

**CALIFORNIA TRADEWINDS HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
DESIGN GUIDELINES**

Revised 06/01/04

INTRODUCTION

In order to preserve the value, desirability, attractiveness and architectural integrity of California Tradewinds, Covenants Conditions and Restrictions hereinafter referred to as “CC&R’s”, have been prepared and recorded which authorize the formation of an Architectural Review Committee (ARC). Per the CC&R’s, the ARC may adopt design guidelines. This document serves as those guidelines.

The Architectural Review Committee, appointed by the California Tradewinds Homeowners Association (“Association”), is charged with the responsibility to review and approve all proposed exterior improvements to residential dwellings in your neighborhood, prior to any submittal to the City of Temecula or the start of construction. By definition, exterior improvements subject to ARC approval include landscape and irrigation plans. In most cases, landscape and irrigation plans do not require City of Temecula approval. No building additions, including patio covers, shall be permitted without the prior approval of the Planning Director of the City.

The purpose of the ARC and the Design Guidelines is not to restrict individual creativity or personal preferences, but rather to assure conformance to minimum design standards and technical restrictions to help preserve and improve the appearance of your community.

The Design Guidelines are intended to assist property owners in planning home improvements and to set forth design criteria by which a homeowner’s Home and Landscape Improvement Application should comply with. This information is provided to increase the homeowner’s awareness of the ways to maintain neighborhood integrity. It is important to note that while these Design Guidelines are consistent with the CC&R’s, they do not cover all possible situations. It is recommended that the CC&R’s be studied carefully and that any questions be directed to the Management Company in charge of the Association’s management.

OBJECTIVE

The specific objectives of the Design Guidelines are:

1. To provide uniform guidelines to be used by the ARC in reviewing home improvement applications and to provide a vehicle for enhancing or clarifying the standards set forth in the CC&R’s.
2. To assist homeowners in preparing a complete and acceptable application for ARC consideration.
3. To increase homeowner understanding of the CC&R’s as well as their awareness of the responsibility to maintain neighborhood integrity.
4. To maintain and improve the quality of the living environment in the community.
5. To explain and illustrate basic design principles which will assist homeowners in planning exterior improvements and which are in harmony with the architectural features prominent in your neighborhood at California Tradewinds.

ARC OPERATING PROCEDURES

A. General Explanation of Operating Procedures

Before beginning any addition, alteration, or construction involving the exterior appearance of a home, the homeowner must first file an application with the ARC. Failure to obtain the approval of the ARC may constitute a violation of the CC&R's and may require modification or removal of unauthorized work or improvements at homeowner expense. In addition, a building permit may be required by the City of Temecula (or other government agency) before stating certain improvements. The ARC does not assume any responsibility for homeowner failure to obtain necessary permits. Further, obtaining necessary permits from the City does not waive the obligation to obtain ARC approval. The City of Temecula may not accept building permit applications for exterior improvements without proof of ARC approval.

Once an application for home improvement has been approved by the ARC, the plans must be followed. Any modifications to the approved plans must receive ARC approval prior to construction. It is important to understand that ARC approval is not limited to major alterations such as adding a room or deck, but also includes such items as color changes, material changes, and landscaping. Each application is reviewed on an individual basis and is evaluated accordingly. There are no "automatic" approvals. For example, a homeowner who wishes to construct a deck identical to one that has already been approved by the ARC is still required to submit an application for review and approval. In every case, an application must be submitted and reviewed in order to consider specific conditions relative to location and impact on surrounding homeowners. During the evaluation of an application, the ARC must consider the characteristics of the housing type and the individual site, because what may be an acceptable design in one instance may not be acceptable in another.

B. Specific Procedures and Responsibilities

Listed below is a description of specific procedures and responsibilities for the ARC, the Management Company, and the homeowners for evaluating and processing applications involving home improvements.

1. All applications are to be submitted to the ARC through the Management Company.
2. All requests for ARC approval must be made on a Application for Improvements form (See Exhibit "A"). Homeowners should retain a copy of the application form for future reference.
3. Upon receipt of an ARC application, the Management Company will record the owner's name, address and provide a brief description of the proposed improvements in an Architectural Modification Request Log. All copies of the request will be submitted to the ARC.
4. In addition to the application form, the following information is required for submittal to the ARC:
 - a. Three sets of construction drawings containing the information provided on the attached check list. Although not required, it is our recommendation that a professional consultant such as an architect, engineer or landscape architect be hired to prepare your construction drawings. All construction drawings should be easily readable by the ARC and should include all the details and specification needed to construct your proposed project.

- b. Specifications of work to be done (notes).
- c. Material samples and/or color samples only if those proposed deviate from original standards.
- d. Neighbor identification: Neighbor signatures must be included on the application form. The intent is to inform neighbors who own property adjacent to, or across from our lot of your proposed improvements, in order to avoid future conflict. It is important to note that if a neighbor(s) disagrees with an improvement proposal, ask them to complete the comment section on the application form. Neighbor comments will be considered by the ARC; however, such comments will not dictate the ARC's decision.
- e. A phasing plan and schedule of improvements if it is anticipated that more than 90 days will be needed to complete the proposed work.

IT IS IMPORTANT TO NOTE THAT FAILURE TO INCLUDE ANY OF THE INFORMATION REQUESTED ON THE CHECK LIST WILL CONSTITUTE AN INCOMPLETE APPLICATION, AND THE APPLICATION WILL BE RETURNED TO THE HOMEOWNER FOR COMPLETION PRIOR TO ARC CONSIDERATION.

- 5. The ARC will evaluate all complete applications within 45 days of submittal to the Management Company and will indicate its approval, approval with conditions, or denial. If the homeowner is not contacted within 45 days, it is the homeowner's responsibility to contact the Management Company to determine the status of the application. The ARC will make every effort to review an application and respond as quickly as possible.
- 6. Following its review, the ARC will return two copies of the plans and application to the Management Company.
- 7. The Management Company will record the ARC's decision in the log and notify the applicant of the decision as follows:
 - a) If the application is approved; or approved with conditions, a copy of the executed Application Form and a copy of the plans signed by the ARC will be returned to the applicant. The plans may contain ARC changes or stipulations that shall become part of the plans and shall represent conditions of approval to be satisfied by the applicant.
 - b) If a decision is not made pending the receipt of additional information or plans, the applicant will be notified of the specific details needed by the ARC in order to make a decision.
 - c) If the applicant is denied, the applicant will be advised of the reasons for the ARC's decision and will be provided with information or direction needed to receive ARC approval.
- 8. After an application for specific work on a specific lot has been approved by the ARC, further approval will not be required except for new work/improvements not included in the original application.

9. If construction work requires the use of, or access from property not owned by the applicant, for purposes of transporting labor and materials or for the temporary storage of materials for the work, the applicant shall obtain written permission from the affected property owner(s) for such use of property. A copy of the letter granting permission shall be submitted to the Management Company prior to commencement of construction. A security deposit or bond, as deemed necessary by the ARC, may be required from the homeowner or contractor to cover any damage that may result from the work.

Unused deposits will be refunded after completion of the work. Homeowners shall be responsible for repairing any damage caused to open spaces, public or private right of way, or neighboring property as a result of construction improvements, including the removal of debris, refuse, and other materials used in making said improvements. Upon completion of construction improvements, all areas are to be left in a clean and presentable condition.

10. All work shall commence within six (6) months from the date of approval of the application. *The Committee approval of any particular construction activity shall expire and the plans and specifications therefor shall be resubmitted for Committee approval if substantial work pursuant to the approved plans and specifications is not commenced within six (6) months after the Committee's approval of such construction activity. If it is anticipated that more than 90 days will be needed to complete the proposed work, please contact the Management Company for an extension form.*
11. Improvements which are installed without ARC approval will constitute a violation of the CC&R's, and may require modifications or removal at the expense of the homeowner. Remedies to violations may be pursued by Kaufman and Broad of San Diego, Inc. hereinafter referred to as "Declarant" or the California Tradewinds Homeowner's Association, to the fullest extent allowed by the CC&R's. ARC and/or Management Company inspections for unauthorized improvements may be conducted periodically to insure conformance with the Design Guidelines.
12. The Design Guidelines may be modified or amended by the Board of Directors of California Tradewinds Homeowners Association as deemed necessary or desirable. It is the homeowner's responsibility to ensure that he/she is using the most current issue of the Design Guidelines, by contacting the Management Company, Board of Directors, or members of the ARC.

DESIGN GUIDELINES

The following guidelines are provided to assist homeowners in preparing an ARC application. **Unless noted otherwise, all items listed require ARC review.** The guidelines are not all inclusive. Questions concerning specific improvements, whether listed or not, should be directed to the Management Company. In addition to the Design Guidelines, a check list of information to be included with all applications is provided to assist homeowners in preparing a complete application for ARC consideration.

AIR CONDITIONERS

1. Visible units extending from windows are not permissible.
2. Compressors and equipment are to be screened from view by fencing or landscaping.
3. If air conditioning was offered as an option by the builder, but was not installed at the time of purchase, the equipment must be located in the same area in which the optional unit would have been installed.
4. A noise attenuating screen, fence, wall or other buffering mechanism may be required.

ANTENNAS

1. All radio and television antennas, C.B. antenna, satellite dishes and transmission facilities are prohibited on the roof of any structure.
2. These facilities may be permitted on other portions of a lot subject to ARC approval.

ATTIC VENTILATION

1. Attic ventilators or other mechanical apparatus requiring roof installation are to be as small as is functionally possible and painted to match roof color. Units should be located on the least visible side of the roof and may not extend above the highest point of the roof line.

BALCONIES

1. The total length and width of a balcony is subject to ARC approval based on proportions and overall aesthetics. Balconies must be accessible from the interior of the house through a suitable second story doorway.
2. Exterior stairways may be approved if:
 - a. They are not located in set back areas.
 - b. They do not materially obstruct views.
3. Balconies must be painted to match or complement house trim.
4. Balconies must conform to City standards, including setbacks from property lines.

BARBECUES

1. Permanent barbecues are to be located in rear yards only.

BASKETBALL BACKBOARDS/HOOPS

1. No basketball hoops, backboards or similar apparatus shall be placed anywhere on a Lot unless previously approved. Such apparatus is prohibited in front yards. No such apparatus shall be placed closer than fifteen (15) feet from a neighboring residential building without ARC approval.

CHIMNEYS AND FLUES

1. The exterior appearance of a new chimney(s) must match or reflect the architectural character of existing chimneys in the neighborhood.
2. Spark arresters at the top of the chimney must be designed and painted to match any builder-installed spark arresters.

CLOTHESLINES

1. Clotheslines are not permitted.

DOG HOUSES

1. Dog houses may be permitted provided:
 - a. They are located in side and rear yards only.
 - b. They are not visible from a public street.
 - c. They do not materially interfere with adjacent properties.

DRAINAGE

1. Refer to the CC&R's for drainage requirements (Article VII, Section 7.4, on page 13).

FENCES

1. Fence style, materials and finished color are to be compatible with the applicant's house or builder-installed fencing or walls. The location and style of your proposed fencing must be submitted and approved prior to beginning construction.
2. Placement of the fence and support structures shall not interfere with adjacent sprinkler systems.
3. Structural framing or an unfinished side of a fence varying from existing fence standards shall not be exposed to any public street, sidewalk, walkway, park, recreation area or neighboring lot.

4. The maximum average height of all fencing and/or walls shall be six (6) feet from finish grade, unless approved otherwise by the ARC.
5. All support posts shall be set in concrete footings.
6. Stepped fencing is permissible in locations where topography dictates.
7. Specific fence requirements: **Any changes to existing fencing** must be approved by the Architectural Control Committee. Plans submitted should indicate placement or replacement areas, height, materials, color and style.

NOTE: Consideration should be given to shadowing or view obstruction of adjacent properties.

a. Wrought Iron (tubular steel)

1. Must be painted to complement the original color scheme of the house or to match similar fencing in the community. Color samples must be submitted with ARC application. Certain fencing in the Community is maintained by the California Tradewinds Homeowners Association. This fencing shall not be painted or altered in any way by anyone except the Association.
2. Additional fencing materials may be applied to the inside of the fence to restrain children and small pets upon ARC approval. Supplemental landscaping should be used to mitigate the appearance of additional fence materials.

b. Solid Wood

1. May be stained with a natural or clear finish only, or painted one of 'three' (3) pre-approved colors. Any proposed change or deviation from restoration to its original state or pre-approved paint colors, must be submitted with an ARC application.
2. No Architectural application is necessary when restoring the wood fencing to its original state; power washing and clear sealant to be used only.
3. No Architectural application is necessary if painting the wood fencing one of 'three' pre-approved colors: Tradewinds Beige, Stonish Beige or Birchwood, available at Dunn-Edwards of Temecula.

c. Masonry

1. Concrete block walls must be provided with a stucco finish and painted to match the color of the house, unless such wall surfaces are not visible from any common area or public space.
2. Slump stone walls may be left natural but must closely match the color of exterior of the home.

- d. Vinyl Products
 - 1. Vinyl products with a ‘wood-like’ appearance, available in white or beige, may be used as a replacement for wood fencing with ARC approval.
- e. Acceptable Fencing Materials (not all inclusive)
 - 1. Wood
 - 2. Wrought iron or tubular steel
 - 3. Masonry, if materials conform to type, quality, color and character of masonry walls used elsewhere in the neighborhood
 - 4. Stucco over concrete block or over wood frame subject to compatibility in form and color with stucco fences used elsewhere in the neighborhood.
 - 5. Slump stone, in a natural color to match exterior of home.
 - 6. Vinyl covered chain link, only in locations specifically approved by the ARC.
 - 7. Vinyl products with a ‘wood-like’ appearance.
- f. Unacceptable fencing materials (not all inclusive)
 - 1. Aluminum or sheet metal.
 - 2. Chicken wire, barbed wire or wire mesh.
 - 3. Galvanized chain link.
 - 4. Plastic webbing, reed, bamboo, or straw-like materials.
 - 5. Corrugated or flat plastic sheets or panels.
 - 6. Rope or other fibrous strand elements.

FLAGPOLES

- 1. No flagpoles shall be allowed in the front yard of any lot. Flagpoles elsewhere on a lot may be approved at the discretion of the ARC.

GUTTERS AND DOWNSPOUTS

- 1. Gutters and downspouts must be painted to match or complement existing trim or stucco.
- 2. Run-off from gutters must not affect adjacent properties and must be directed to the street via underground yard drains, or existing drainage swales, at the discretion of the ARC.

LANDSCAPE AND IRRIGATION

- 1. Trees and shrubs should be selected and placed in a manner which will not, at maturity, materially obstruct the view of adjacent homeowners. For purpose of clarification, a homeowner’s view corridor shall include any area that lies within the extension of side property lines, or within lines extended and parallel to the most exterior side walls of a house on such lot.
- 2. Plants are not to encroach on walkways or obstruct walkway lighting.

3. Irrigation lines are to be installed underground.
4. Proper drainage shall be maintained at all times and directed to the street in order to prevent run-off onto adjacent or common area properties. The integrity of the drainage system provided by Declarant must be maintained. Modifications to existing drainage systems shall in **NO WAY** hinder or reduce the performance level of lot drainage.
5. Sprinkler heads shall be installed and adjusted so as not to spray onto adjacent properties or sidewalks.
6. Use of drought tolerant landscape methods is suggested and strongly recommended. A manual describing Drought Tolerant Landscaping may be available from the City of Temecula.

LIGHTING

1. Exterior walkway and security lights are to be directed onto the applicant's property only and shall be adjusted or screened to prevent light from falling onto adjacent property.
2. Light fixtures are to be compatible with existing fixtures in both scale and style. A sketch or picture of the proposed fixture shall be included in the ARC application.

MASONRY PRODUCT

1. Masonry products (i.e., stone, brick, veneer, etc.), may be used for accents only and may not be used for complete coverage of the home.
2. Masonry products may be used on the columns from the ground up, to approximately 6' feet (or $\frac{3}{4}$ of the height), as accent.
3. Masonry product may also be used as accent across the front of the home from the ground up, to approximately 4' feet (or $\frac{1}{3}$ of the height)
4. Masonry product shall match or harmonize with the color scheme of the home (i.e. roof tiles, stucco, etc.) and surrounding structures and improvements. See the Association's CC&R's, Article VI for general criteria for review by the Architectural Committee.
5. No such product shall be installed without submitting plans to, and receiving the written approval of the Architectural Committee, pursuant to Article VI of the Association's CC&R's.

PATIO SLABS AND DECKS

1. Building materials shall complement and be harmonious with the applicant's house.
2. The design of a deck or patio should take into consideration the intrusion upon a neighbor's privacy.

3. Proper drainage shall be provided in order to prevent standing water and run-off onto adjacent properties. All drainage shall be directed to the street. The integrity of the drainage system established by the Declarant shall be maintained at all times. Modifications to existing drainage shall in no way hinder or reduce the performance of the drainage system for such lot.
4. Second story wooden decks must be painted to match or complement existing house colors, subject to ARC approval. (See balconies)

PATIO COVERS

1. Building materials shall be compatible with the form and style of the applicant's house.
2. Patio covers may be free standing or attached to an existing structure.
3. Patio covers should not materially obstruct the view of an adjacent property.
4. Unacceptable patio cover materials (not all inclusive)
 - a. Metal or pre-fabricated metal structures.
 - b. Corrugated plastic or fiberglass.
 - c. Plastic webbing, split bamboo, reed or straw like material.
 - d. Asphalt or composition shingles.

ROOM ADDITIONS

1. Additional rooms shall be compatible in scale, materials, color, and style with the existing structure.
2. The location of a proposed addition shall not materially impair the view, sunlight, or natural ventilation of adjacent properties.
3. Roofs must match or be complementary to the existing structure in pitch, scale, form, and materials.
4. No addition shall exceed the roof height of the existing structure except for chimneys or second story additions on a single story house.
5. Windows, window groupings, and doorways shall integrate with existing exterior openings.
6. Provisions shall be made to prevent drainage or run-off on to adjacent properties.
7. Construction materials shall be stored in the least conspicuous area. Excess debris shall be removed from the site, or properly contained, on a daily basis.
8. Major features of the existing house shall be reflected in the design of the proposed addition such as vertical and horizontal lines, window and roof massing, projections and trim details.

SCREEN DOORS AND SECURITY DOORS

1. Screen doors with scroll work or bars are allowed subject to ARC approval. Pictures, photos, or sketches shall be included in the ARC application.

2. Multiple panel screen doors are acceptable subject to ARC approval.
3. Security doors are allowed subject to ARC approval.
4. All screen and security doors shall be white in color unless the ARC approves otherwise.

SECURITY SIGNS

1. Security signs should be no larger than 12" X 12" (one foot square), placed no more than three (3) feet away from the house and no more than three (3) feet above the foundation level.
2. A maximum of one sign shall be permitted in the front yard.
3. Signs shall be freestanding, not attached to the house or the garage.

SOLAR ENERGY EQUIPMENT

1. Solar panels shall be placed flush with and in the same plane as the roof slope.
2. All necessary plumbing lines must be concealed or painted to match the roof material.
3. Solar panels shall be nonreflective in nature.

SWIMMING POOLS AND SPAS

1. Permanent above ground pools are not allowed. Portable or above ground spas are permitted subject to ARC approval.
2. Pool/Spa equipment shall be enclosed and shall be located so as to minimize noise or view disturbance to adjacent properties.
3. Plumbing lines to a spa or pool must be totally concealed or installed underground.

TOOL SHEDS

1. Tool sheds are allowed, but shall be screened from view in a manner acceptable to the ARC.
2. The location and size of the shed is subject to review by the ARC.
3. The color of the shed shall match or be compatible with the dwelling unit.

WINDOWS AND WINDOW TREATMENT

1. Additional windows shall match or complement existing windows with respect to frame color, materials, size, height, and overall massing.
2. Windows may be tinted in all homes. No reflective materials may be used to create a mirror effect from the outside.
3. No temporary materials such as sheets, paper, or foil shall be used for exterior shading purpose.

GENERAL COMMENT

1. Many of the above listed home improvements require separate and additional approval from the City of Temecula. It is the owners responsibility to check with the City for further requirements.

New Legislation requirement – appeals process – effective January 1, 2005

ADOPTED MARCH 2, 2005:

CALIFORNIA TRADEWINDS
ARCHITECTURAL GUIDELINES
APPEAL PROCESS

In the event plans and specifications submitted to the Architectural Committee are disapproved, the party making such submission may appeal in writing to the Board of Directors. The appeal must be received by the Board not more than thirty (30) days following the final decision of the Architectural Committee. Within forty-five (45) days following receipt of the appeal, the Board shall render its written decision. The failure of the Board to render a decision within the forty-five (45) day period shall be deemed a decision in favor of the appellant.