

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.