

# SAN LORENZO VILLAGE HOMES ASSOCIATION

## Architectural Alteration Policy & Guidelines

Adopted by the Board of Directors on March 15, 2007

The purpose of the procedures set forth below is in no way intended to discourage or impede home alterations and improvements. Naturally, however, you, your neighbors and the Association must rely on each other to make such alterations which will not detract from the aesthetic quality of our community or interfere with the rights of enjoyment of other residents.

You do not need Association approval to alter the interior of your home. (You may need a building permit for certain work.) You do need Association approval if your alteration work adds to or changes the exterior appearance of your home and/or landscape plan. Such changes include, for example, decks, fencing, additions, landscaping, painting, exterior lighting, sheds, or anything that is added or revised from the original house or landscaping. It is important that you get the written approval of the Association for any type of exterior alteration work on your Lot. This memo describes that process.

While there may be some flexibility in the details of any particular requirement, these are substantive concerns which must be addressed so the Association can fulfill its obligations to the owners to preserve our community, but also permit some flexibility for owners who want to make reasonable improvements or alterations to their homes.

The conditions of Association approval are as follows:

1. **WHO RECEIVES NOTICE.** Your application to the Association must be submitted in writing to the Association. A copy of the Application is attached.
2. **APPLICATION.** Your application must be complete in order to be considered, so please include the following with your application:
  - A plot plan that clearly shows your entire property, the outline of your house and the modification(s) you plan to make. You must show all dimensions that would accurately locate your proposed modification as it relates it to all property lines and set-backs. You must submit two (2) copies of the plot plan.
  - In addition, the Association will need specifications such as: elevations, sizes, heights, details, product specifications, materials, colors, finishes, names of plants, samples or a product brochure, if possible. Describe any anticipated changes in aesthetics, privacy, light, sound and odors to illustrate your proposed alteration. Two (2) copies of these specification must be submitted. Without these items included in your application, the Association may not be able to render a decision and your submission may be returned without approval. The Association may require  
  
submission of additional plans and specifications or other information prior to approving or disapproving the application or alteration.

3. **REVIEW/APPROVAL PROCESS.**

- If the application is complete, the Association will review your proposal to determine whether it will be compatible with the design, construction and standards of quality of the San Lorenzo Village Homes Association. The Association may consider whether or not such proposed improvements will interfere with or disturb any other Owner's use or enjoyment of his or her home.
- With the exception of applications for second story additions (see the next paragraph), the Association will notify you in writing of its decision within thirty (30) days of receipt of the complete application. If the application is denied, the reason(s) for denial will be explained and a description of the procedure for reconsideration provided. A request for reconsideration must be received by the Board of Directors within 15 days of the date of the mailing of the denial.
- For all proposed second story additions, Owner must obtain County approval before applying for Association approval of the addition. Once an Owner applies to the Association for approval of the second story addition, the Association will notify adjacent owners and allow ten (10) days for review of the plans. Please note that the Association's criteria may be more restrictive than the County's.
- The Association reserves the right to inspect construction from time to time to assure compliance with the plans as submitted and approved. Non compliance will be cause for a special review with the Owner, requesting compliance. Failure to comply with such requests will be cause for the Association to initiate corrective action as authorized in the CCRs.

4. **BUILDING PERMIT.** If a building permit is required by the County, the permit drawings and specifications submitted to the County must be the same as those approved by the Association. If the County requires any modifications to the plans for exterior work approved by the Association, you must resubmit the modified plans for review and approval by the Association before starting any work. (As described above, for proposed second story additions, Owner must obtain County approval before submitting application to the Association.)

5. **TIME FRAME FOR PERFORMANCE.** Work must begin within 60 days of the date your application is approved and be completed within a reasonable time frame after commencement. You must specify a reasonable time frame for commencement and

completion of the alterations. The Association may require a shorter deadline to avoid lengthy disturbances and/or visual blight to the neighbors.

6. **PAYMENT OF ASSOCIATION COSTS.** You agree to pay the Association's reasonable out of pocket legal, architectural and/or administrative costs related to processing your application or enforcing the terms of the agreement. Any such costs not promptly reimbursed shall be a lien against the Lot and may be collected in the same manner as regular Assessments. The cost of any application to the County or any other costs incurred are solely the responsibility of the Owner making the application.

# **SAN LORENZO VILLAGE HOMES ASSOCIATION, INC.**

## **Architectural Alteration Guidelines**

If you are uncertain whether an application for a particular improvement is required, please contact the Association prior to beginning your project.

### **SAMPLE REVIEW CRITERIA**

The Association evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design on an exterior in one instance may not be for another. For example, exterior changes, due to their relative closeness to each other, usually are more noticeable and have more of an impact on adjoining properties.

Design decisions made by the Association in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are generally based on the following criteria:

**Relation to the Natural Environment.** Fencing in particular can have significant visual impact. Other factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off also adversely effect the natural environment.

**Conformance with Covenants.** All applications are reviewed to confirm that the project is in conformance with the Declaration.

**Validity of Concept.** The basic idea must be sound and appropriate to its surroundings.

**Design Compatibility.** The proposed improvements should be compatible with the architectural characteristics of the applicant's house, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, aesthetics, similar use of materials, color and construction details. It is intended that all construction and alterations are to be performed so as to maintain a uniform level of quality of workmanship and material, a harmony of external design, and compatible with existing structures, surrounding environment, and topography.

**Location and Impact of Neighbors.** The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.

The primary concerns are access, privacy, sunlight, ventilation and drainage. For example, fences may obstruct view, or access to neighboring property; second story decks or larger additions may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy.

When a proposed alteration has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making application.

**Scale.** The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

**Color.** Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house such as roofs and trim should be matching in color.

**Materials.** Continuity is established by use of the same or compatible materials as were used in the original house. The options are limited somewhat by the design and materials of the original house.

**Workmanship.** Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create safety hazards. The Association assumes no responsibility for the safety of new construction by virtue of design or workmanship.

**Timing.** Projects that remain uncompleted beyond a reasonable length of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community.

## **COUNTY BUILDING DEPT GUIDELINES**

Request for alterations and change are subject to any rules, regulations and permitting by the County of Alameda. For example, the County has specific setback ordinances, size and height limitations. Note, however, that the Association can have requirements greater than the County's, but not less than.

Approval of any alteration or improvement by the Association does not satisfy the requirements to obtain permits and variances as required by local government agencies.

## **THE JOBSITE**

The construction site must be kept neat and orderly during all phases of the construction. It is the applicant's responsibility to provide for immediate cleanup of any excavation or construction debris that inadvertently spills onto streets or adjoining properties. Excess construction materials cannot be stored on neighboring Lots unless permission has been obtained from the affected Owner. The street adjacent to the construction property must be kept clean and unobstructed, and any damage, accidental or otherwise, will be repaired to the satisfaction of the Association.

A job site shall provide temporary toilet facilities located off the road and drives. In no case shall any temporary construction structures, construction equipment or construction material be placed or stored on Association streets or drives so as to interfere with residents' ability to drive and/or park their vehicles. Indicate on the site plan the staging area for temporary construction facilities, material staging, etc.

### **COLOR**

If the exterior colors are to be the same as the original colors, an Architectural Alteration application is not be required. However, if you are proposing a new exterior color, application and approval is required.

### **FENCES**

Fences behind the leading edge of the house cannot exceed six feet (6') in height and may be required to be less, depending on location. Additionally, fences located on the front half of the lots or side yard if adjacent to a street cannot exceed three feet (3') in height (and may be required to be less) and must be set back no less than ten (10) feet from the street line.

### **DRAINAGE AND GRADING**

No owner shall do any work, construct any improvement, place any landscaping or cause the existence of conditions which will alter or interfere with the drainage pattern of the owners or any adjacent lots or the Common Area. Owners are responsible to ensure the original course of surface water flow is not disturbed or amended.

### **EXTERIOR LIGHTING**

Exterior lighting is permitted for safety and security purposes only. It must be unobtrusive and maintain privacy through the uses of hooded fixtures using low-level, low-wattage bulbs and cast light in a downward direction. Exterior lighting or fixtures must not, in daytime or night, intrude upon the view from neighboring properties or the street. Light sources (bulbs) must be screened so as to not be visible. Approval will not be given for high intensity outdoor lighting such as neon, sodium or mercury vapor types.

### **UPON COMPLETION**

The construction site will be cleared of all temporary structures, construction debris, excess dirt and leftover construction materials at the conclusion of the construction. The owner shall notify the Association upon completion of construction or any other work for which plans or approval have been required. The Association has up to one year to inspect the project for compliance with the approved plans. After inspection, the owner will be notified in writing of any items requiring additional attention. The owner shall then remedy these items of non-compliance, if any, by the time specified, which will generally not exceed sixty (60) days.