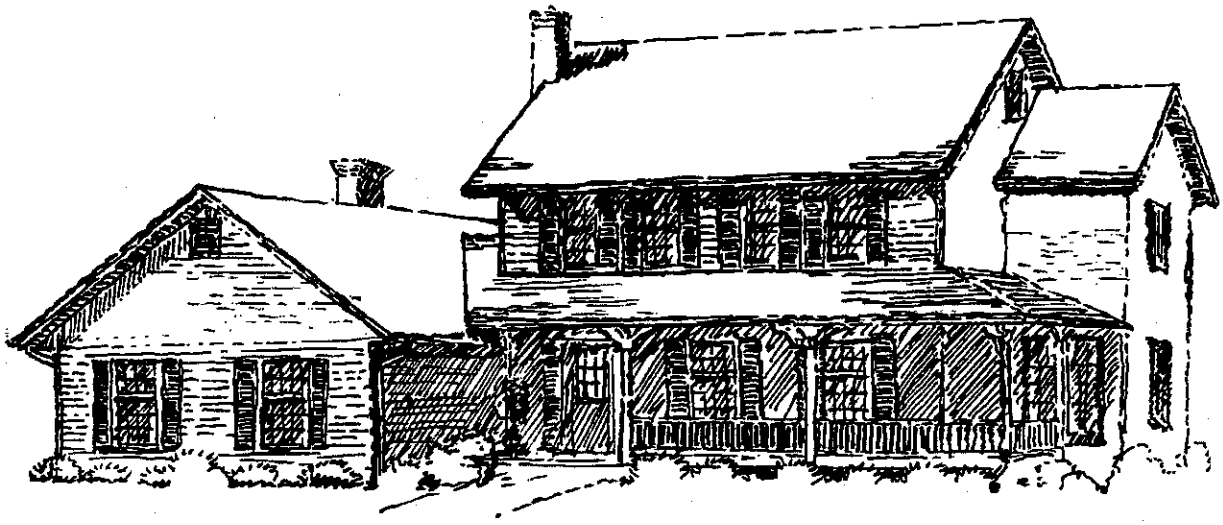




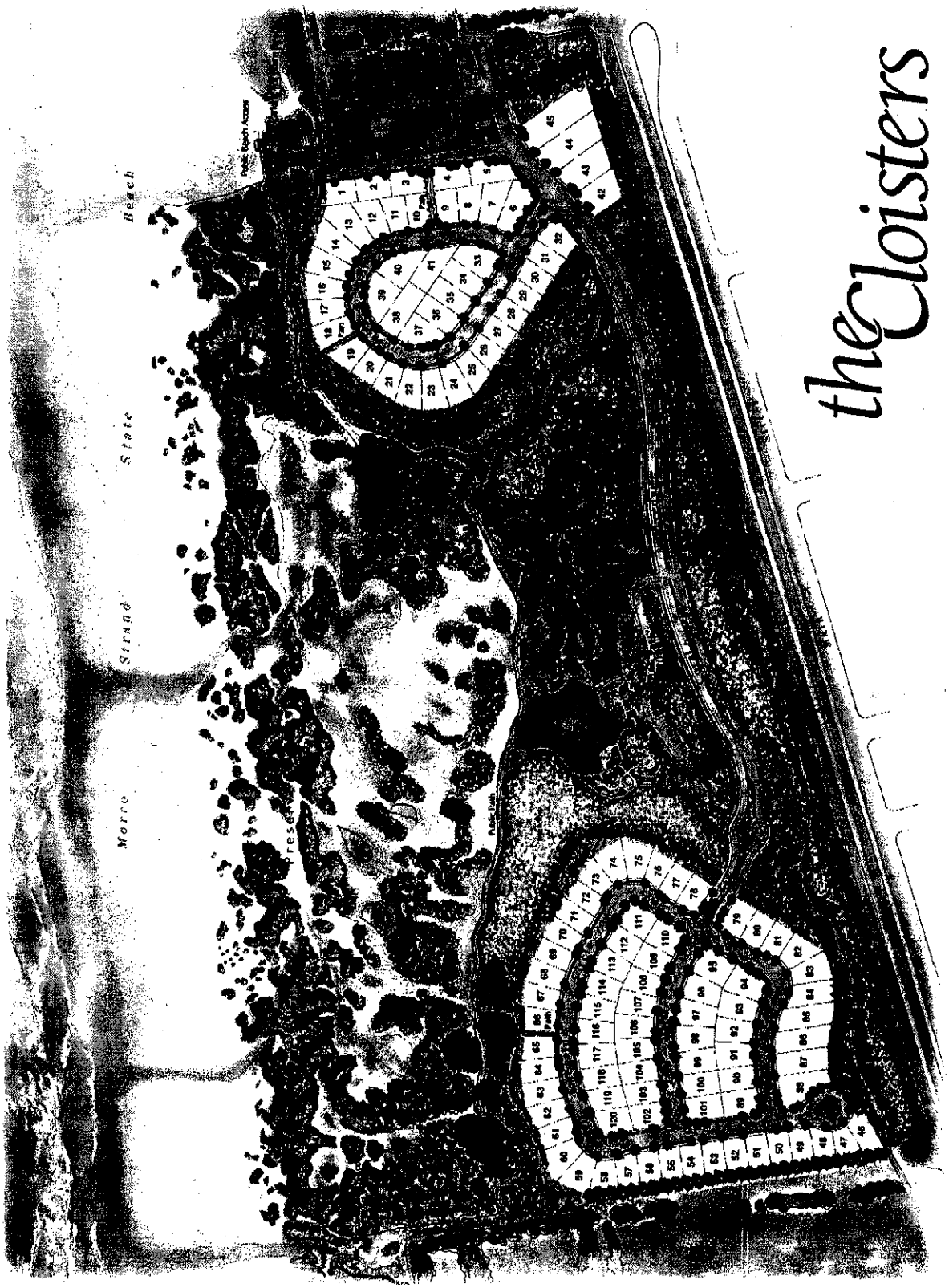
*The **Cape Code / Early Colonial** style is apparent through characteristic elements such as high pitched roof, minimal overhang, vertically oriented multi-paned windows, dormers, wood clad siding and front porches.*



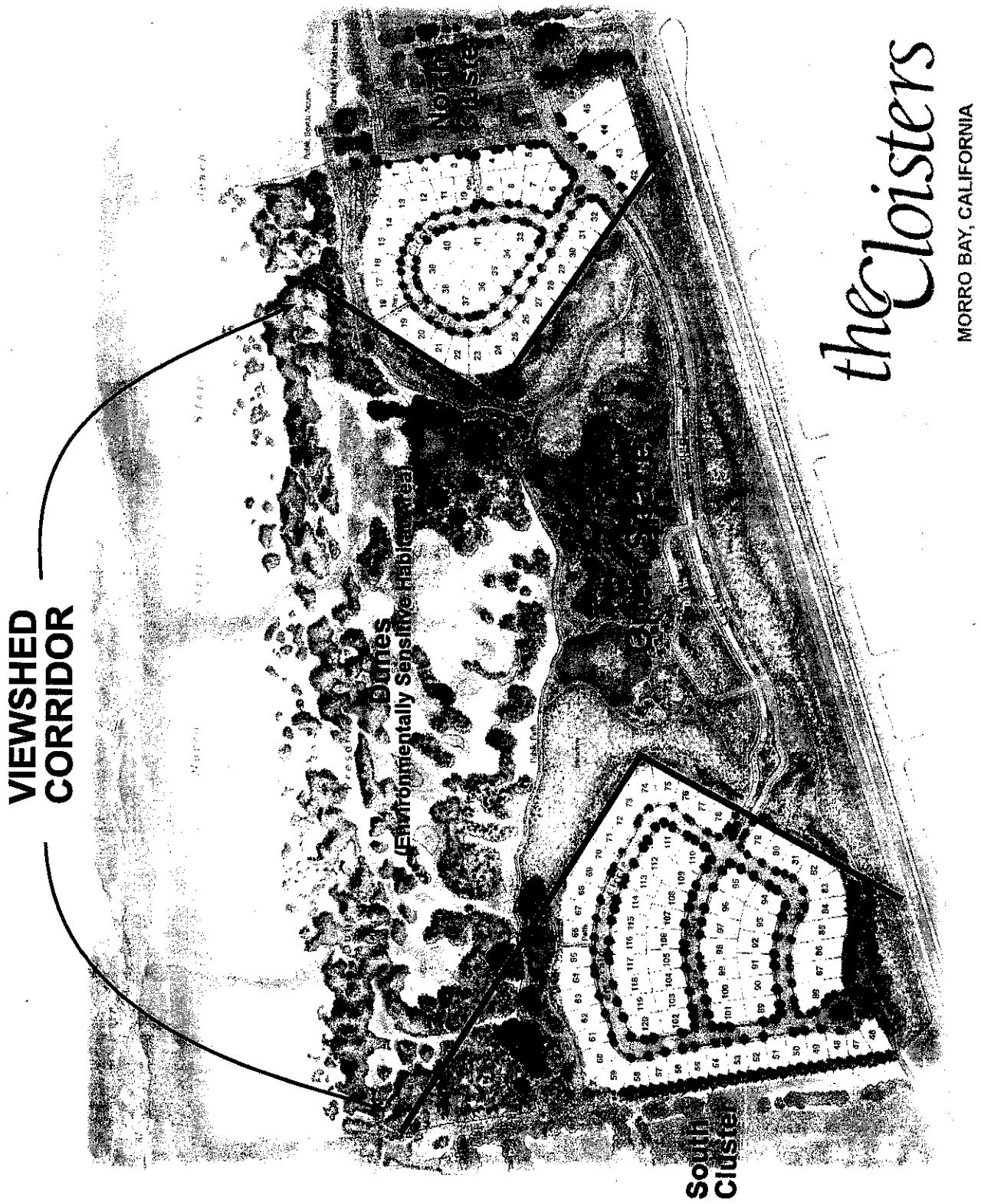
*These **Early Colonial** style homes have a nice **Cape Cod** flare with their symmetry, dormers, high pitched roof, minimal overhang window boxes, shutters and wood siding. Though trellises are not a traditional Cape Cod element, through the use of materials and careful detailing, it is well integrated.*



The higher pitch roofs, minimal overhang, dormers, multi-paned windows, wooden shutters and wood lap siding give these homes a ***Cape Cod / Early Colonial*** *character.*


the Cloisters
MORRO BAY, CALIFORNIA
State Beach
Strand
Morro
Public Beach Access
Public Path

Site Plan



Viewshed Corridor Diagram

SUGGESTED LANDSCAPE PLANTS FOR HOMEOWNERS

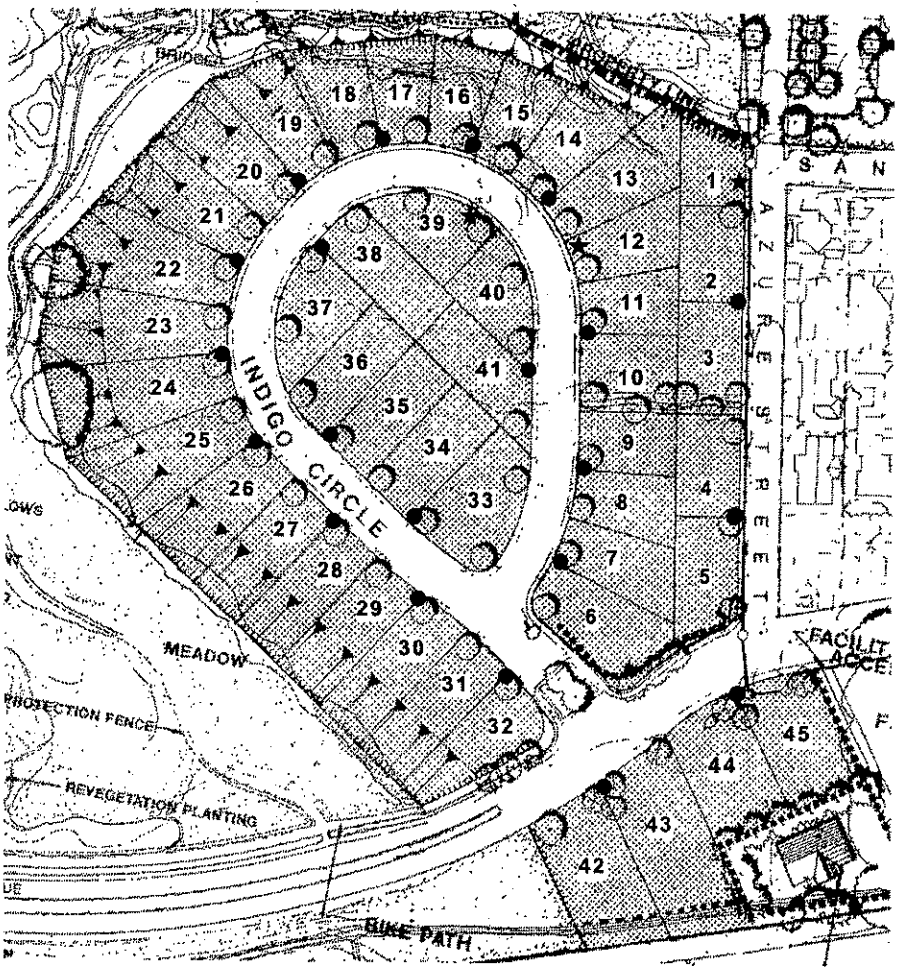
	Botanical Name	Common Name
	Trees	
	Arbutus unedo	Strawberry tree
	Callistemon viminalis	Weeping Bottlebrush
	Laurus 'saratoga'	Hybrid Laurel
	Melaleuca quinquenervia	Cajeput Tree
	Prunus blireiana	Purple Leaf Plum
	Shrubs and Ground Covers	
	Acacia redolens	Acacia
*	Arctostaphylos manzanita 'Dr. Hurd'	Manzanita
*	Arctostaphylos hookeri 'Monterey Carpet'	Manzanita
*	Arctostaphylos 'uva ursi'	Manzanita
	Armeria maritima	Sea Thrift
	Artemisia schmidtiana 'Silver Mound'	Silver Mound
*	Artemisia californica	California Sagebrush
*	Baccharis pilularis 'Pigeon Point'	Coyote Brush
	Calamagrostis acutiflora 'Stricta'	Feather Reed Grass
	Carissa grandiflora 'Tuttle'	Dwarf Natal Plum
	Carissa grandiflora	Natal Plum
*	Ceanothus griseus 'Yankee Point'	Ceanothus
*	Ceanothus rigidus 'Snowball'	Ceanothus
*	Ceanothus gloriosus exaltatus 'Emily Brown'	Ceanothus
*	Ceanothus 'Concha'	Ceanothus
	Cistus 'Warley Rose'	Warley Rose Rockrose
	Cistus salvifolius 'Prostratus'	Sageleaf Rockrose
	Cistus purpureus	Orchid Rockrose
	Coprosma kirkii	Creeping Coprosma
*	Erigeron glaucus	Beach Aster
*	Eriogonum arborescens	Santa Cruz Buckwheat
*	Eriogonum crocatum	Saffron Buckwheat
	Festuca amethystina 'Superba'	Blue Sheep's Fescue
	Helictotrichon sempervirens	Blue Oat Grass
	Heuchera sanguinea 'Maxima'	Coral Bells
	Lavandula dentata	French Lavender
*	Lupinus albifrons	Silver Lupine
*	Mimulus aurantiacus	Sticky Monkey Flower
	Myoporum parvifolium 'Prostratum'	Myoporum
	Pennisetum setaceum 'Rubrum'	Red Fountain Grass
	Phormium tenax 'Tom Thumb'	Dwarf Flax
	Phormium tenax 'Sundowner'	Flax
*	Rhamnus californica 'Eve Case'	Dwarf Coffeeberry
	Rosmarinus officinalis 'Prostratus'	Dwarf Rosemary
	Rudbeckia fulgida var. Sullivantii Goldsturm	Goldsturm Black-eyed Susan

BOTANICAL NAME	COMMON NAME
Shrubs and Ground Covers (cont.)	
* Salvia mellifera	Black Sage
Salvia x superba	Salvia
Salvia leucantha	Mexican Bush Sage
Santolina virens	Santolina
Santolina chamaecyparissus	Lavender Cotton
Tulbaghia violacea 'Silver Lace'	Variegated Society Garlic

* Native to California

This suggested list is comprised of drought tolerant plants suitable for the Cloisters project in Morro Bay, California. It is only a partial listing of the many plants available.

MAILBOX LOCATIONS (North Cluster)



★ Single Mailbox

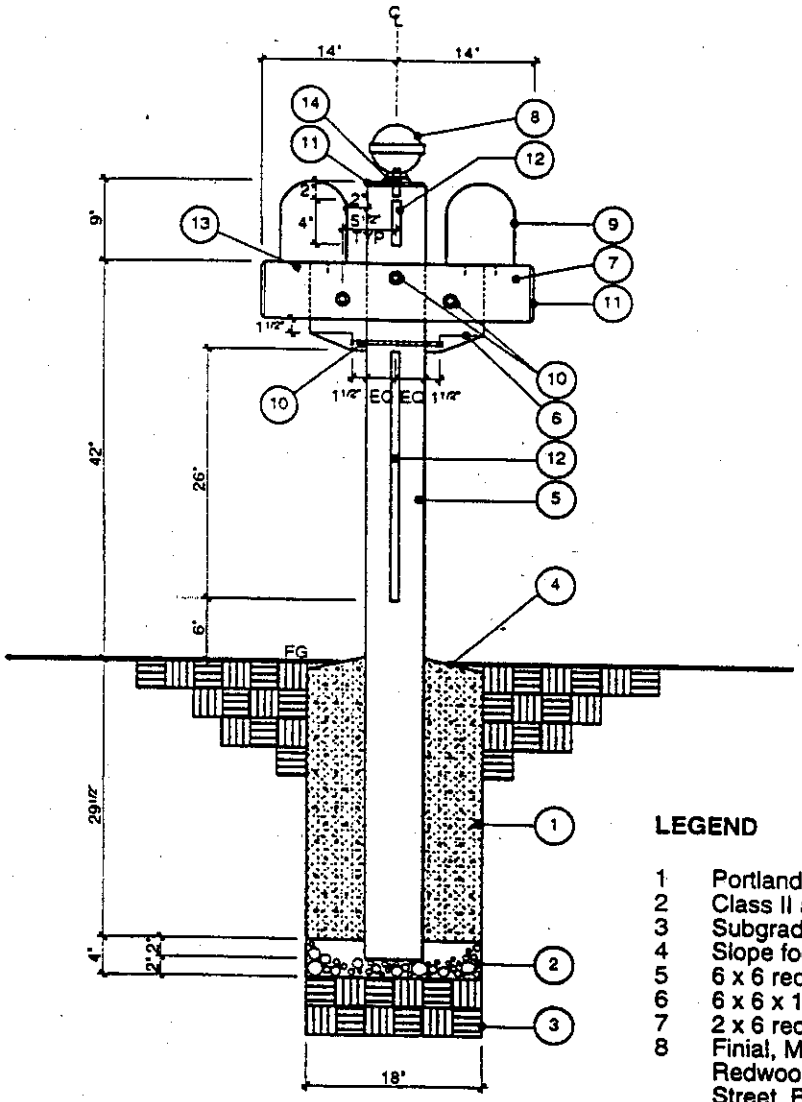
● Double Mailbox

Mailbox Locations

MAILBOX LOCATIONS (South Cluster)

★ Single Mailbox

● Double Mailbox



DOUBLE MAILBOX

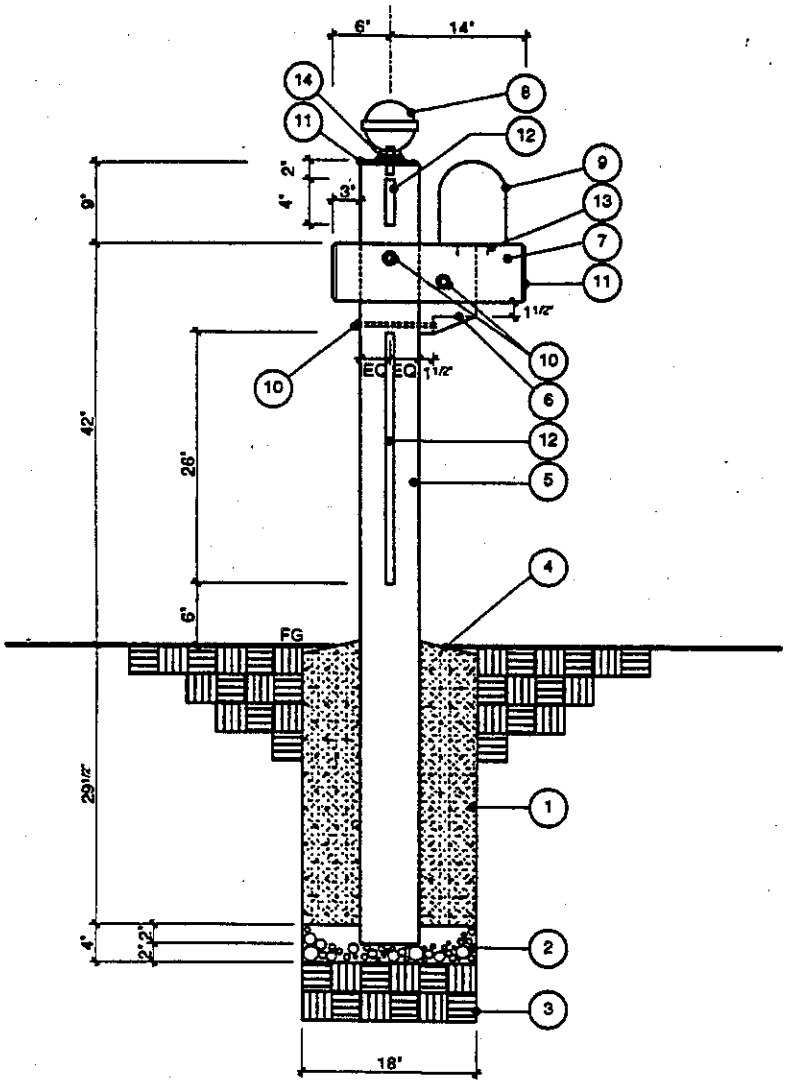
LEGEND

1 Portland cement concrete 2800 psi @ 28 days
2 Class II agg base @ 95% relative compaction
3 Subgrade @ 95% relative compaction
4 Slope footing away from post base
5 6 x 6 redwood post S4S construction heart
6 6 x 6 x 10 redwood support, S4S construction heart
7 2 x 6 redwood outrigger, S4S construction heart
8 Finial, Model: F106, 5" diameter; Height: 6", Base Diameter: 3", Redwood, Manufacturer: Boston Turning Works, 42 Plympton Street, Boston, MA 02118, telephone: (617) 482-9085
9 Mail box, heavy duty standard T1 size, 20 1/4" x 6 3/4" x 8 3/4", Model m1000. Color: Black. Manufacturer: The Solar Group, Taylorsville, MS 39168, telephone: (601) 785-4711 or developer approved equal
10 3/8" x 9" galv hex head bolt w/ 3/8" galv bridge washer and nut, damage threads, countersink, typical.
11 3/8" chamfer ends of outriggers and post, typical
12 1/4" depth x 1" wide router into post - front and back
13 1" length, 10 gauge, flat head, galv screw. (2) per outrigger. (4) total for attachment of each mailbox
14 3/4" x 3" wood dowel, glue finial to post with exterior wood glue

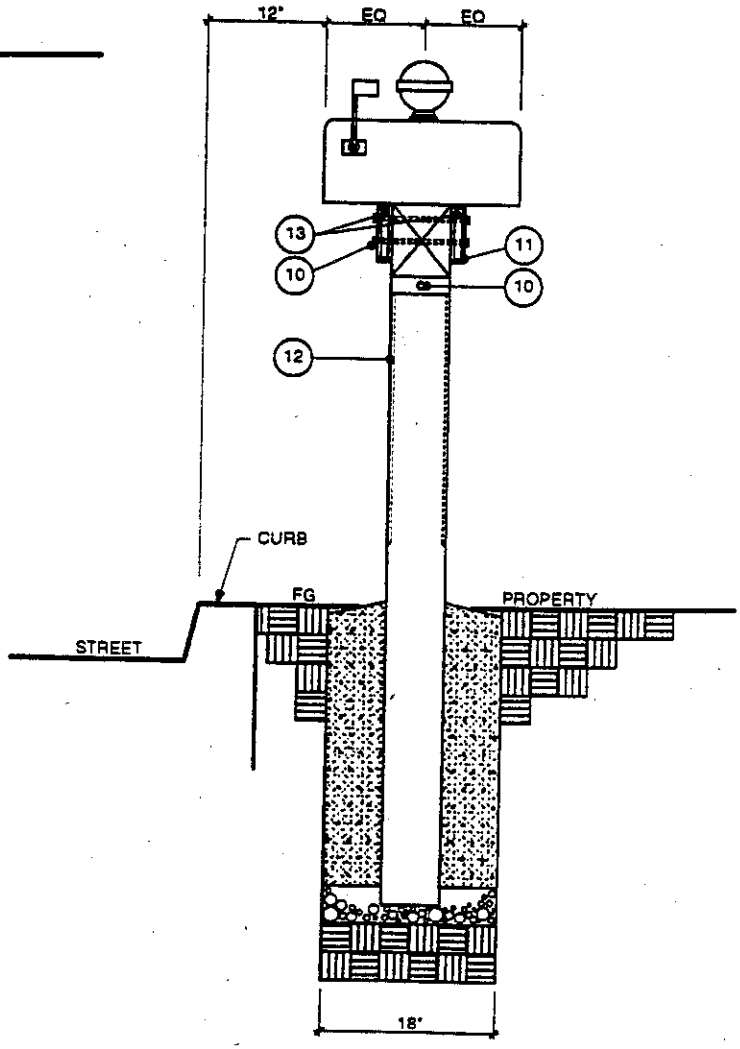
NOTE:

All wood finish coats to be by the same manufacturer.
Manufacturer: Olympic
All wood and metal surfaces shall be free from dirt, oil, and all other foreign substances.
Finish: two coats Olympic stain semi-transparent, number 908. Smooth all finished wood surfaces using the proper sandpaper.

Mailbox Details



SINGLE MAILBOX



RECOMMENDED RESOURCE LIST

Authentic Small Houses of the Twenties, Robert T. Jones
Dover Publications, Inc., New York. 1987. (For Cape Cod styles)

A Field Guide to American Architecture, Carole Rifkind
Nal Penguin, Inc., New American Library, New York, 1980.

A Field Guide to American Houses, Virgina and Lee McAlester
Alfred A. Knopf, Inc., New York, 1984.

Backyard Design, Jean Spiro Breskend
Smallwood and Stewart, Inc., New York.

Cape Cod—Gardens and Houses, Taylor Lewis, Catherine Fallin
Simon and Schuster, New York, 1995.

Heavenly Kissers—A Color Design Guide for Bungalow Porches, John Crosby Freeman
Old-House Journal, vol. XXV, No. 4. July/August 1997.

Landscape Plants for Western Regions—
An Illustrated Guide to Plants for Water Conservation, Bob Perry
Land Design Publishing, Claremont, California, 1997.

Ornamental Grasses—The Amber Wave, Carole Ottessen
McGraw-Hill, Inc., San Francisco, 1995.

Sunset Western Garden Book
Sunset Publishing Coorporation, Menlo Park, California, 1995.

Sunset Western Landscaping
Sunset Books, Inc., Menlo Park, California, 1995.

Theme Gardens, Barbara Damrosch
Workman Publishing Company, Inc., New York, 1982.