



## **RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION ARC APPROVAL PROCEDURES AND STANDARDS**

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The Rancho San Clemente Community Association Architectural Committee shall review plans and specifications submitted for its approval only when it is deemed that:

- A. The construction, alterations, or additions contemplated thereby in the locations indicated will not be detrimental to the appearance of the surrounding areas or properties as a whole.
- B. The appearance of any structure affected thereby will be in harmony with the surrounding structures.
- C. The construction thereof will not detract from the wholesomeness and attractiveness of the association property or the enjoyment thereof by the members.
- D. The upkeep and maintenance thereof will not become a burden on the Community Association.

### **I. ESTABLISHMENT OF ARCHITECTURAL COMMITTEE**

The "Committee" has been established by the Rancho San Clemente Community Association ("RSCCA") Board of Directors pursuant to Article IX of the Master Declaration of Covenants, Conditions and Restrictions (CC& R's).

### **II. PURPOSE AND INTENT**

The purpose of the following approval procedures and standards is to maintain the highest quality of design and environment within RANCHO SAN CLEMENTE planned community development area. The procedures and standards are set forth to protect your investment and to promote a visually integrated community.

### **III. PROPERTY IMPROVEMENTS REQUIREMENTS**

The term "improvement" includes, but is not limited to, additions or modifications of buildings, garages, swimming pools, spas, patio roofs, balconies, driveways, decks, fences, screening walls, retaining walls, stairs, windbreaks, trees, landscaping, and hedges more than three (3) feet in height. When located in a front yard, or generally visible to the neighborhood all landscaping is considered as improvement and is subject to these rules. Owner must first have the approval of their Sub-Association Architectural Committee, then the approval of the RSCCA Architectural Committee PRIOR to beginning any improvements. Additionally, building permits will be required for anything that constitutes a structure, such as additions, patio roofs, balconies, gazebos, retaining walls, swimming pools and spas. Owners should check with the SAN CLEMENTE BUILDING DEPARTMENT when in doubt Proof of a permit may be required by the RSCCA Architectural Committee at final inspection. Failure to obtain the required Association approvals before making any improvements is a violation of the CC& R's and at the RSCCA discretion can result in modification or removal at the Owners expense.

### **IV. PLAN SUBMITTAL PROCEDURE**

Owners are encouraged to read the CC& R's, particularly pages 37 through 50, recognize that the properties' documents have the force of law and govern what Owners may, or may not do.

1. Approval of any project by the RSCCA Architectural Committee does not waive the necessity of obtaining any required permits. Also, obtaining a permit does not waive the need for RSCCA Architectural Committee approval.
2. Obtain additional RSCCA Architectural Application Forms & Procedures from your Sub-Association management company. If there are any problems, have your property manager contact the Property Manager for the Master Association.
3. Complete all of the information requested on the form, especially the signature portions of the RSCCA form. Sub-Association forms or other signed forms will not be accepted in lieu of signatures on the RSCCA ARC form.
4. Neighboring Owners affected by the improvements, including both sides of property, in back of, or opposite side of property, must be advised of the proposed work. Should any Owner disapprove, he may so indicate on the form, or send a written communication to the RSCCA Board of Directors. An impacted Owner does not have the power of veto over the proposed project however; those concerns are a factor to be considered by the RSCCA ARC.
5. The Sub-Association Architectural Committee has the primary responsibility for enforcing the rules and the CC& R's. The plans must be stamped approved and application approved prior to submitting them to the Master Association.
6. Owner shall submit to the Sub-Association Architectural Committee, or Sub-Association management company, four (4) sets of the following:

- A. The final drawings (to include grading/drainage plan), plot plan, specifications of exterior materials and colors, and elevations.
  - B. The plot plan shall show specifically what exists and the changes requested as they affect the property and any surrounding properties.
  - C. The Architectural Committee of the Sub-Association must review the proposed plans based upon the standards established by RSCCA. Again, the Architectural Subcommittee has the primary responsibility of enforcing these rules and the CC&R's. Any conditions of approval must be clearly noted on the plans and the plans stamped and signed by the Sub-Association Architectural Committee.
7. After the Sub-Association has reviewed and approved the plans, the Sub-Association shall retain one (1) set and forward the remaining three (3) sets of plans to the RSCCA Management Company. Upon review of the plans by the RSCCA Architectural Committee, one (1) set of plans will be retained in the files of RSCCA and two (2) sets will be returned to the Sub-Association Management Company. The Sub-Association management company is to retain one fully executed application for their records and mails the second copy directly to the homeowner. Appropriate approvals or requests for modifications will be attached to the returned plans.
8. Pursuant to Article IX, Section 9.03(c) paragraph 4, page 47, the RSCCA Architectural Committee may condition its approval upon a bond or other security acceptable to the Committee.
9. Plan submittal review schedule for RSCCA Architectural Committee will be:
- A. The RSCCA Architectural Committee shall meet, as needed each month. Plans will be considered for approval at the convenience of the Committee. RSCCA reserves the right to take up to thirty (30) days to complete the ARC process, however, a diligent effort will always be made to return processed documents as expediently as possible.
  - B. Any submittals that are not in compliance with the ARC Guidelines or on the appropriate form will be returned to the Sub-Association, as incomplete.
  - C. Any application, or request, submitted by the Sub-Association prior to the scheduled deadline noted in Paragraph 9.A above, shall be deemed approved, unless written disapproval or request for additional information, or materials, is transmitted to the Sub-Association within thirty (30) days of receipt by the Management Company of the complete Architectural Change Request documents.
  - D. Please do not follow-up on the status of applications until the twenty-first day after submittal.
10. It shall be the responsibility of the owner to obtain Building permits where required.

## **V. INSTRUCTIONS FOR PREPARING PLANS AND SPECIFICATIONS**

Drawings must be of sufficient professional quality, adequately dimensioned and detailed to enable the RSCCA Architectural Committee to determine the extent of the improvements and their effect on existing and surrounding structures. Simple drawings are adequate for minor improvements. Submissions on 8-1/2 x 11 sheets will normally be acceptable for minor improvements.

### **1. PLOT PLAN**

- A. Show plan view of lot with dimensions.
- B. Show top and/or toe of slopes, if they are within the lot boundaries.
- C. Show all dimensions on work proposed and specifically distances between any proposed structures and property lines. Setback requirements are governed by City codes and are on file with the City of San Clemente Building Department.
- D. Show how the lot will drain (always to the front street; away from the slopes). Existing drainage easements through the lot must be maintained.

### **2. FLOOR PLAN**

- A. Show dimensions of all walls, columns, openings, and any feature that will affect the exterior design of the existing buildings and the proposed improvement.
- B. Indicate exterior landscape visible to the public and irrigation or other improvements affected.
- C. Note all items on the exterior that cannot be noted on the elevation drawings.
- D. Note any exterior lighting that is added, direction, type, and wattage of lighting.

### **3. ELEVATIONS (FRONT, REAR AND SIDE VIEWS)**

Indicate all exterior elevations of existing buildings and proposed improvements, drawn to scale, with dimensions. Photographs 3x5 or larger of existing buildings or structures may be accepted for the indication of the existing structures.

### **4. SPECIFICATIONS**

- A. List all material and finishes.
- B. Describe all materials.
- C. Show size, dimensions and shape of all fence materials, new and existing.

## 5. ROOF PLAN

This plan may be omitted if existing roof is not affected and no new cover of roof is proposed.

- A. Show plan of all existing and proposed new roofs with pitches noted.
- B. Show materials of new and existing roofs and colors.
- C. State what other existing roof types in development are used.

## ARCHITECTURAL GUIDELINES

### I. FENCES

1. No fence or wall shall be erected, altered or maintained along the boundary line of any Lot, or Common Area, which borders a public street, any of the Association property, any other Condominium project or any other Planned Development, unless such fence, or wall, is first approved, in writing, by the Architectural Committee. The minimum height of walls in these areas shall be three (3) feet. All alterations, or modifications, of the fences, or walls, of any type will require the prior written approval of the Architectural Committee.
2. Extensions of existing fencing shall conform to the material, workmanship and performance standards established within the respective tracts.
3. Acceptable material for fencing:
  - A. Wood matching existing.
  - B. Wrought iron (vertical bars).
  - C. PVC to match existing.
  - D. Landscaping materials.
  - E. Masonry, or stucco, if materials conform to type, quality, color and character of masonry, or stucco, used elsewhere in the respective tracts.
  - F. Tempered glass or Plexiglas.
4. Unacceptable fencing materials:
  - A. Aluminum or sheet metal.
  - B. Chicken wire or wire mesh,

- C. Galvanized or plastic coated chain link.
  - D. Plastic webbing, reed or straw-like materials, wood, PVC or metal lattice panels.
  - E. Corrugated or flat plastic or fiberglass sheets or panels
  - F. Rope or other fibrous strand elements.
  - G. Glass block.
  - H. Miniature - type fencing.
5. Horizontal and vertical surfaces shall be stained and/or painted to match or coordinate with colors in existing fences or dwellings.

## **II. BUILDING ADDITIONS, EAVES, BALCONIES, FASCIAS AND AWNINGS**

Additions to existing buildings shall conform to the roof slope, roofing materials and exterior color and texture of existing dwelling.

## **III. PATIO STRUCTURES, SUNSHADES, ARBORS, TRELLISES AND GAZEBOS**

- 1. These structures must conform to the original architectural character of the existing dwelling, including texture and color scheme.
- 2. Patio, sunshade, arbor, trellis and gazebo structures must be of wood construction only, with the exception of vertical supports, which may be of stucco or masonry materials.

## **IV. PONDS, SPAS OR SWIMMING POOLS**

Pool construction, drainage and fencing shall conform to the City of San Clemente Building Codes and Health ordinances. Drawings must graphically indicate the means of entry and access to the property for proposed construction and shall show the drainage to the street not over any slope. Distance from side and rear slopes shall be shown accurately.

## **V. LANDSCAPING**

- 1. All privately owned or leased land visible to public view shall be landscaped by the owner within six (6) months of move-in.
- 2. Privately owned or leased land visible to public view, which reflects, in the opinion of the Architectural Committee, a level inconsistent with the general appearance of the Community, will be subject to correction of RSCCA; the expenses generated by such action will be automatically liened to the property owner.

3. In order to preserve the aesthetic value of landscaping, consideration should be given to height or landscaping and future blockage of views, required maintenance and lot lines. Questionable situations should be brought to the attention of the Architectural Committee.
4. Altering of native slope areas is prohibited unless previously approved by the Architectural Committee.
5. Backyard landscaping not visible to the public view will not require the approval of the Architectural Committee provided the height of any shrub or plant does not exceed three (3) feet.

#### **VI. CONSTRUCTION STORAGE AND CLEANUP**

1. At no time during the construction of any project shall materials be stored on public or common area sidewalks. At the end of each work day sidewalks shall be swept clean.
2. All trash and demolition material shall be stored in a suitably sized metal trash container. No trash or debris shall remain exposed to view at the end of each workday.
3. Materials and equipment may be temporarily stored or space temporarily used in the street provided that such material or equipment does not extend into the street more than eight (8) feet measured from the face of the curb. Unless written permission is obtained to store material in front of a neighbor's property, all storage shall be placed in front of the property involved in the construction.
4. Mixing of concrete or plaster or dumping of same on street surface is prohibited.

#### **VII. DRAINAGE FILL AND GRADING**

There shall be no interference with the established drainage pattern over any Lot or Condominium in an Apartment Area, Residential Area or Commercial Area so as to affect any other Lot or Condominium, unless an adequate alternative provision, previously approved in writing by the Architectural Committee, is made for proper drainage. For the purpose hereof, "established" drainage is defined as the drainage which exists at the time the Lot, or Condominium or Common Area, as the case may be, is conveying to an Owner or Sub-Association, or later drainage changes which area shown on plans approved by the Architectural Committee, which may include drainage from the Association Property over any Lot, Condominium or Common Area.

#### **VIII. ANTENNAE**

Antennae of any description installed outside of a dwelling are expressly prohibited by the CC&R's, however; there are specific guidelines for installing satellite dishes.

1. Plans must be submitted in accordance with Sub-Association and Rancho San Clemente Community Association guidelines and require Sub-Association Approval PRIOR to submittal to RSCCA ARC.
3. Dishes must be 18" or less in diameter and cannot be installed in the front of any residence.
4. The dish shall not constitute a view obstruction.
5. No roof installation will be permitted.
6. No installation will be permitted above the level of any fence top.
7. Alternate installation locations will be reviewed on an individual, case-by-case basis.

## **IX. SIGNS**

No sign, poster, billboard, advertising device or other display of any kind shall be displayed so as to be visible from outside any Condominium Project or Planned Development. Within a Condominium Area or Planned Development, "for rent", "sale" or "lease" signs advertising a lot may be installed on a single post or displayed in a window as required by Sub-Association CC&R's documents, provided the size of the sign shall not exceed 18" by 30".

## **X. EXPOSED EQUIPMENT**

Air conditioning, ventilation equipment, water softeners or pool equipment exposed to public view shall require approval from the Architectural Committee. The requirements of the San Clemente Building Department regarding location of equipment shall be met. Where possible, such equipment shall be screened.

## **XI. OUTDOOR LIGHTING**

1. Low voltage landscape lighting bearing UL approval is encouraged. Lighting shall not be directed at adjacent properties. Attempt to conceal source of light is recommended.
2. Flashing, glaring or revolving lights will not be permitted.

## **XII. CONDITIONS NOT DEFINED**

Any condition or material not defined within this guideline shall become a matter of judgment on the part of the Architectural Committee.



### **XIII. RESPONSIBILITY OF OWNER**

After receiving written notification of approval from the RSCCA Architectural Committee, it is the Owner's responsibility:

1. To obtain the necessary building permits where required from the City of San Clemente.
2. To see that the work progresses in a neat and orderly fashion with minimum disruption or inconvenience.
3. To see that work performed is in compliance with the approved plans and specifications.
4. To restore any damaged common property, (e.g., streets, driveways, turf, sprinklers, etc. to their former condition, as agreed on the application.
5. To notify RSCCA management company in writing when construction is completed so a final inspection can be arranged by the Architectural Committee. At that time, the Owner should have available copies of any required building permits and inspection cards. If the Architectural Committee has not inspected the construction within sixty (60) days of receipt of such written notice, the construction shall be deemed approved.