

**CROWN HILLS
COMMUNITY ASSOCIATION**

**ARCHITECTURAL
and
LANDSCAPING
STANDARDS**

Revised: March 10, 2012

(2012 changes in Italics)

ARCHITECTURAL / LANDSCAPING STANDARDS

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ARCHITECTURAL / LANDSCAPING STANDARDS

1. PURPOSE

- 1.1 The Board of Directors is empowered by the Crown Hills Community "Covenants, Conditions and Restrictions (CC&R's) and "Bylaws" to enhance and protect the value, desirability and attractiveness of the Crown Hills development. Implicit in this responsibility is that consistent Architectural Standards and controls be imposed on construction and landscape work.

2. ARCHITECTURAL REVIEW COMMITTEE ("ARC" or "The Committee")

- 2.1 The Crown Hills CC&R's, Article 5, provides for the appointment of an Architectural Committee and for the establishment of standardized rules and regulations pertaining to additions and modifications to exteriors of Crown Hills homes and landscaping. This document shall be used as the basis for standardization of those procedures and rules and shall apply to all Crown Hills Community Association Members.
- 2.2 The ARC shall consist of not less than five (5) nor more than seven (7) persons as appointed from time to time by the Board of Directors.
- 2.3 The ARC is responsible for reviewing and approving/disapproving all plans and specifications for exterior modifications and additions to Crown Hills homes and landscaping. Approval/disapproval of plans shall be made by at least two (2) committee members.
- 2.4 The Committee shall publish forms to be used for the submittal of plans and specifications by homeowners. Copies of these forms shall be maintained in the Community Center office. The completion and submission of these forms is the responsibility of the homeowner.

3. FORMS

- 3.1 "Request for Architectural/Landscaping Approval" (Attachment 1)
- 3.2 "View Impact Form" (Attachment 2)
- 3.3 "Architectural Review Process" (Attachment 3)

4. HOMEOWNER'S SUBMISSION OF REQUEST FOR APPROVAL

- 4.1 Homeowners must complete a "Request for Architectural/Landscaping Approval" form and "View Impact Form" and attach both to any drawings or specifications submitted. Forms are available at the Crown Hills site manager's office in the community center.
 - 4.1 (a) Each page must be signed by the homeowner.
 - 4.1 (b) Incomplete or unsigned requests will be immediately returned to the homeowner, without action by the ARC.
 - 4.1 (c) Submissions must be complete and detailed. No other work will be authorized outside the scope of the request.
- 4.2 Completed forms must be submitted to the Crown Hills Office, in the Community Center, at 1821 Victoria Park Terrace, Alpine, CA 91901. This address may also be used for giving notice to the Association and/or filing appeals.
- 4.3 If complex, detailed drawings/specifications are to be considered, the homeowner shall submit two (2) copies of the request. One copy will be retained by the ARC. An exact duplicate of the plan must also be submitted if the original plan is larger than 8 ½" x 14".
- 4.4 The request will include an estimated timetable for completion of the project.
- 4.5 The request must contain the "View Impact Form" with signature(s) of neighbor(s) who will be visually or materially affected by the proposal, signifying they have been informed of the proposal.

5. REVIEW OF PROPOSALS/REQUESTS

- 5.1. The ARC will establish procedures to "track" each step in the review process, including dates, inspections, conferences with homeowners, approvals, and other mileposts.
- 5.2. The ARC will appoint two (or more) Committee members to review the proposal and confer with the homeowner. The homeowner should be informed of this assignment and contact information provided.

6. PRINCIPLES FOR REVIEWING REQUESTS

- 6.1 All elements of the review will be in writing, including approvals and disapprovals. Oral "approvals" are invalid and are never an authorization to proceed with any phase of the project.
- 6.2 The ARC shall not unreasonably withhold its approval of any application and shall not withhold its approval of plans for the restoration of a lot, which has been damaged or destroyed, to its original condition.

- 6.3 Plans will be considered solely on the basis of style, exterior design, appearance and location.
- 6.4 Plans and specifications shall not be considered nor approved for engineering design or compliance with zoning/building ordinances.
- 6.5 By approving the homeowner's request, neither the ARC, individual members of the ARC, the Association's Board of Directors, nor the Association members assume liability or responsibility in that approval, or for any defect in any structure constructed from the homeowner's plans and specifications.
- 6.6 Disapprovals will include both an explanation of reasons for disapproval and a description of procedures for a request for reconsideration by the Board of Directors.

7. SCHEDULE FOR REVIEW OF REQUESTS AND APPEALS

7.1 Review of Initial Request

7.1 (a) The ARC will approve or disapprove requests within 60 days.

7.1 (b) If the ARC fails to act on the request in 60 days, the homeowner must notify the Board of Directors of that inaction within 10 days.

7.1 (c) If the Board fails to approve or disapprove the request within 10 days after receipt of the above notification, the homeowner's request will be deemed approved.

7.2 Reconsideration of Disapprovals

7.2 (a) The homeowner may request that the Board reconsider the disapproval decision rendered by the ARC. The request must be in writing and received by the Board within thirty (30) days of the homeowner's receipt of the ARC's disapproval decision.

7.2 (b) Thereafter, the Board will resolve the dispute in accordance with "Resolution of Disputes" procedures specified in Section 16.21 of the CC&R.

8. ARCHITECTURAL STANDARDS

8.1 General Standards

8.1 (a) With the exception of minor projects noted in 8.1 (b) below, construction, alteration, addition, modification or reconstruction to the exterior of the home lot must be approved by the ARC before work is commenced. This includes work on roofs, siding, patios, decks, fencing, walls, garages, driveways and major landscaping work. When the extent of the work is in question, ARC

approval should be requested. (Note: Artificial grass/turf installation requires ARC approval and samples of the material to be installed must be provided.)
Painting of grass is not allowed with the exception that specialized "turf paint" of a natural grass green color may be used on seasonally faded grass/turf.
Indoor/Outdoor carpeting is prohibited for use as a lawn cover and may not be used as a substitute for grass.

- 8.1 (b) Minor projects, such as the following, may be commenced and completed without ARC approval:
- (1) Repairs to existing improvements
 - (2) Rejuvenation of grass lawns
 - (3) Replacement of existing plantings with similar plantings
 - (4) Tree removal on the Owner's property
- 8.1 (c) Deviations from the CC&R and Architectural Standards, either grandfathered or approved in previous proceedings, will not be used to justify or approve similar deviations.
- 8.1 (d) No permanent improvements (e.g. concrete, decking, fencing, etc.) will be allowed on or over "landscaping easements", i.e., the authorization, granted by the Association, for a homeowner to landscape and beautify Association property immediately adjacent to the homeowner's property.
- 8.1 (e) All work commenced or completed without ARC approval is subject to removal, at the homeowner's expense, and may be subject to fines.
- 8.1 (f) The owner is solely responsible for all aspects of construction, including insurances, contractor quality, contractual/construction compliance, and the finished product.
- 8.1 (g) In general, projects shall be completed as quickly as possible to minimize delay and neighborhood disruption.
- 8.1 (h) Structures are not permitted within the five (5) foot utility easement, which begins from the rear of the existing front curb and runs across the entire front of the property, unless approved by the ARC. If access to the easement is subsequently required, cost of removal of the structure will be at the homeowner's expense.

8.2 Construction Standards

- 8.2 (a) Minimum Size: No dwelling shall be erected upon any lot having a total floor area (exclusive of porches, patios, garages, accessory buildings, exterior stairways or landings) of less than 1,100 square feet. Additions to dwellings should be constructed so as to observe the County "set-back" regulations along lot boundaries

- 8.2 (b) Height Limitations: Dwellings shall be limited in height to one (1) story, exclusive of chimneys, flues and similar rooftop protrusions. Additions to the original structure, decks, patios and outbuildings shall be limited in height so as to not block the existing view from affected lots or common areas. Rules regarding views are detailed in a following section.
- 8.2 (c) Garages: No dwelling shall be constructed or maintained on a lot without a garage. Any garage constructed or maintained on a lot (whether it be an accessory structure or part of the main dwelling structure) shall be constructed large enough to a maximum of two (2) standard sized vehicles. Garages shall not be permanently converted into any use (such as a walled-in bedroom or recreation room) that would prevent parking of two (2) vehicles in the garage. Replacement of garage doors does not require prior approval of the Architectural Committee: Replacement doors shall be of design, material and color that are consistent with the original doors. Any deviations from original design, color and material must be approved by the Architectural Committee.
- 8.2 (d) Exteriors and Roofs: All dwellings shall have exterior walls of stucco, with wood or other natural looking trim materials. The colors of such exteriors shall be muted earth tone and shall blend with the existing homes. A list of approved colors and color combinations is available at the site manager's office. The roofs of all dwellings shall be pitched similar to existing Crown Hills homes and buildings. The roofs shall be tile, muted earth tone in color, shall blend and be consistent with surrounding tile roofs, and constructed with fire retardant materials. Metal or wood roofs are strictly prohibited. Rooftop protrusions shall be consistent with surrounding homes.

Reference to stucco exteriors and tile roofs in this section does not apply to manufactured homes, as described in CC&R Section 1.18 (Lot numbers 1, 4, 41, 52, 73, 85, 86, 100, 166, 168, 179, 181, 188, 203).

All improvements to existing dwellings to include decks, patios and outbuildings, shall be constructed with natural looking materials except that garden storage sheds may be constructed of other materials as long as the color and appearance of the storage shed does not conflict with the immediate surroundings. The color of all improvements shall be muted earth tone and be consistent with the existing dwelling and surrounding dwellings. Patio/flatwork should be kept one (1) inch below the stucco screed.

Installation of solar panels must be approved by the ARC. Panels mounted on other than the roof will be evaluated for visual impact on neighbors and other considerations. *Solar panel installation must conform to California Civil Code #714 and must be installed by a California licensed solar contractor.*

For Roof Installation

(1) Panels must be placed on a metal frame with a minimum rise, then attached to existing roof structure.

Or

(2) Roof tiles may be removed to accommodate the framed solar panels. Roof tiles must butt up against the frame for a finished appearance.

All appliances or installations on exterior roofs of structures must be approved by the ARC and installed in such a manner that minimizes their visual impact. Location of satellite dish installations must be approved by the ARC and, in the absence of technical requirements to the contrary, the rear of the house will be the preferred location.

- 8.2 (e) Fences, Screens and Walls: All fences, screens or walls shall be constructed of only wrought iron or masonry (decorative stone/stucco) or a combination thereof. The walls, screens or fences should be muted earth tone in color or, in the case of wrought iron material, either light or dark in color, to match fences in the surrounding area. Wrought iron fencing or screens shall be constructed of vertical members spaced at four (4) inches maximum. Maximum height for the fence, screen or wall shall be five (5) feet. Fences, screens or walls must begin a minimum of ten (10) feet back from the point where the dwelling is closest to the street. On the Model II series homes, the 10 foot minimum begins at the point where the front patio porch is closest to the street.

Gates in walls or fences may be constructed of wood, wrought iron, vinyl or perforated metal painted to match existing materials. Gates shall be no higher than five (5) feet. Drawings must be provided for all gates and material samples may be required.

No attachments or modifications to fences/walls are allowed without written approval of the Architectural Committee.

Low, decorative walls, forming a front-yard patio, are permitted but will be no higher than 31" from the finished level of the enclosed area and must have a minimum of 15' setback from the rear of the curb.

- 8.2 (f) Local Ordinances: No dwelling, improvement or any other structure shall be placed upon any lot in Crown Hills unless the same is in conformance with all applicable government ordinances and regulations. The ARC does not verify approval or conformance with local ordinances.
- 8.2 (g) Landscaping: Owners of each lot are required to maintain the lot and improvements in a clean and attractive condition. Those responsibilities include but are not limited to:
- (1) Keep the lot free from rubbish, litter and weeds.

- (2) Maintain, cultivate and keep in good condition and repair, shrubs, trees, grass lawns, plantings and other landscaping.
- (3) Trim and restrain trees, shrubs, and plantings on their lot. Along streets, vegetation will be evaluated in terms of safety, fire-engine access, width of streets, visibility along the street, aesthetics, and other conditions which may pertain. The Architectural Committee will serve as the sole arbiter of the issue of the need to trim vegetation.
- (4) Maintain all improvements.
- (5) Maintain all paved surfaces and keep them clean, reasonably dry and free from oil.

The term "landscaping" shall be defined as follows: to adorn or improve a section of ground by contouring and by the planting of grass, flowers, shrubs or trees; or also the use of decorative rock along with any of the above.

Each owner should endeavor to install drought resistant landscaping, composed of living plants, trees and shrubs. Irrigation should be of a water conserving nature. All weeds, rubbish, debris or unsightly material or objects must be regularly removed from the lots in order to avoid accumulation.

No owner shall plant, maintain, or permit to grow any tree, which unreasonably obstructs the view from the primary living area or active use area of any other property within Crown Hills. Vegetation, which is existing or planted with the common areas, shall be governed by County Land Use Laws.

- 8.2 (h) Temporary Structure: No structure of a temporary character such as a trailer, basement, tent, shack, barn, cage or other similar outbuildings is allowed on any lot without prior written approval of the Architectural Committee.
- 8.2 (i) Exterior Lights and Motion Sensors: All exterior lights and motion sensors must be installed so as to reflect light downward, away from the road or streets. The shining of lights towards or into adjoining lots should be avoided.

Per County requirements, all homes must have their house number prominently displayed. Lighted address signs, as originally installed in Crown Hills and preferred by the Fire Department, will be the standard for Crown Hills homes. These lighted address signs may not be removed or replaced without ARC approval.

- 8.2 (j) Drainage: All drainage of water from any lot must drain or flow into adjacent streets or concrete drainage ditches. Any alteration to the drainage pattern, which allows water to drain onto the common area slopes, or hillsides, is strictly prohibited. Owners should not alter the drainage of water which existed at the time of sale unless through the use of a positive drainage device which does not materially affect the original flow or direction of drainage. *All new drainage pipes must be installed underground and all drainage must exit the lot through*

a core-drilled hole in the curb or through an alternate system approved by the Architectural Committee prior to construction. Original builder installed drainage systems are exempt from this provision.

- 8.2 (k) Covers/Tarpaulins: No tarps or any ill-fitting material may be used to cover items parked in RV storage spaces or on a lot. Only custom fitted covers, specific to the parked item, may be used. Cover color should be muted earth tones, in harmony with the surrounding homes.
- 8.2 (l) Driveways: Modifications to driveway and curbing must comply with San Diego Regional Standards Committee standard drawings G14 and G16, which are available from the Crown Hills Site Manager. *Addition of brick pavers or other masonry products, as a design feature, must meet local load requirements adequate to support a moving or parked vehicle. In addition to the driveway slab, all "design features" added to a concrete driveway slab including "stamped concrete designs" must be installed by a California licensed contractor. All materials must be of natural, muted earth tone colors and the entire driveway design must be approved by the Architectural Committee prior to construction.*
- 8.2 (m) Sheds: Garden storage sheds may be constructed of materials other than those described in Section 8.2 (d) as long as the color and appearance of the storage shed does not conflict with the immediate surroundings. No accessory objects may be attached to the shed roof. Commercial type "Rubbermaid" storage sheds are allowed as long as they do not unreasonably exceed height and width dimensions so as to present an unsightly appearance from the street or surrounding lots.
- 8.2 (n) Views: In general terms, a view is defined as a scene from the primary living area of a residence. The term "view" includes both upslope and down slope scenes, but is generally medium to long-range in nature as opposed to short-range. Views include but are not limited to skylines, bridges, landmarks, distant cities, distinctive geologic features, hillside terrain, wooded canyons, ridges and bodies of water.

Before submitting an application for residence or landscaping modification, owners should consider the view obstruction potential of such modification both currently and at tree or bush maturity.

If the potential for view obstruction exists, all parties (neighboring lots, etc.) should act reasonably in order to reach a consensus as to the impact of the view obstruction. If all parties affected by the modification agree that the obstruction is not of a significant nature, the application to the ARC should so state that agreement has been reached by the affected parties. Parties to be considered are those on both sides of the property and other adjacent properties.

If a view obstruction dispute arises amongst the affected parties, the final decision regarding the approval or disapproval of the application, with regards to view obstruction will be made by the Architectural Committee.

No fence or wall shall be constructed upon any lot which blocks the view of any other lot without ARC approval. Pending ARC approval, any fence or wall constructed of wrought iron with vertical members spaced at four (4) inches maximum, which is:

- (a) constructed upon a solid perimeter wall not exceeding two (2) feet in height and
- (b) which does not exceed a total height of five (5) feet shall conclusively be presumed not to interfere with the view of another lot.

8.2 (0) Existing Vegetation: Any vegetation which existed at the time of Board approval of these Architectural Standards, which grows to the point where it obstructs a homeowner's view, shall come under the same mediation guidelines as outlined above. The ARC shall have the responsibility to determine the disposition of any vegetation which obstructs a view.

Vegetation which is existing or planted within the common areas shall be governed by County Land Use Laws.

8.2 (p) *Use and location of metal storage pods must be approved by the Architectural Committee prior to placement on the property. Pods must be removed no later than two (2) weeks after placement. If additional time is required, the owner/renter must submit a written request to the Crown Hills Board for an extension.*

9. INSPECTIONS AND FINAL APPROVAL

- 9.1 Section 5.7 of the CC&R authorizes entry upon any lot, under certain circumstances and with homeowner notification, for the purpose of inspecting improvements.
- 9.2 The ARC (Reviewer) will schedule (with the homeowner), conduct, and record inspections appropriate to the scope of work, to insure construction and/or project progress is in compliance with plans and specifications approved by the ARC.
- 9.3 Upon completion of the approved project, the homeowner will provide the ARC written "Notice of Completion" within ten (10) days, to close the project.
- 9.4 Within ten (10) days, the ARC will conduct a final inspection of the work and provide the homeowner a written "Final Approval" notice.

10. HOMEOWNER'S NOTIFICATION, REVIEW AND COMMENT

10.1 The Association will notify members, annually, of requirements for approval of physical changes to the homeowner's property. The notification will describe the types of changes that require approval and shall include a copy of the procedure used to review and approve changes. See Attachment 3.

10.2 Prior to enacting these (and subsequent) Architectural Standards, the Association will provide a copy of the proposed Standards and allow a 30-day period for homeowners to comment on the Standards. (See CC&R Section 6.5 for details.)

11. FINES

See the "Fine Schedule" published by the Board of Directors.

Modifications or improvements to existing dwellings and landscaping, which are not approved by the ARC or are in violation of the rules as stated in this document, could result in a fine and the homeowner having to remove a completed project at his/her expense.

EFFECTIVE DATE: This document shall become effective upon the date of Board acceptance and approval. Any improvements, which have been previously authorized by the ARC or have been submitted for approval prior to the effective date of this document, shall not come under the purview of this document.

Dated: March 10, 2012

Judy Watson
President of the Board
Crown Hills Homeowners Association