

Brentridge Community Association

Design Guidelines



**BRENTRIDGE COMMUNITY ASSOCIATION
DESIGN GUIDELINES**

TABLE OF CONTENTS

OBJECTIVES	Page 1
CC&R'S	Page 1
AMENDMENTS	Page 1
ARCHITECTURAL REVIEW COMMITTEE APPROVAL	Page 1
MANAGEMENT COMPANY	Page 2
DISRUPTION OF COMMUNITY COMMON AREA	Page 2
GOVERNMENT PERMITS	Page 2
ARCHITECTURAL REVIEW COMMITTEE CRITERIA	Page 2
PROCEDURAL STANDARDS	Page 3
GENERAL	Page 4
LANDSCAPE GUIDELINES	Page 5
A. LANDSCAPE & IRRIGATION	Page 5
ARCHITECTURAL GUIDELINES	Page 5
A. FENCES	Page 5-6
B. AIR CONDITIONERS	Page 6
C. DOG HOUSES	Page 6
D. BARBECUES – PERMANENT	Page 6
E. FIREPLACES, CHIMNEYS, FLUES & ROOFS	Page 7
F. GUTTERS AND DOWN SPOUTS	Page 7
G. LIGHTING – EXTERIOR WALKWAY/SECURITY	Page 7
H. PATIOS AND DECKS	Page 7
I. PATIO COVERS	Page 7-8
J. ROOM ADDITIONS	Page 8
K. SCREEN DOORS & SECURITY DOORS	Page 8
L. SOLAR ENERGY EQUIPMENT	Page 8
M. SWIMMING POOLS, SPAS & FOUNTAINS	Page 8-9
N. WINDOWS & WINDOW TREATMENTS	Page 9
O. BASKETBALL HOOPS	Page 9
P. HOLIDAY DECORATIONS/LIGHTS	Page 9
STRUCTURE AND LANDSCAPE IMPROVEMENT APPLICATION PROCEDURES	
STRUCTURE AND LANDSCAPE IMPROVEMENT APPLICATION FORM	
NOTICE OF COMPLETION FORM	

OBJECTIVES

This document is a guide for the members of Brentridge Community Association Architectural Review Committee, hereinafter know as the ARC, and the homeowners of Brentridge Community Association. It is hoped that this manual will increase the homeowners' awareness of the ways in which the integrity of the Community Plan is preserved and the responsibilities the homeowners must assume. The Guidelines address exterior improvements for which homeowners most commonly submit applications and are not intended to be all inclusive.

The specific objections of this manual are:

- A. To provide uniform guidelines to be used by the ARC in reviewing applications for conformance to the standards set forth in the legal documents of Brentridge Community Association.
- B. To assist residents in preparing an application to the ARC.
- C. To increase residents' awareness and understandings of the CC&R's, Bylaws, and Articles of Incorporation.
- D. To maintain and improve the quality of the living environment in Brentridge Community Association.
- E. To illustrate basic design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.

The intent of these Guidelines is not to inhibit individuality and creativity, but to assure residents of design continuity that will help preserve or improve the community's appearance, protect property values, and enhance the overall environment of Brentridge Community Association. These Guidelines are directed only to exterior alterations, including landscaping, made by homeowners to their property.

COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R'S)

- A. The CC&R's establish Brentridge Community Association and the Architectural Review Committee (ARC). The ARC insures that proposed exterior alterations comply with the standards set forth in the covenants. This involves the regular review of all applications for exterior alterations submitted by residents.
- B. Every Brentridge Community Association homeowner has received a copy of the CC&R's with the purchase of a home. However, all too frequently, this information is not provided during a resale, or, when provided, the CC&R's are not read by the homeowner. The CC&R's are binding on all homeowners and every homeowner is encouraged to read the CC&R's thoroughly for a complete understanding of the responsibilities of Brentridge Community Association and its members.

AMENDMENTS

- A. These Guidelines may be amended from time to time. It is anticipated that the changes will not be substantive. However, the existing Guidelines may be amended to reflect changing conditions or technology.
- B. The ARC will conduct an annual evaluation of the Guidelines to determine if amendments are required.

ARCHITECTURAL REVIEW COMMITTEE APPROVAL

- A. Homeowners are reminded that approval from the ARC is required for any additions or alterations to all exterior structures and landscaping, front, side, and rear yards, including fences and walls.
- B. Any change to the exterior appearance of one's property must be approved by the ARC. Further, once a plan is approved, any modification must be approved by the ARC prior to installation.

- C. It is important to understand that ARC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and material, etc. Approval is also required when an existing item is to be removed.
- D. Each application is reviewed on an individual basis. 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, will be required to submit an application and may not receive ARC approval.
- E. In every case, an application must be submitted and reviewed in order to consider specific implications of locations and impact on surroundings.
- F. The ARC evaluates the individual merits of the application. Besides evaluation of the particular design proposal, this evaluation includes consideration of the characteristics of the housing type and the individual site. There may be an acceptable design for an exterior which may not be acceptable for another housing type and/or site.
 - 1. The proposed improvements must be compatible with the architectural characteristics of the applicant’s house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- G. The review or approval from the ARC is not approving the means nor the method of construction from the standpoint of structural safety or conformance with building or other codes. Nor is it approving the installation or providing any type of guarantee to the owner. This is the sole responsibility of the owner and/or the contractor.

MANAGEMENT COMPANY

The management company for Brentridge Community Association is The Avalon Management Group located at 31608 Railroad Canyon Road, Canyon Lake CA 92587. There is someone available 24 hours a day for emergency service at 1-800-695-3972. During regular business hours, Avalon Management can be reached via phone at (951) 244-0048, via fax at (951) 244-0520 or via email at hoa@avalon1.com.

DISRUPTION OF COMMUNITY COMMON AREA

Association common area or easement which is damaged or disrupted due to installation/construction of an individual owner’s improvement must be restored to its original state at the owner’s expense. Any improvement plan requiring placement of electrical lines, sewer lines or gas lines over or under the association’s common area or easement must fully detail the exact location of such lines in relation to owner’s lot or unit. Proper authorization for work on adjacent property must be obtained from the owner of said property.

GOVERNMENT PERMITS

Approval by the ARC for any improvement does not waive the necessity of obtaining required government permits. Obtaining government permits does not waive the need for ARC approvals. ARC approval must be obtained prior to construction or installation.

ARCHITECTURAL REVIEW COMMITTEE CRITERIA

The ARC evaluates all submissions on the individual merits of the application. In addition to the evaluation of the particular design proposal, the characteristics of the housing type and the individual site will be considered. What may be an acceptable design for an exterior in one instance may not be acceptable for another.

- A. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details, etc.
- B. ARC will consider the potential effect of the proposed improvements on access and privacy of adjoining houses and the neighborhood.
- C. The ARC will decide what is acceptable and what is not acceptable.

PROCEDURAL STANDARDS

A. Application Procedure and Requirements

Approval of any project by the ARC does not waive the necessity of obtaining the required Government permits, such as those for pools, walls, fencing, etc. Obtaining a government permit does not waive the need for ARC approval.

1. All requests are to be made to Brentridge Community Association and brought to the attention of the ARC on the standards Brentridge Community Association Structure and Landscape Improvement form which is included in this manual. Additional copies are included in your welcome packet or may be obtained by contacting the Management Company.
2. All ARC submittal packages are to include the items listed on the attached Application Procedures form included in this manual.
 - a. Submittal packages will be returned if deemed incomplete.
 - b. ARC reserves the right to request additional information.

3. Right of Entry:

If construction work requires the use of common area, access from property not owned by the applicant for purpose of transporting labor and materials, and/or for the temporary storage of materials for the work, the applicant shall obtain written permission from Brentridge Community Association, and/or the owner for the right to enter during construction. A copy of the letter granting permission shall be submitted to the ARC prior to commencement of construction. A security deposit or bond, as deemed necessary by the ARC, may be required from the owner. Unused deposits will be refunded after completion of work and final acceptance by the ARC. Payment will be refunded by U.S. Mail within 30 days after ARC's final acceptance.

4. Submittals:

- a. Within 45 days of the ARC's receipt of a **complete application** a decision will be rendered, either approving or disapproving the application. If the applicant has not been contacted within the 45 day period, it is his or her responsibility to contact the Management Company regarding the status of the plans. (***There are no automatic approvals.-not sure!!!!***)
- b. When the plans are approved by the ARC, one set of the approved plans will be returned to the owner and the other set will be retained by the Management Company and the ARC.
- c. Applicants are prohibited from commencing construction prior to obtaining a written response acknowledging approval of the application by the ARC.

B. Construction

1. Time Period: Work shall commence within 45 days and be completed within ninety (90) days of the date of approval (approved in ground pools are exempt from the 90 day completion, and must be completed within six (6) months). If the scope of the job warrants more time, the ARC may extend the construction period as necessary. A construction phasing plan and schedule indicating a longer construction period shall be submitted by the applicant.
2. Final Review: Upon completion of the work as indicated on an "Approved" copy of the drawings and specifications, and applicant shall notify the AC in writing and request the final review and conformance report (Notice of Completion). The review and conformance report will be completed within sixty (60) days of the applicant's written notification.

GENERAL

A. Enforcement

Improvements that are installed without the necessary approval from the ARC will constitute a violation of the CC&R's and may require modifications or removal of work at the expense of the homeowner, included but not limited to any legal fees incurred. Remedies will be pursued to the fullest extent permitted by the CC&R's and the law.

B. Violation

All owners have the right and responsibility to bring to the attention of the ARC any violation of Brentridge Community Association's Design Guidelines by contacting the Management Company.

C. Damage

Owners shall be responsible for any damage caused to the common area as a result of construction improvements. This includes construction debris and other materials used in making said improvements. All refuse must be removed from the premises to a regulated disposal area.

D. No Waiver of Future Approvals

The approval, conditional approval, or disapproval, by the ARC of any proposals, plans, specifications or drawings will not bind the ARC to approve or disapprove the same or similar improvements or matter in the future. The ARC specifically reserves the right to reject the same or similar plans, specifications, or proposals subsequently submitted by the same or any other person.

E. Notice of Completion

When improvements have been completed, the applicant will forward the Notice of Completion, provided by the Management Company.

LANDSCAPE GUIDELINES

A. Landscape & Irrigation

1. XXXXXXXXXXXXXXXX Each Lot, whether visible from the street or not shall be landscaped by the owner in accordance with a plan approved by the Architectural Review Committee on or before the date which is six (6) months from the close of escrow. Plans should also include any desired changes to the front yard landscaping installed by the developer.
2. Each owner shall thereafter maintain all landscaping on the Lot in a clean, safe, and attractive condition.
3. Plants are not to encroach on walkways or block walkway lights.
4. Irrigation lines must be subterranean unless they are "drip" systems. The irrigation system shall be designed and installed to irrigate different landscape zones (i.e. sun, shade, lawn and shrubs).
5. Sprinklers must be adjusted so as to spray landscaped areas only.
6. Applications for landscape must include:
 - a. Listing of plant material and size. (Plant material and tree selection must conform with that approved by the County of Riverside.)
 - b. Site plan showing house (plot plan) and location of the proposed landscaping (plant materials).
 - c. Planters and retaining walls with dimensions, materials, color/finish.
 - d. Hard scape, such as concrete, walk and patios, deck, patio covers with elevations (side views) and construction detail.
 - e. Drainage plan including location of drain inlets and water flow direction.
7. Drainage: Refer to Article IV, Section 6 of the CC&R's, and the county of Riverside.

ARCHITECTURAL GUIDELINES

- ### A. Fences: The Declarant has installed the fencing, which cannot be modified without approval from the Architectural Review Committee.
1. The walls and fences in the Project are to be maintained in the same style, color and materials as originally installed unless approved by the Architectural Committee.
 2. Placement of the fence and support structure may not interfere with adjacent Association sprinkler systems, nor shall fences be constructed over irrigation lines.
 3. Structural framing or an unfinished side or a fence varying from existing fence standards shall not be exposed to any public street, sidewalk, walkway, park, recreation area, or neighboring lot.
 4. Material for side yard fencing will be given special consideration depending on its exposure to the neighborhood.
 5. Stepped fencing is permissible where the grade slopes.
 6. Fences are required to surround pool and spa areas. Minimum height requirements are established by government codes.

7. Specific fence requirements:
 - a. Acceptable material for fencing:
 1. Wood
 - b. At no time shall no owner or resident attach to, affix, or hang any item on or over any such fences without ARC approval
 - c. Under no circumstances shall owner or resident remove or alter in any way fences that have been erected by the Declarant without the prior written consent of the ARC.

B. Air Conditioners

1. Air Conditioning units extending from windows are not permissible.
2. Compressors and equipment shall be screened from public view by fencing or landscaping.
3. If air conditioning was offered as an option and was not installed by the builder at the time of purchase, equipment must be located in the same area in which the optional unit would have been installed, unless otherwise approved by the ARC.
4. All roof appurtenances shall be architecturally integrated and concealed from view.
5. The sound must be buffed from adjacent properties and streets pursuant to the existing government regulations.

C. Dog Houses

1. Dog houses are to be located in rear or side yards only. Dog houses are also to be located out of sight or screened from surrounding property.

D. Barbecues – Permanent

1. Permanent barbecues are to be located in the rear or side yards only.
2. The application will provide the following information:
 - a. Dimensions
 - b. Material and Color
 - c. Elevation drawings
 - d. Location of barbecue in relation to the house and property lines.

E. Fireplaces, Chimneys, Flues & Roofs

The exterior appearance of a fireplace, chimney, flue or roof must match the existing or new structure.

F. Gutters and Down Spouts

1. Gutters and down spouts must be painted to match the background color of the existing trim or stucco.
2. Run – off from gutters shall not affect adjacent property and shall not interfere or obstruct the established surface drainage pattern of the Lot.

G. Lighting – Exterior Walkway and Security Lighting

1. Lights are to be directed onto applicant's property and screened to prevent light on adjacent property.
2. Proposed fixtures are to be compatible with applicant's house in style and scale.
3. Light wattage shall be indicated.
4. Light locations and areas illuminated shall be indicated.

H. Patios and Decks

1. Materials shall be harmonious with applicant's house.
2. In designing the deck or patio, a minimum of intrusion upon neighbor's privacy should be given every possible consideration.
3. Wooden decks are to be stained and/or sealed to preserve natural color or painted to match existing trim of the house or fence.
4. Railings are acceptable, providing no patio cover is installed. See "Patio Covers" for details.
5. Applications for patio or deck are to include the following information:
 - a. Site plan indicating location of patio or deck in relation to existing house.
 - b. Listing of materials, colors and finishes.
 - c. Drainage provisions and flow or run – off.
 - d. Dimensions
 - e. Elevation drawings

I. Patio Covers

1. All patio covers must be approved by the ARC
2. Patio covers may be free standing or attached to existing structure
3. Patio Covers must match the color of the trim or the stucco on the house.
4. Application for patio covers must include
 - a. Location of cover in relation to house
 - b. Material and color
 - c. Dimensions
 - c. Elevation Drawings

J. Room Addition

1. Room additions must be compatible in scale, material, and color with the applicant's existing structures.
2. Pitched roofs must match or be complementary to the existing structure in slope and form.
3. No improvement shall exceed the roof heights of the existing structure.
4. New windows and doors are to be compatible with existing exterior openings.
5. Material for constructions shall be stored in the least conspicuous area. Excess debris and material shall be removed from the site daily.
6. Major features of the existing house such as the vertical and horizontal lines, projections and trim details, are to be reflected in the design of the proposed addition.

K. Screen Doors and Security Doors

1. Plans and specifications for screen doors and security doors must be submitted to the ARC for approval.
2. All screen doors must be installed within the existing doorjamb in a style or color which matches the existing dwelling unit.

L. Solar Energy Equipment

1. Plans for solar equipment must be submitted to the ARC for approval. Plans shall include location of roof panels and must conform to the following guidelines.
 - a. Solar collectors are to be placed flush with and in the same plane as the roof slope. If panels can not be flush mounted, then supports must be solid and painted to match the house.
 - b. All plumbing lines from collectors to tank must be concealed.
 - c. Collectors must be non-reflective in nature.

M. Swimming Pools, Spas and Fountains

1. Pool, spa, and fountain equipment must be placed so as not to disturb adjacent properties.
2. Plumbing lines to a spa, pool or fountain must be subterranean or concealed.
3. Application for a spa, pool or fountain must include the following information:
 - a. Location of the spa or pool in relation to the existing structure
 - b. Dimensions of pool or spa
 - c. Drainage detail
 - d. Material for decking

- e. Location of equipment and screen (noise and view) detail
- f. Detail on fencing to surround pool and/or spa
- g. Means of access to the proposed construction

N. Windows and Window Treatments

- 1. Exterior wrought iron bars are not allowed.
- 2. No reflective materials may be used to create a mirror effect from the outside. No materials such as sheets, paper, or aluminum foil will be permitted.

O. Basketball Hoops (Originally Adopted on 7/28/2003)

- 1. There shall be no playing after 10:00 p.m.
- 2. Players must yield to vehicle traffic on public streets.
- 3. Hoop must be stored on side of house when not in use.
- 4. Any common area property damaged due to the hoop, or use of the hoop, must be repaired at the owner's expense.
- 5. Refer to Riverside County ordinance #499.10 for basketball hoop restrictions.

P. Holiday Decorations/Lights

- 1. The Association requires the removal of holiday lighting and decorations within thirty (30) days of the holiday for which such lighting and decorations are displayed.

BRENTRIDGE COMMUNITY ASSOCIATION

Architectural Application Process

Article XII, Section 1 of the Master Declaration (CC&R's) of the Brentridge Community Association states: "In order to maintain a uniform and well-maintained appearance throughout the Project, no exterior improvements (including change of original paint color, fences, walls, grading, and landscaping,) or other structures shall be commenced, erected, altered or maintained upon the Project without the prior approval of the Architectural Review Committee."

To request approval for an improvement to your property, please follow the Architectural guidelines and application process as listed below:

1. Prior to submitting for a property improvement, please Review Article XII Architectural Control of the Brentridge Community CC&R's for a comprehensive understanding of the governing documents pertaining to the architectural control process.
2. The following items constitute a '**Complete Application Package**', and must be submitted in full to start the application process and governing timelines:
 - a. Property Improvement Application completely filled out.
 - b. Two (2) sets of Drawings which include details of the lot lines, drainage if applicable, dimensions of improvement, type and color of materials to be used.
 - c. Neighbor Awareness Statement filled out by Impacted Neighbors. The intent of the neighbor Awareness Statement is to consult neighbors on improvements to your property which may impact the use and enjoyment of their property, prior to installation. Impacted Neighbors are all residences immediately surrounding your property which could be affected by the improvement you are proposing to install. Impacts could be due to view, drainage, noise, nuisance, etc.

Please Note that if a Neighbor disapproves of your proposed improvement, they must send their written disapproval to the Architectural Review Committee within (10) days of reviewing your proposed improvement. Neighbor approval or disapproval of a particular improvement shall only be advisory, and will be considered along with all other elements of the proposed improvement by the Architectural Review Committee, in rendering a decision.

3. Mail your **Complete Application Package** to:

Brentridge Community Architectural Review Committee
% Avalon Management
31608 Railroad Canyon Rd.
Canyon Lake, CA 92587

4. The Architectural Review Committee has forty five (45) days from receipt of your **Complete Application Package** to render a decision, unless they have requested additional information to clarify or assist in making their decision. Any additional information requested will delay the approval process, therefore it is advisable to submit as complete a package as possible to the Architectural Review Committee.

5. Upon Architectural Review Committee decision, you will be notified in writing of the decision of the committee.
6. After your plans have been approved, and your improvements completed. Please submit The *Notice of Completion* to finalize the property improvement. A record will be kept in your property file.
7. If your proposed property improvement has been disapproved by the Architectural Review Committee and you disagree with the decision, please refer to your governing documents regarding an appeal process.

The Board of directors and Architectural Review Committee would like to THANK YOU in advance, for your compliance with the Governing Documents, and efforts to assist the Association in developing a well-maintained and prosperous community!