

RANCHO SAN JOAQUIN HOMEOWNERS ASSOCIATION

ARCHITECTURAL STANDARDS AND GUIDELINES

APRIL 2021

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INTRODUCTION

Set forth in these Architectural Standards and Guidelines are those policies and procedures to assist the Committee and property owners through the architectural review process. We feel the guidance of architectural control is a key element in the success of every "membership" community such as RSJ.

The Architectural Committee has been established to enhance consistency, compliance and equity in the implementation of policies, plans, Conditions, Covenants, and Restrictions, and other documents pertaining to the physical development of Rancho San Joaquin (RSJ). The maintenance of RSJ as an attractive private community in which to live depends upon continuous design excellence and sensitivity to the environment. The Committee serves under the authority of the Board of Directors to insure compliance with protective restrictions, and the compatibility of construction, design, and maintenance of our homes.

Adoption of the Architectural Standard and Guidelines by the Board of Directors has allowed **your** Association to implement review and control procedures, and to support those recorded legal documents which serve to bind each individual property owner to the Conditions, Covenants, and Restrictions of RSJ.

You are advised to contact the RSJ Homeowners Association (HOA) office and obtain a Home improvement Application **prior to starting any improvement** to be sure that you have the most current Architectural Standard and Guidelines. The manager will answer any questions you have concerning the architectural review process.

Your Board of Directors and the Architectural Committee seek to insure that the review and control process is effectively administered and insure that individual property owners in the community are treated fairly, on a case-by-case basis, in the process.

The Board of Directors retains the right to change, modify, add or delete any portion of these guidelines at anytime. Such changes etc. would not invalidate previous approvals.

I. PURPOSE:

- A. In order to maintain the architectural character and aesthetics of RSJ, it is necessary that modifications of structures and materials be compatible with the dwelling and overall architectural style of the tract. The Board of Directors sets the standards and the RSJ Architectural Committee applies those standards on all exterior alterations. This process assures the continuity of character, which helps preserve or improve the appearance and enhances the overall value of every property.

II. GENERAL:

- B. Approval from the Architectural Committee is required prior to construction for all additions and alterations that meet, "but not limited to, any of the following criteria:
1. All exterior and/or interior structures or alterations. (Example: walls, plumbing, electrical, French doors, planters, walkways, driveways, pilasters, lighting, room additions, screen doors, security doors, house numbers, patio/balcony covers, awnings and retaining walls.)
 2. All mechanical equipment. (Example: air conditioners, spa/swimming pool equipment, and waterfall pumps.)
 3. An encroachment or modification to common area must be approved by the Board of Directors; this includes encroachment of interior areas and structures that are not specifically designated as part of the "airspace unit" in the appropriate condominium plans (e.g. lofts).
- C. Failure to obtain the necessary approvals prior to construction may:
1. Constitute a violation of the Declaration of Covenants, Conditions and Restrictions.
 2. Require payment of a submittal fee or fine.
 3. Require modification or removal of unauthorized work at the expense of the homeowner.
 4. Constitute a violation of California State law requiring a permit from the City of Irvine Building Department or other governmental agencies prior to starting construction.

III. HOME IMPROVEMENT APPLICATION PROCEDURES:

- D. All requests for architectural approval must be made on the Architectural Committee Home Improvement Application. Applications forms are available at the **First Services Residential Property Management or on the RSJ HOA website**. The architectural committee or association manager will assist homeowners in the preparations of the application, if desired.
- E. Three (3) sets of plans or drawings must be submitted with the application for architectural approval. If the required numbers of copies are not submitted, or if the application is not completed, the member's applications will be denied and all documents will be returned to the member within thirty (30) days.
- F. The Architectural Committee may require **you** to submit additional plans, details, or information which the Architectural Committee deems reasonably necessary to enable it to determine whether the member's plans or specification satisfy the approval criteria set forth in the CC&R's, Architectural Standards and Guidelines and the building codes of the City of Irvine. If the Architectural Committee deems it necessary to require such additional plans, details or information, the Architectural Committee may deny the member's application and deem it re-submitted upon the member's submittal of the requested information.
- G. Neighbor Awareness: The intent of Neighbor Awareness is to advise neighbors who own property adjacent to or in view of the proposed improvements by requiring their signatures on the Home Improvement Application and their initials on the proposed plans. If a closely affected neighbor residing on the property is not an owner, the address should be provided on the Home Improvement Application and the Association will contact the absentee owner in writing upon submittal to the Architectural Committee. However, the Home Improvement Application cannot be considered complete and submitted to the Architectural Committee for ten (10) days allowing an opportunity for the absentee owner to comment on the proposed plans.
1. The Architectural Committee will evaluate any neighbor's comments or concerns which may necessitate a homeowner's/neighbor's attendance at a meeting. However, the authority to approve or disapprove the Home Improvements Application is the responsibility of the Architectural Committee subject to final disposition by the Board of Directors in the event of dispute.
 2. The applicant is responsible for obtaining this information, and will acknowledge by signature on the Home Improvement Application that the information is complete and accurate. The Architectural Committee reserves the right to request additional Neighbor Awareness.

- H. In accordance with the CC&R's, the Architectural Committee has a maximum of thirty (30) days to render a decision on the application. Homeowners are notified in writing of the Committee's decision. (Notice of Approval/Disapproval section of Home Improvement Application.)
- I. Approved Applications: Applicants will be notified in writing of the Architectural Committee's decision. Plans and specifications are not approved for engineering design, and by approving such plans and specifications neither the Architectural Committee, the members thereof, the Association, the Members, the Board nor Declaring assumes liability or responsibility therefore, or for any defect in any structure constructed from such plans and specifications.
1. This approval does not relieve the application from obtaining the necessary building permits) from the City of Irvine Building Department or other appropriate governmental agency. The Architectural Committee may require permits as a condition if deemed necessary. A copy of the approved building permit must be forwarded to the **First Services Residential Property Management** for filing with the application.
 2. No Member may begin construction of an improvement or structural alteration to his or her Unit, for which Architectural Committee approval is required, until the member obtains the Notice of Approval, signed by the Architectural Committee and the effective date of such approval. If any construction or material delivery is commenced prior to approval, a fine may be imposed, the amount of which will be set by the Board of Directors.
 3. The Architectural Committee, through the association office, will mail or personally deliver the Notice of Approval to the Member by the next business day following the date on which the Architectural Committee unconditionally approved the Member's application. Notices of Approval delivered personally are deemed received by the Member on the date of delivery. Notices of Approval which are mailed are deemed received three (3) days after the date there are placed in the mail.
 4. Any member who commences construction of an improvement or structural alteration to his or her Unit before he or she has received a Notice of Approval from the Architectural Committee will be deemed to have constructed such improvement or structural alteration without Architectural Committee approval.
 5. All work should be completed within forty-five (45) days from the date of the Association approval. If the scope of the project warrants more time, or for other reasons deemed necessary or appropriate by the Architectural Committee, the homeowner may be granted an extension of the construction period. However, if commencement of construction is to be deferred for a period of more than ninety (90) days, a new Home Improvement Application and additional fees may be required by the Architectural Committee. A written response will be mailed to the homeowner stating the Association's decision.

6. Structural alterations and improvements will be deemed completed in accordance with plans and specifications approved by the Architectural Committee upon the Architectural Committee's receipt of a certification from a licensed architect (or other person suitable to the Architectural Committee) stating in good faith that such alterations or improvements have been completed in substantial conformance with plans and specifications approved by, or deemed approved by, the Architectural Committee.
7. Unless a member complies with Procedure No.6 above, a member who has completed a structural alteration or improvement shall complete a Notice of Completion form and return it to the Architectural Committee within thirty (30) days of completion of such structural alteration or improvement. Within sixty (60) days of its receipt of such Notice of Completion or licensed architect certificate, the Architectural Committee shall inspect or cause to be inspected the structural alteration or improvement to determine whether it has been constructed in substantial compliance with plans and specifications approved by the Architectural Committee. If the Architectural Committee determines that the improvement is not so constructed, then it will mail a Notice of Noncompliance to the member who constructed such structural alteration or improvement. Such member will have thirty (30) days from the date he or she received the Notice of Noncompliance in which to correct such noncompliance.
8. If the Architectural Committee fails to inspect a structural alteration or improvement and/or cause a Notice of Noncompliance to be mailed within sixty (60) days of its receipt of a Notice of Completion, that a structural alteration or improvement has been completed, such structural alteration or improvement is deemed completed pursuant to approved plans and specifications.
9. The Architectural Committee shall inspect the member's property between thirty (30) and forty-five (45) days after a Notice of Noncompliance has been sent to the member. If the noncompliance has not been corrected, the Architectural Committee shall refer the matter to the Board of Directors for hearing. The Board shall set a hearing date, which is no less than fifteen (15) days from the date of such referral. At the hearing, the Board shall decide whether the improvement was constructed in substantial compliance with plans and specifications approved by the Architectural Committee. If the Board determines that such was not the case, then the Board shall announce its ruling to the member in writing, and the member shall have forty-five (45) days from the announcement of such ruling within which to correct the noncompliance. If the noncompliance is still not corrected after the forty-five (45) days, the Board shall have the right to take all legal and equitable action available to it to correct the noncompliance.
10. A release of lien by all workmen and suppliers must accompany the Notice of Completion submitted to the association upon final completion of work done on or to the property involved.

- J. Disapproved Applications: Homeowners will be notified in writing (Notice of Disapproval) of the Architectural Committee's decision. In the event plans and specifications submitted to the Architectural Committee are disapproved, the applicant may request to meet with the Architectural Committee at a scheduled meeting to review and discuss the plans and application. The homeowner may appeal the disapproval, in writing, to the RSJ HOA Board of Directors. The Board of Directors must receive the written request not more than thirty (30) days following receipt of the disapproval.
- K. Maintenance Easement/Covenant: Applications to construct structural alterations or improvements that may require maintenance, repair, restoration, or replacement will be reviewed by the Architectural Committee. However, final approval rests with the Board of Directors. The Architectural Committee shall review the Application in accordance with the criteria set forth in the CC&R's and Standards and Guidelines. The Committee will then forward the Application with their comments/recommendations to the Board of Directors for final disposition. Final approval shall be conditioned upon the Member's agreement to sign and record maintenance and liability Covenant or easement. The Application will be deemed Disapproved until the Covenant/Easement is signed.
- L. Expansion of Physical Boundaries: Applications to construct alterations or improvements which the Architectural Committee will review, **result in the expansion of physical boundaries of the Condominium Building**, but final approval rests with the Board of Directors. The Architectural Committee shall review the application in accordance with the criteria set forth in the CC&R's and Standards and Guidelines, The Committee will then forward the Application with their comments/recommendations to the Board of Directors for final disposition. Final approval shall be conditioned upon the Member's signing of an Acceptance of Conditional Approval of Common Area Encroachment ("Acceptance"), wherein the Member agrees to sign and record an Agreement and Covenant (Running with the Land) ("Covenant"), obligating the Member and successive owners of his or her unit to, among other things, maintain, repair and insure the improvement. **The Acceptance also obligated the member to pay a Five Hundred Dollar (\$500.00) deposit to the Association to defray the Association's legal fees and costs incurred in preparing and recording the Covenant.**
1. **The Five Hundred Dollar (\$500.00) deposit required above must be paid to the Association within fifteen (15) days of the date the Member signs the Acceptance. The Association will prepare and execute the Covenant within ten (10) days after receiving the deposit. The Member's application will be deemed resubmitted on the date the Member delivers a completed an signed Covenant to the Association.**
 2. The Association will submit the Covenant to the Orange County Recorder's office for recording as soon as reasonable possible after the Member signed the Acceptance and Covenant and pays the deposit. The member's application will be deemed approved on the date the Covenant is accepted for recording by the Orange County Recorder's office.

IV. OPTIONAL PRELIMINARY REVIEW PROCESS:

- A. **Major Construction/Common Area Encroachment:** Homeowners are encouraged to obtain an advisory opinion from the Architectural Committee prior to the preparation of final working drawings and may submit preliminary sketches, clearly labeled as such, for Committee consideration. Such drawings shall be submitted in duplicate in sufficient detail to provide the Committee with a clear picture of the proposed construction from an exterior viewpoint. Once copy of such drawings will be returned to the owners with advisory comments by the Committee, which may service as a guide in the preparation of a formal Home Improvement Application. The review of the preliminary sketches by the Committee is advisory only, and any comments, written or oral, made by the Committee shall not be construed as its approval or disapproval of any plans and specifications and/or construction. Such approval or disapproval by the Architectural Committee is rendered only upon submission of a formal Homeowner Improvement Application. Final approval for major construction rests with the Board of Directors.

V. ARCHITECTURAL GUIDELINES:

- A. Specific Architectural Standards and Guidelines provide the homeowner with information for typical improvements. However, other exterior improvements, alterations and modifications, not specifically described in the sections, shall also be subject to prior review and approval by the Architectural Committee.
- B. **Construction/Remodeling:** The Architectural Committee will review interior and exterior home additions and remodel plans for adequacy of site dimensions, the aesthetic suitability of the design and material with the home and neighboring residence, and the effect of the requested modification on neighboring properties and streets, to include the conformity of the plans and specifications with the purpose and general plan of the community. The homeowner is responsible to obtain a City Permit and to insure all such matters of construction are in compliance with the local government requirements. However, a City Permit does not alleviate the homeowner's responsibility of obtaining Architectural Approval from RSJ HOA.
 1. **Windows. Doors:** Window or door design shall be consistent with other windows or doors on the dwelling or within the community. Window/door style may not be acceptable if the proposed changes alter character of the window/door elements already existing in the community.

2. Skylights: Skylights will be considered based upon location and number of skylights. **Skylight dome glass may be tinted, clear or white.** All metal framing and flashing must be a **bronze finish** to blend with the roof. All visible manufacturer labels shall be removed prior to installation.
 3. Gates: Gates, including wood and wrought iron, will be considered for compatibility with the homes in terms of design and color proposed by the homeowner. **All wooden gates must be painted to match the existing exterior of the building.**
 4. Patio/Balcony Covers, Arbors, and Trellises: Structures shall be of wood construction only. Size and design must be compatible with the existing architectural design and shall be painted or stained to match the trim color on the unit.
 - a. The following materials are not acceptable: (This material list is not all inclusive).
 - I) Metal
 - II) Corrugated plastic
 - III) Plastic webbing, split bamboo, reeded or straw-like material
- C. Mechanical Equipment: Installation of mechanical equipment, including but not limited to air conditioners, spa equipment, waterfall pumps, etc., shall require approval by the Architectural Committee.
1. Plan drawings must indicate the location of the equipment with specific details.
 2. Air conditioning requests must include dimensions, noise rating, and model number. **(Note: A City Building Permit is required.)**
 3. Spa construction, drainage and security will be required to conform to all City building codes and health ordinances. (Note: A City Building Permit is required.) **Should not be permitted.**
- D. Awnings: Awnings will be approved on a case-by-case basis with respect to architectural consideration which the Committee, in its discretion, will deem appropriate:
1. Awning material must match or blend with the existing architectural character and color scheme of the dwelling in open and/or retracted position.
 2. Awning material must be maintained in an aesthetic, clean and unfaded condition.
 3. **Retractable and fixed awnings must be mounted on the underside of the roof beams, mounting or awnings on the roof surface is prohibited**

- E. Window Tinting: Reflective material, which creates a "mirror" effect on windows from the outside, are prohibited.
- F. Antennas: Exterior antennas of any type are forbidden. Satellite Dishes are permitted provided they must be free standing and not permanently attached to the exterior of the building
- G. Lights: Exterior lights shall not be directed in such a manner as to create annoyance to neighbors. String lights if approved must be installed neatly so that unsightly electrical wiring is an eyesore.
- H. Rain Gutters: Rain gutters that conform to the specifications of rain gutters already installed will be considered. If the alteration affects the existing drainage pattern, the proposed drainage must be included. (See manager for gutter specifications.)
- I. House Numbers: House numbers other than the type/style/size installed by the developer will not be permitted.
- J. Signs: No names or letterboxes or name signs will be permitted.
- K. Decks/Patios: All floor coverings on patios and decks must have the approval of the Committee and will become the responsibility of the owner.
- L. Screen Doors/Security Doors: To best harmonize with the architectural color scheme, screen doors and/or security doors should be dark brown or bronze color similar to the stain on existing entry doors.
 - 1. They may be stock anodized metal or custom fitted doors stained to match the entry doors or door frame.

Note: Due to particular design of the entry door jam and threshold, stock doors may not fit ideally at the threshold. Owners should inspect this condition before purchasing stock doors.
 - 2. Bright shiny colors such as natural aluminum, gold, silver and the like are prohibited.
 - 3. Simple protective grille designs are preferred rather than heavily ornate and fussy designs.

GUTTER SPECIFICATIONS

PURPOSE:

To establish an overall set of guidelines related to rain gutter/down spout installation, which will provide the basis for approval by the Architectural Committee.

SPECIFICATIONS:

1. All materials used must be solid metal (galvanized steel, aluminum, etc.);
2. Gutters shall be of sufficient width (approximately 4-6 inches) to adequately handle reasonable anticipated drainage volume;
3. Downspouts shall have a rectangular cross section and be of appropriate size to adequately handle reasonable anticipated drainage volume;
4. All materials shall be painted to match the immediate background. Metal shall be prepared to insure proper adhesion of paint to the metal;
5. Adequate provision for water discharge diversion shall be made through the use of concrete splash blocks (12x 18 inch minimum size) or appropriate underground drainage;
6. All gutter/downspout material, installations methods of drainage must be in accordance with applications Orange County/Irvine Building Codes;
7. Approval by the Architectural Committee for gutters/downspouts is deemed to cover exterior appearance only; maintenance of such installed gutters/downspouts shall be borne by the Homeowner, unless otherwise provided for by the other Community Association authorities;
8. Approval is required by submission of plans to the Architectural Committee.
9. Gutters shall be identical in appearance (cross section configuration) as those installed by the builder on the Homeowner's unit except as noted in #2 above.
10. Consideration of the drainage patter must be made. If the discharge alters of affects the existing pattern, a flow diagram of the new pattern must be included for consideration.

RECOMMENDED GUIDELINES FOR SCREEN DOORS

1. To best harmonize with the architectural color scheme, screen doors should be dark brown or bronze in color like the stain on existing entry doors.
2. They may be stock anodized metal or custom fitted wood doors stained to match entry door.
3. Note: Due to design of the entry door jamb and threshold, stock doors may not fit ideally at the threshold. Owners should inspect this condition before purchasing stock doors.
4. Prohibit bright shiny colors such as Natural aluminum, gold, silver, and the like.
5. Simple protective grille designs are preferred rather than heavily ornate and fussy designs with resident initial.

RECOMMENDED GUIDELINES FOR REPLACEMENT WINDOWS

1. All replacement windows must be the same size as the original windows, smaller windows requiring furring down the size of the window frame is prohibited.
2. Glass should be clear, tinted windows are prohibited.
3. Special designed windows pop out types must be approved by the Architectural Committee.
4. To best harmonize with the architectural color scheme, screen doors should be dark brown or bronze in color like the stain on existing entry doors.

TILE SPECIFICATIONS

ARCHITECTURAL COMMITTEE'S MINIMUM SPECIFICATIONS FOR INSTALLATION OF CERMAIC TILES ON WOODEN SUBSURFACE DECKS AND BALCONIES IN THIS DEVELOPMENT:

1. Waterproof existing deck or balcony with asphalt (or equivalent) material.
2. Metal reinforcement material (galvanized metal lath) is the laid on waterproofing material (no nails will be used).
3. A minimum of one-half (1/2) inch of mortar is required over the metal lath. The mortar will be installed so as to permit proper drainage of the area so there will be no subsequent damage to the Common area or structures.
4. An adequate layer of "thin set" will be applied over the mortar.
5. Tile that had been approved for the specific application will then be installed on the "thin set".
6. The final step is application of the grout, as required.

AIR CONDITIONER SPECIFICATIONS

All applications for Air Conditioners for any model unit must specifically include the manufacture's specifications and the model selected must not exceeded 7.5 bels.

In addition, the proposed installation must be staked out for Architectural Committee and an Architectural Planning application submitted for review prior to Committee approval.

The proposed site plan and specifications must be attached to each application.

AWNING VENDORS

Abbott Industries 1-800-97-SHADE

This vendor provides "Sunbrella" brand awning material. Previous approved fabric colors are:

4672-Heather Beige

4654 -Linen Tweed

You must submit an Architectural Application for your new awning, and receive written approval from First Services Residential Property Management, prior to installation. It is strongly recommended that you submit a catalog and fabric sample for the Architectural Committee to see exactly what you would like to have when reviewing your application.

SATELLITE DISH INSTALLATION INFORMATION SHEET

Rancho San Joaquin Homeowner's Association will permit homeowner's to install a satellite dish for personal, private use on the premises under the following conditions:

- The satellite dish must be one meter or less in diameter.
- The satellite dish may only be installed on the inside balcony, patio or terrace that is under the exclusive common area control of homeowner. Said satellite dish, or any part thereof, shall not be attached to any part or the exterior of the building and installed on a free standing support, extend beyond the balcony, patio, roofline or terrace railing.
- Homeowner is specifically prohibited from making physical modifications to the premises and is prohibited from installing said satellite dish in the common areas of the premises, including but not limited to, outside walls, roofs, window sills, common balconies or stairways.
- Homeowner shall not install said satellite dish in a manner which causes physical or structural damage to the premises, excluding ordinary wear and tear.
- Homeowner shall install, maintain and remove said satellite dish in a manner which is consistent with industry standards and shall be liable for any damage or injury sustained as a result of the negligent installation, maintenance or removal of said dish. Homeowner is responsible for the removal of satellite dish upon termination of contract with provider.
- Homeowner shall indemnify, defend, and hold Rancho San Joaquin Homeowner's Association harmless for any damage or injury resulting from said negligence, including paying Rancho San Joaquin Homeowner's Association attorney's fees and costs.

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