

Architectural Guidelines

Ridgecrest of Shasta County Homeowners Association
Redding, California

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TABLE OF CONTENTS

A.	GUIDELINE OBJECTIVES	3
B.	ARCHITECTURAL REVIEW COMMITTEE APPLICATION PROCESS	3
1.	Plan Requirements	3
C.	NEIGHBOR NOTIFICATION.....	3
D.	ARCHITECTURAL MATERIAL CONSTRUCTION STANDARDS.....	4
1.	General Standards	4
E.	DISRUPTION OF THE COMMUNITY COMMON AREA	4
F.	CITY BUILDING PERMITS	4
G.	REPORTING VIOLATION	4
H.	STRUCTURAL ALTERATIONS.....	4
I.	HOLD HARMLESS AGREEMENT	5
J.	GUIDELINES.....	1
1.	Air Conditioners.....	5
2.	American Flags.....	5
3.	BBQs.....	5
4.	Clotheslines.....	5
5.	Deck/Patio Surfacing	5
6.	Doors (Front)	5
7.	Fences & Gates	6
8.	Fireplaces	6
9.	Garage Doors	6
10.	Gutters & Down Spouts	6
11.	Hot Tubs.....	6
12.	Landscaping	6
13.	Lighting.....	6
14.	Plant Containers	7
15.	Satellite Equipment &Antennas.....	7
16.	Screen Doors	7
17.	Shade Structures.....	7
18.	Signs.....	7
19.	Sports Fixtures	7
20.	Storage	7
21.	Structural Alterations	8
22.	Trash	8
23.	Umbrellas	8
24.	Window & Door Screens	8
25.	Window Coverings	8
26.	Window Treatments.....	8
27.	Windows & Sliding Doors.....	8
K.	AMENDMENTS & EXCEPTIONS.....	9

A. GUIDELINE OBJECTIVES

This document is a guide for the members of the Architectural Review Committee (ARC) and the owners/members of the Ridgecrest Homeowners Association. It is the Board of Directors' hope that these guidelines will increase the homeowner's awareness of the ways in which the integrity of Ridgecrest is preserved and of the responsibilities the homeowners must assume in this process. In order to maintain the architectural character and integrity of the community as well as preserve the value of homes, the Board has enacted the following ARC guidelines. The authority of the Board of Directors to enact and enforce these architectural guidelines is provided by the Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Section 7.01 (g), 2nd Amendment. Strict observance and adherence to these guidelines is required. However, in the event of any conflict between these architectural guidelines and the CC&Rs, the CC&Rs shall prevail.

B. ARCHITECTURAL REVIEW COMMITTEE APPLICATION PROCESS

Before ANY work begins, approval for all exterior and some interior improvements must be obtained from the Board of Directors. To initiate this process the homeowner, NOT the tenant, shall request from the Community Manager an application (Architectural Change Form) requesting approval of the proposed improvement(s). The completed application and any plans, sales brochures, or other descriptive literature showing the type of installation/construction must be submitted to the Community Manager. The Community Manager will forward the application to the ARC who will submit its recommendation to the Board. The Board of Directors will address the application at their next monthly meeting (homeowners are welcome to attend to further explain their improvements) and respond to the homeowner in a timely manner. The ARC may need to do an on-site inspection before making a recommendation. Where appropriate and at the discretion of the Board of Directors, a Hold Harmless Agreement will be required for certain installations. These are recorded with the County Recorder to provide notice of the change and maintenance responsibilities and to inform any future homeowner. Homeowners should submit applications well in advance of the proposed architectural change(s) and then allow sixty (60) days for a response.

1. Plan Requirements

- a. Show all unit boundaries accurately as lengths, angles and curves.
- b. Show all dimensions of the work to be considered and distances between the proposed new work and adjacent units.
- c. All applications, plans and drawings shall be submitted to:

Ridgecrest of Shasta County Homeowners Association
c/o the Management office

Failure to obtain necessary approval in writing from the Board of Directors is a violation of Association policies in accordance with the CC&Rs and may require modification or removal of the improvements at the homeowner's expense and could result in fines.

B. NEIGHBOR NOTIFICATION

The Board would like homeowner requesting improvements to consult with their neighbors on any improvements that may have an impact on the use and enjoyment of their neighbor's Unit. Neighbor means the unit(s) which share a common wall with the homeowner requesting the improvement or a unit from which the improvement is visible. Nevertheless, neighbors' approval or disapproval of a particular improvement is advisory only and is not binding in any way on the Board of Directors.

C. ARCHITECTURAL MATERIAL CONSTRUCTION STANDARDS

1. General Standards

- a. All work must be performed in a manner consistent with the general dwelling construction and appearance of the community. All work considered being of an unsightly finished nature or of lesser quality than prevailing community standards must be reworked to an acceptable appearance at the sole discretion of the Board of Directors.
- b. Paint colors shall be those utilized throughout the complex, and those specs are available from the Community Manager. The use of any other colors without Board approval is not permitted.
- c. Any architectural changes approved by the Board and installed by any homeowner are the sole future responsibility of the homeowner in terms of upkeep and replacement costs except, at the discretion of the Board of Directors; regular repainting cost may be born by the Association.

D. DISRUPTION OF THE COMMUNITY COMMON AREA

Community common area, which is damaged or disrupted due to the installation, construction, or maintenance of an individual owner's improvement, must be restored to its original condition at the expense of the homeowner as soon as the work is completed.

E. CITY BUILDING PERMITS

Approval by the Board of Directors for any improvements does not waive the necessity of obtaining required building permits, nor does obtaining building permits waive the need for Board approval. Rulings and information on City building permit requirements may be obtained from the City of Redding Permit Center, 777 Cypress Avenue, Redding, CA, 96001.

F. REPORTING VIOLATION

This relies upon the residents to comply with and support the rules and restrictions contained in the CC&Rs and adopted rules. The primary responsibility to observe and report violations is with the ARC and the Community Manager. When residents become aware of a possible (perceived) violation they should report it to the Community Manager. In all cases the ARC will require a written or verbal notice of the alleged violation from the reporting resident(s). Work on record & previously approved by prior Board of Directors, if not in conformance with present architectural guidelines, will be brought into conformance if changes are proposed to the original improvement: for example, when it is replaced.

G. STRUCTURAL ALTERATIONS

Any exterior additions, alterations, or modifications to buildings or fences, except those outlined in these guidelines, are prohibited unless approved by the Board of Directors. Also, any interior alterations, including electrical and plumbing changes that affect bearing walls, common walls, or the structural integrity of a unit are prohibited unless approved by the Board of Directors. The cost to repair or restore a building to its original condition caused by any unauthorized architectural changes or modifications made by a homeowner or tenant will be the responsibility of the homeowner.

H. HOLD HARMLESS AGREEMENT

A Hold Harmless Agreement provides that one party (the *Promisor, unit owner*) will be responsible for all damages and liability, including legal fees incurred in defending against a claim, the other party (the *Promisee, the HOA*) incurs, resulting from something the Promisor does or fails to do.

I. GUIDELINES

1. Air Conditioners

- a. Air conditioning units installed in windows or walls are prohibited.
- b. Replacement of central air conditioning units is the owner's responsibility.
- c. Air conditioners of like size and power utilizing existing lines may be installed with review and approval by ARC and the Board.
- d. Any deviation from the original design must be submitted to the Board for approval.
- e. 8-Plex Owners must call the management office prior to accessing roofs.

2. AMERICAN FLAGS

- a. Must be in good condition.
- b. A worn, faded or torn flag must be replaced or removed by the homeowner.

3. BBQs

- a. BBQs are allowed only in Phase I perimeter duplex units and in Phase II duplexes.
- b. BBQs are **NOT** allowed in Phase I (8-Plexes) units subject to **California Fire Code Sections 308.3.1** "Open Flame Cooking Devices: This law prohibits the operation of charcoal burners and other open-flame cooking devices on combustible balconies or within 10 feet of combustible construction, with the following exceptions: (1) One and two family dwellings; and (2) where buildings, balconies and decks are protected by an automatic sprinkler system. **California Fire Code Section 308.3.1.1**
- c. Only electric grills are permitted for the 8 plex building per this Code and the HOA insurance underwriters guidelines.

4. Deck/Balcony/Patio

- a. Deck / Balcony surfaces are replaced by the Association. Damage by unit owner (resident) will be the unit owner's expense.
- b. Concrete patios are maintained & installed by the Association.
- c. Modifications or alterations to the concrete patio surfaces subject to ARC review.
- d. Furniture must be of traditional design to be used out of doors on a patio/balcony. All patios/balconies are to be maintained in a neat and orderly condition.
- e. No sports/exercise apparatus allowed to be stored or maintained on decks/balconies/patios.
- f. No open flame devices such as "fire pits" i.e. Chimenea's, etc.

5. Doors (Front)

- a. Replacement of front doors due to normal wear and tear done by the association.
 - b. Replacement of all locking hardware is at owner's expense.
 - c. Metal security doors are permissible with review by the ARC and Board approval.
- 6. Fences & Gates**
- a. Fences and gates are maintained and replaced by the Association.
 - b. The homeowner must notify the Community Manager of any needed repairs.
 - c. Modifications to fences and gates are prohibited.
- 7. Fireplaces**
- a. The owner is responsible for having the fireplace flue cleaned on a regular basis.
- 8. Dryer vents**
- a. Owners are responsible for having their dry vents cleaned annually.
- 9. Garage Doors**
- a. Replacement of garage doors (including the spring mechanism) due to normal wear and tear is covered by the association.
 - b. Any modifications to garage doors are prohibited.
 - c. Garage door opener keypads/key switches are permitted and installed at owner's expense.
 - d. Maintenance of garage door hardware and openers is the responsibility of the homeowner. This is to include routine lubrication and servicing of all moving parts.
 - e. Garage doors are to remain in the closed position when there is no garage activity. However, a one (1) foot gap opening may be maintained for ventilation purposes.
- 10. Gutters & Down Spouts**
- a. Rain gutters and downspouts are maintained by the association.
 - b. Homeowners are responsible to notify the Community Manager of any needed repairs.
- 11. Hot Tubs on decks**
- a. ARC review and Board approval is required prior to installing a hot tub/spa.
 - b. No hot tubs/spas to be placed on the 8 plex balconies.
 - c. Homeowner to obtain building permit when required and all costs of "upgrading" structural support members of the deck are at the owner's expense.
 - d. The cost to repair or replace damaged wood decking or structural members caused by the hot tub/spa or its usage will be the responsibility of the homeowner.
 - e. Homeowner is responsible for moving hot tub/spa should maintenance by the association be necessary.
- 12. Landscaping**
- a. Common area landscaping is to be maintained and replaced by the Association only.
 - b. No improvements to the common area landscaping may be done by the unit owner/resident.
- 13. Lighting**
- a. Homeowner installation of lights in the common area is prohibited.
 - b. For Phase I perimeter units and Phase II unit's only, exterior security motion sensor lights may be installed subject to review by the ARC and approval of the Board.
 - c. Decorative lighting permissible with ARC review and Board approval but not to be seen from front of the unit or street.
 - d. Holiday lighting /decorations permissible but for a limited time frame not to exceed 30 days past the given Holiday or put up in excess of 30 days prior to the Holiday.

14. Plant Containers

- a. All plant containers on balconies, decks or other wood-like surfaces must include an appropriate drain tray. Any excessive damage to balconies, decks and or wood surfaces as result of plant containers beyond normal wear and tear is the homeowner's responsibility.
- b. The cost to repair or replace damaged eaves, siding, or posts caused by the hanging of plants or objects will be the responsibility of the homeowner.

15. Satellite Equipment & Antennas

- a. Definitions
 - i. *Antenna* means any antenna, satellite dish or other structure used to receive video and/or audio electronic signals and/or programming services.
 - ii. *Transmission antenna* means any antenna, satellite dish or structure used to transmit radio television, cellular or other signals. Transmission antennas are prohibited unless approved, in writing, by the Board of Directors.
- b. Installations. All requests for installation must be submitted to the ARC with the appropriate Satellite request form and approved by the Board prior to the scheduling of such.

16. Screen Doors / Security Doors

- a. Board approval is needed to install screen doors/ security doors. Acceptable colors are dark bronze or black. No aluminum colored. Phase II may be white.
- b. The installation of a security screen door may require alterations or modifications to the existing door jamb and/or threshold and if needed, is the responsibility of the homeowner and must have ARC and Board approval.
- c. Maintenance, repair or replacement of damaged screened doors is the responsibility of the homeowner.

17. Shade Structures

- a. Retractable Awnings
 - i. Board approval is required.
- b. Drop down (Roll up) Shade/ Covers
 - i. May be installed with ARC review and Board approval; acceptable colors may include gray and light tan to blend with the building. No other "drapery" style hanging shades may be used. No "bamboo" type shades are acceptable.

18. Signs

No sign of any kind shall be displayed to the public view on or from any Unit or any portion of the Property without the approval of the Association, except as follows:

- a. One sign of customary and reasonable dimensions (24" x 18") advertising a Unit for sale, lease, rent, or exchange displayed from a Unit;
- b. Such other signs or notices as are permitted by law.

19. Sports Fixtures

- a. Installation of basketball hoops or other fixed sports apparatus is strictly prohibited.

20. Storage

- a. Any freestanding storage sheds on decks or patios are prohibited.
- b. No clothes washers, clothes dryers, refrigerators or freezers may be kept, stored, or operated on any balcony, patio, porch, or other exterior area.
- c. All patios, balconies, decks, etc. are to be free of "clutter". No rugs, clothing, etc. to be hung over balcony, deck or patio railings.

21. Structural Alterations

- a. No structural alterations to the interior of, or Common Area surrounding, any Unit shall be made without the prior written consent of the Board.
- b. No plumbing or electrical work within any bearing or common walls shall be performed by any Owner without the prior written consent of the Board.

22. Trash

- a. All garbage and trash shall be regularly removed from in and about the Condominium units and shall not be allowed to accumulate thereon.
- b. All garbage must be placed inside individual garbage receptacles and garbage dumpsters, not on the ground.
- c. Individual garbage receptacles shall only be visible for a short period of time prior to or after collection. For the Phase I perimeter units, cans may not go out sooner than the day before and must be put away no later than a one day after pick up.
- d. All boxes shall be flattened and placed inside receptacles and dumpsters.
- e. Notwithstanding the foregoing, no materials of any nature, including boxes, mattresses, sofas, or any other matter shall be placed on the ground next to or near the dumpster containers.

23. Umbrellas

- a. Umbrellas are permitted, but must be of a material, design, and color that, in the opinion of the ARC, are compatible with the project.
- b. No straw, paper, or metal umbrellas.
- c. Multiple umbrellas on one deck or patio must be made of the same material and color.
- d. When not fully extended, umbrellas must be kept completely closed or stored for the winter.
- e. Umbrellas must be maintained in good condition.

24. Window & Door Screens

- a. Repair or replacement of damaged or missing window and door screens is the responsibility of the homeowner.

25. Window Coverings

- a. Windows shall be covered only by drapes, shades, or shutters and shall not be painted or covered by foil, cardboard, or similar materials.
- b. All window coverings visible from the exterior must be of a material, color, and design that are compatible with the exterior design and coloration of adjacent portions of the Project.
- c. Exterior window coverings are prohibited.

26. Window Treatments

- a. Non-reflective interior tint may be installed on windows. A sample of the material to be utilized must be submitted with an ARC application.

27. Windows & Sliding Doors

- a. Replacement windows and sliding glass doors that include the frame as part of the replacement, require ARC review and must be approved by the Board of Directors.
- b. Window and sliding door insulated glass units may be clear or low-E glass. Solar gray tint to reflect glare and reduce visible light is permitted. Must be white vinyl frame. No "retrofit" style windows to be installed, nail fin style only. No grided windows unless originally installed. Any garden windows to be replaced shall be

with a sliding window and must be a horizontal slider (XO configuration) and not vertical (Single hung).

J. AMENDMENTS & EXCEPTIONS

These guidelines, EXCEPT THOSE COVERED IN THE CC&R's, may be amended at any time by a majority vote of the Board of Directors. It is anticipated that any changes to these guidelines will be primarily additive and will not involve substantial changes. However, they may be amended to reflect changed conditions or technology. The ARC and the Board of Directors will conduct a yearly evaluation of the guidelines to determine if amendments are required. Homeowners may also submit requests to the Board of Directors for additions or changes to these guidelines. Exceptions to these policies may also be allowed if deemed justified by the Board of Directors.