

# Sunset Glen Community Association

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## ARCHITECTURAL GUIDELINES

### IMPROVEMENTS BY OWNERS

Except for non-structural changes to the interior portions of each home, Owners must receive written approval from the Board of Directors prior to making most any alteration to a home. If you serve on the Board, or on the ARC, you will have the opportunity to participate in making decisions about granting such approval. Regardless, you should understand that the primary factor (except for safety and potential for damage) in the decision-making process is appearance. The reason is that the values of all of the homes in Sunset Glen are determined to a great extent by the uniform appearance of the Project. Therefore, while an improvement may be very “attractive”, it may nevertheless be unacceptable from an Association standpoint because it interferes with the uniform appearance of the Project. The Board must also consider the impact of each improvement on the Common Area, which might create extra maintenance for the Association, and thus may not be acceptable.

Interior improvements such as painting and decorating generally do not require the approval of the Association. There are certain exceptions, however, including window coverings that are visible from the outside, and any alteration that might affect the structural integrity of the building. Outdoor improvements are generally limited to landscaping, including potted plants and flowers, but may also include installation of screen doors, patio covers, etc.

The following guidelines have been developed to establish fair, consistent policies for all Owners. Remember that all outdoor improvements require prior written approval, as do some indoor improvements. In addition to these Rules, you should be thoroughly familiar with Article IX of the CC&Rs, beginning on page 24, which addresses architectural improvements, and which describes Owners’ maintenance requirements. Please make it your policy to contact the Association before you begin any work to avoid the expense of having to remove improvements after you have purchased and installed them.

To expedite processing your request, please submit three (3) complete sets of plans and specifications to the Professional Manager. In some instances Owners may be required to pay costs incurred by the Association to have a consultant review plans. Please note that it may take as long as sixty (60) days for the Architectural Review Committee (ARC) to complete their review process.

It is the sole responsibility of each Owner to ensure that architectural changes are consistent with all applicable laws, building code requirements, etc. The Association’s approval is not a substitute for any other applicable requirement.

### LANDSCAPING

When Owners install yards, drainage should be the primary consideration. In the event that the drainage pattern causes damage to any building, or to any part of the Common Area, the Owner will be responsible to repair the damage, which can be extremely costly. Before you begin any work in your yard, landscape or hardscape, you must submit an Architectural Improvement Request (“AIR”) form to the Association. AIR forms must include detailed information about the location, nature, kind, shape, size, and appearance of the intended improvements. Of course, your AIR form should also clearly indicate the drainage pattern you plan to establish, and how drainage will be accomplished. You should also include the name and California contractor’s license number of the installing contractor, or indicate that you are planning to do the installation yourself.

Once an application is received, the Board of Directors or the ARC will review it for compliance with the Governing Documents. In some instances the Board or ARC may request certain changes, but in all cases the Association will attempt to offer alternatives if part or all of the plans are not approved, or provide an opportunity to submit alternatives.

### **ADDITIONS, ATTACHMENTS, ETC.**

Generally, Owners may not substantially alter the exterior appearance of a home, including walls, fences, other structures, and landscaping and hardscaping. You may make certain changes and additions, provided that you obtain prior written approval from the Association in advance, or, provided that you follow established guidelines. Architectural Improvement Request ("AIR") forms are available from the Management Company. Please be aware that a primary and central consideration regarding approval of an addition or attachment is the appearance, insofar as the appearance affects the overall uniform appearance of the Project. Therefore, what may be acceptable for one home may not be acceptable for a neighboring home. Please do not assume that a particular improvement is acceptable simply because your neighbor has a similar improvement. Improvements for which approval is required, but that are installed without the prior written approval of the Association, must be removed at the Owner's expense. The following guidelines have been adopted by the Association to permit Owners to install improvements, and at the same time to preserve the uniform appearance of the Project, and to protect the Common Area components.

1. No deck shall be above the finished grade of the lot than the highest dwelling floor level, except with the prior written approval of the Board of Directors or the ARC.
2. No deck shall be used at any time for storage purposes. Decks shall be kept orderly, and in good repair at all times.
3. No fence or wall, or combination of a fence and wall (other than required railings) shall be higher than six (6) feet above ground at the point where the fence and/or wall is erected.
4. No secondhand materials shall be used in the construction of any building or other structure, without the prior written approval of the ARC.
5. All buildings, structures, fences and/or walls shall be painted or stained with paint or stain approved by the ARC.
6. No patio, deck covers, wiring, or installations of air conditioning, water softeners, or other machines shall be installed on the exterior of the buildings of the Project, or be allowed to protrude through the walls or roofs of the buildings (with the exception of those items installed during the original construction of the Project), except with the prior written consent of the ARC.
7. No sign, poster, display or other advertising device of any kind may be erected or maintained anywhere in the Project, or on any public street abutting or visible from the Project, or shown or otherwise displayed without the prior written consent of the ARC (except ordinary "For Sale" signs, as provided in these Rules).
8. Any drains and other drainage facilities or systems which are not maintained by the Association shall be maintained by each Owner in a neat, orderly and safe condition, and in such a manner as to facilitate the efficient discharge of water.
9. No portion of the Project shall be used for the storage of building materials, refuse or any other items, except that building materials may be stored temporarily during construction which has been previously approved by the ARC.

### **PAINTING**

You are required to paint the outside of your home. Generally, you may re-paint without prior approval from the Association if you use the same color. Paint color information is available from the Management Company. If an Owner wants to change paint color, however slightly, you must obtain written approval from the Association.

## **DOORS, SCREEN DOORS AND SECURITY DOORS**

### **Submittal Requirements**

Entry, screen or security doors need not be submitted for ARC approval provided that they comply with all of the following guidelines. Front screen or security doors that do not comply with all of the following guidelines must be submitted to the ARC for approval.

### **Guidelines**

1. Front screen or security doors must be of styles approved by the Board of Directors.
2. All front screen doors must be installed within the existing door jam.
3. All screen doors must be of high quality construction.
4. Front and side screen doors and security doors must match the existing color of the dwelling doors or trim of the home.
5. Entry doors must be high quality construction, mounted in a professional manner. They must be painted white or the dwelling or trim color.
6. Front screen wire mesh doors are prohibited.
7. The following doors, which have been approved by the Board of Directors, may be purchased as noted below:

- a. Victorian
- b. Su Casa (white)
- c. Laguna by Leslie Lock, Model #507 (white or trim or dwelling color)
- d. Columbia (white)
- e. Corte Bella (white)
- f. Cottage Rose (white)

Doors may be purchased at Lowes or Home Depot.

## **EXTERIOR LIGHTING**

### **Changes not allowed**

1. Sodium type lighting.
2. Lights installed on top of perimeter walls and fences.
3. No exposed wiring is allowed.

### **Guidelines**

1. Lighting should be directed only onto the applicant's property. Front yard lighting activation range cannot exceed the end of the driveway adjacent to the street.
2. Security lighting must be of the motion-activated type.
3. Lights must be housed in fixtures. Open or uncovered floodlights or other uncovered lights are not permitted.
4. Lights may not be installed in the grass in the front yard, however, may be installed along the front door area walkway or in the ground cover.
5. Other proposed changes to exterior lighting must be approved by the ARC.

## **WINDOW TINTING, WINDOW COVERINGS, WINDOW BARS**

### **Changes not allowed**

1. The installation of security bars over windows is prohibited.
2. No temporary materials such as paper or foil shall be used for shading purposes.

## Changes that require ARC approval

1. Awnings of any kind.

### Guidelines

1. Windows may be tinted provided that no reflective materials are used which creates a mirror effect on the exterior of the dwelling.
2. Color of blinds, curtains and shades visible from the exterior of the home should be compatible with the exterior color scheme of the dwelling.
3. All window coverings must be kept in good repair.

## **HARDSCAPING (CONCRETE PATIOS OR RETAINING WALLS)**

### Submittal Requirements

Any proposed concrete patios or retaining walls will need to be submitted to the ARC for approval prior to construction. The following guidelines will help facilitate approval of the request.

### Guidelines

1. Concrete patios cannot be poured directly against the fences, block walls or the foundation or slab of a neighboring lot.
2. Adequate drainage provisions must be provided to insure that the water will not pool or come into contact with the neighboring house foundation or slab.
3. Adequate drainage must be provided so that water runoff from the patio is not diverted into the neighboring lots.
4. Backfill dirt cannot be placed against wood or block wall fencing. The grade cannot be raised against the fence for any reason.

## **TOOL SHEDS AND OTHER FREESTANDING STRUCTURES**

### Submittal Requirements

Tool sheds and/or other freestanding structures must be submitted for ARC approval prior to being constructed or erected.

### Guidelines

1. Tool sheds/structures shall not exceed the fence line.
2. The color of the shed/structure shall match the color of the dwelling unit.
3. Sheds/structures are limited to one per lot and must not be larger than 100 square feet.
4. All sheds/structures must be maintained. This includes periodic painting, prevention of rust and corrosion, and keeping the area around the structure clear of undergrowth.

## **PLAY EQUIPMENT**

### Submittal Requirements

All play equipment higher than the fence line must be approved due to safety and nuisance restrictions.

## Guidelines

1. Play equipment should not exceed 10 feet in height.
2. Do not place equipment so close to neighboring homes to constitute a nuisance or create a danger of children falling into adjacent property.

## **GARAGE DOORS**

Glass garage door inserts are permitted with written approval from the ARC.

## **MAINTENANCE BY OWNERS**

The CC&Rs set forth maintenance responsibilities of Owners, in Article IX. Aside from these specific guidelines, however, the entire Association and all of the Owners will benefit from a community approach to maintenance. If you see trash, for example, please pick it up and throw it away even if it does not belong to you. If you see a broken sprinkler head or some other item in the Common Area that needs attention, please take a moment to contact the property manager to report the problem. One of the advantages to a community association is that Owners work together to help keep the Project in good condition, which in turn maximizes property values for everyone. In addition to the guidelines set forth in the Rules, and in the Governing Documents, the Association must respond to any condition that is unsightly, unsanitary, or otherwise offensive. Since it would be impossible for every possible contingency to be addressed and described, the Association will evaluate each situation on a case-by-case basis. Please keep your property in a neat and orderly condition at all times.

## **DRAINAGE**

Owners must not interfere with natural or established drainage patterns. If you plan to do anything that may affect drainage, please contact the Association in advance to avoid the extremely serious and costly damage that can be caused by inadequate and/or improper drainage patterns. Please refer to Article IX, Section 16 of the CC&Rs.

## **BUILDINGS**

Owners are required to clean and paint the exterior portion of the building, including windows. Each Owner is also responsible to maintain the plumbing, electrical, heating, air-conditioning, gas lines, and all other utilities servicing the Air-space Cube. No rubbish, debris, brush, undergrowth, or other unsightly or unsafe material or condition is permitted at any time. Please refer to Article IX, including Sections 2, 6 and 9 of the CC&Rs.

## **SIDEWALKS, WALKWAYS AND DRIVEWAYS**

Sidewalks, walkways, entryways and driveways are the sole responsibility of each Owner to maintain and repair. Please keep these areas in good condition, and free of stains and debris. Slopes raise a variety of issues including drainage, stabilization, brush abatement, fire hazards, environment concerns and laws, etc. Please follow these guidelines carefully, and refer any questions you have to the Professional Manager before taking any action in a slope area. Also, be thoroughly familiar with Article IX, Section 33, and pages 33 and 34 of the CC&Rs.

1. Owners must maintain and preserve slope areas, which are within their Airspace Cubes.
2. Owners must permit access to slopes by other Owners, the Association, the City, and others that perform maintenance in these areas.
3. Nothing shall be done, and no structure, plant, or other item shall be placed or permitted, along, under, near, or around any slope area that could cause damage such as erosion or subsidence, that may interfere with established slope ratios, or that may obstruct or alter proper drainage patterns.

4. If an Owner fails to maintain or repair a slope, the Association may notify the Owner that repairs and/or maintenance must be performed within a reasonable period of time. Thereafter, the Association may enter the property and perform the repairs and/or maintenance at the responsible Owner's risk and expense.

## **WALLS AND FENCES**

Owners are responsible to maintain, repair and replace, if necessary, the portion of any wall or fence that is located within or along their lot. When walls or fences are between neighbors, maintenance expenses related to the walls and fences must be shared. (Costs to repair damage that is not the result of ordinary maintenance must be borne by the party causing the damage). No addition or alteration of any kind is permitted without prior written approval from the Association.

Owners, who share a wall or fence with a neighbor can enter the adjacent area to service, maintain and/or repair the wall or fence. You must to give reasonable notice that you intend to enter the area and you must perform the work at reasonable times (generally between 8:00 am - 6:00 pm).

If an Owner fails to maintain or repair a wall or fence, the Association may notify the Owner that repairs and/or maintenance must be performed within a reasonable period of time. Thereafter, the Association may enter the property and perform the repairs and/or maintenance at the responsible Owner's risk and expense. Please refer to Article IX, including Sections 14, 15, and 29 of the CC&Rs.

## **YARDS**

1. Front and Side Yards: The Association has the exclusive right and duty to install and maintain the landscaping in the front and side yards. Owners are not required or permitted to perform maintenance. Owners are also not permitted to alter the front or side yard areas, except with the prior written approval of the Association. This includes installation or removal of any plant material.
2. Rear Yards: Owner may install landscaping in their rear yard areas, only after receiving written approval from the Association. Generally, the following guidelines will apply:
  - a. Plants that attach themselves to structures, such as vines, must not be permitted to attach to any building or other permanent structure.
  - b. No tree or other plant which exceeds the height of the home, or which is likely to exceed the height of the home, may be installed in the Project by an Owner, except with prior written approval from the Board of Directors.