

SUN RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL GUIDELINES

I. INTRODUCTION

The Architectural Control Committee ("*Committee*") of the Sun Ranch Community Association ("*Association*") has the responsibility to control the structural and landscaping architecture and design within the Community, pursuant to Article 7, Section 7.2 of the Declaration of Covenants, Conditions and Restrictions for Sun Ranch ("*Declaration*"). An Owner cannot commence the construction, alteration, grading, addition, excavation, modification, decoration or reconstruction of any building, fence, wall or other structure, landscaping or improvement, including solar energy systems and any screening material or wall used to screen pool equipment, spa equipment, or an exterior air-conditioning unit (collectively, "*Improvement*"), upon the Owner's Lot until the Owner submits two (2) sets of complete and legible plans and specifications showing the location, the nature, kind, shape, height and materials, including the color scheme, of the proposed Improvement(s) to, and obtains the approval of such plans and specifications as to harmony of external design, location of surrounding structures, topography and conformance to all of the conditions, restrictions and guidelines contained in the Declaration and herein, from the Committee. (Declaration, Article 7, Sections 7.1 and 7.2) An "Improvement" includes, but is not limited to, any building, garage, fence, wall, pipes, pipelines, irrigation equipment, structures, including access gate(s), fixtures, landscaping, trees or shrubs, plantings, private streets, drainage channels, or other structure.

The following guidelines and standards embodied in these Architectural Guidelines ("*Guidelines*"), along with the architectural provisions of the Declaration, form the basis and criteria for evaluation of plans and specifications submitted for approval by the Committee ("*Architectural Review Process*"). These Guidelines are designed to insure that all newly constructed, altered, or added Improvements will be in harmony with the surrounding structures and topography within the Community with regard to both external design and location. Because the Community is continuously growing and developing, these Guidelines are subject to amendment from time to time.

By way of illustration, but without limitation, submissions of plans and specifications to the Committee for approval are required for the following:

1. New construction or installations, including dwellings, accessory building, garages, car ports, fences, retaining walls, steps, awnings, canopies, poles, trellises, patio overheads and decks, gazebos, sundecks, windscreens, swimming pools, wading pools, ponds, fountains, spas, hot tubs,

recreational apparatuses, any screening material or wall used to screen pool equipment, spa equipment, or an exterior air-conditioning unit, antennae, exterior lighting, sound or solar energy systems.

2. Installation or modification of landscaping, hardscape, or surface Improvements, including groundcovers, trees, shrubs, sprinkler systems, or plants.
3. Reconstruction of, exterior additions to or alterations to any building, structure, fence, wall, irrigation or drainage system, or other Improvement, including changes in color, material, exterior surface, or location thereof.

II. THE SUBMISSION PROCESS

In order to avoid the time and cost of revising final working drawings, the Committee recommends two (2) submissions, with the first consisting of preliminary design concepts and the second being the final submission of complete, legible plans and specifications (which is mandatory in all cases). Application forms for final and preliminary approval will be made available upon the Owner's request to the Committee or the Association's property management company.

All architectural drawings must be prepared and signed by an architect licensed in the State of California, unless the expertise of a California-licensed landscape architect or structural engineer would be more appropriate, in which case the drawings must be signed by such professional(s). The responsibility for obtaining and paying for any applicable building permits required by the County of Riverside ("*County*") lies with the Owner. Preliminary or final Committee approval is not intended to be, nor shall it be considered, a substitute for approval by the necessary and appropriate County agencies.

In addition to the items required by Section 7.1 of the Declaration, all applications (both preliminary and final) must be submitted to the Committee in duplicate, either by personal delivery or by certified mail, return receipt requested, and include the following information and materials:

1. Lot Owner's name.
2. Lot Owner's mailing address.
3. Lot Owner's business and residence phone numbers (including area codes).
4. Lot No. and Tract No.
5. Name, address and phone number of architect, contractor or other representatives of Owner.

6. A short written narrative description of the Improvement requested to be approved by the Committee.
7. Sample of materials and color samples of a size that can be retained by the Committee, and/or catalog sheet describing the materials, finishes and colors.
8. The application, including the current plans and specifications, submitted in duplicate, and the plans and specifications previously disapproved by the Committee, if any, and the inspection fee required by the Committee, if any. The submitted application will be distributed as follows:
 - (a) One copy will be returned to the Owner with approving or disapproving action of the Committee, or with a conditional approval (if applicable).
 - (b) One copy will be retained by the Committee for use during the Architectural Review Process.

III. PRELIMINARY SUBMISSION REQUIREMENTS (Preliminary submission is optional, but recommended).

The purpose of the preliminary approval procedure is to allow an Owner proposing to make substantial Improvements an opportunity to obtain guidance concerning design considerations before expending substantial sums for plans and other exhibits that are required to apply for final approval.

NOTE: All plans shall conform to the following scales and, for plans not defined below, shall otherwise be completed to scale.

1. Plot Plans and Site Plans: 1" = 20' or 1/8" = 1'.
2. Floor Plans: 1/4" = 1'.
3. Landscape Plans: 1/8" or 1/4" = 1'.
4. Details: Enlarged to assure reasonable legibility.
5. Renderings and perspectives must match appropriate elevations.

Preliminary submissions shall include any one of the following items, as are reasonably necessary or useful, in the opinion of the Committee, for a thorough and professional preliminary review and evaluation of the application (ask first, if in doubt):

1. Plot Plan/Site Plan.

1. Show Lot lines accurately, including lengths, angles and amount of curve.
2. Show all Improvements, both existing and proposed, including fences, walls, setbacks, sidewalks, tops and toes of slopes, utility easements, trails, streets, rights-of-way, and outlines of structures on adjacent properties.
3. Show all dimensions of Improvements to be reviewed, distances between existing structures and proposed Improvement(s), distances between proposed Improvement and property lines, toe of slope, top of slope and distances from property lines to structures on adjacent properties.
4. Show North compass arrow, curve grade, floor grade, dimensions, square foot of each floor, existing and proposed percentage of the building envelope of the Lot covered by the proposed and any existing Improvements. The “**building envelope**” refers to the area in which ground level construction is allowed on the flat pad area of the Lot per the plan filed with the County, governing original grading of the Lot and building setbacks.

2. Roof Plan.

1. Show plan of all proposed and existing roof systems with slope pitches noted.
2. Show materials of all proposed and existing roof systems.
3. Indicate any unusual conditions or construction resulting from the proposed work.

3. Floor Plan.

1. Indicate all walls, columns, openings, and any condition or feature that will affect exterior design of proposed or existing Improvement.
2. Accurately depict all items on plans, including balconies, decks, atriums, garages, pools, spas, recreation areas, patio structures or covers, sunshades and gazebos.

3. Note square footage of area under roof of existing and proposed Improvements.
4. Note all items of the exterior that cannot be clearly noted on the elevations.

4. **Elevations.**

1. Provide exterior elevations of all proposed and existing Improvements, including any surrounding or abutting areas.
2. Note all finish materials, colors and textures for both the proposed Improvement(s) and any adjacent existing Improvement(s).
3. Indicate existing and proposed heights, including all details.

5. **Grading Plan.**

1. Show contours, flow lines, finished grade, and proposed drainage systems.
2. Change of finished grade must be accompanied by a grading plan prepared by a registered civil or professional engineer or licensed landscape architect.

6. **Proposed Construction Schedule.** Submit a proposed construction schedule for the Improvements.

IV. **FINAL APPROVAL SUBMISSION REQUIREMENTS**

- A. **Working Drawings.** Must include all the drawings required for the preliminary submission, together with any revisions or clarifications requested by the Committee following preliminary review.

B. **Fence and Wall Plans.**

1. Fencing must conform to the standard design specifications, if any, as are adopted by the Committee or the Board. Further, fences and walls shall not diminish adequate vehicular and pedestrian visibility at any intersections of public or private streets or private driveways in accordance with the criteria specified by the County, or as same may be revised in the future.
2. Plan shall include specifications of materials, colors, finish and height.

3. Height shall also be shown in relation to adjacent ground elevations.
4. Location shall be clearly shown on plot plan.

C. Landscape Plans.

1. Landscaping must not diminish adequate vehicular and pedestrian visibility at any intersections of public or private streets or private driveways in accordance with the criteria specified by the County, or as the same may be revised in the future.
2. Include fences, walls, trellises, hardscapes, lawns, groundcovers, trees, shrubs, planting areas, pools, spas, fountains, fire rings, barbecues, waterfalls, ponds, pool equipment, lighting, recreational equipment and areas, raised planters, decks, and any other exterior accessories.
3. Identify all plant material by name, both common and botanical, size of container, and size of vegetation at maturity.
4. Show surface water flowline and drainage to include system for irrigation and storm run-off.

D. Exterior Colors and Finishes.

1. Submit material and color sample board or an elevation sheet with color chips attached and areas of application clearly noted.
2. Include sample of finish roofing materials, except for wood shingles or shakes.
3. Color, finish and material samples are not required when drawings indicate color, finish, and/or material will match the existing color, finish and/or material.

E. Specifications.

1. List all materials and finishes.
2. Describe any unusual or uncommon material or finish and method of installation or application.

V. **ARCHITECTURAL CONTROL COMMITTEE REVIEW PROCESS.**

The Committee reviews and acts upon all plans and specifications submitted for its preliminary or final approval.

- A. **Preliminary Approval Process.** Applications for preliminary approval shall be considered and disposed of as follows: Within thirty (30) days after receipt of an application for preliminary approval, the Committee shall consider and act upon such request. The Committee shall grant the preliminary approval only if the Committee determines that the proposed Improvement would appear to be entitled to a final approval on the basis of a full and complete application. Failure of the Committee to act within said thirty (30) day period shall constitute disapproval. In denying approval, the Committee shall give the applicant its reasons for disapproval. Preliminary approvals shall be effective for a period of six (6) months from issuance thereof unless extended by the Committee.

UNDER NO CIRCUMSTANCES WILL PRELIMINARY APPROVAL AUTHORIZE THE LOT OWNER TO BEGIN CONSTRUCTION OF AN IMPROVEMENT. NO CONSTRUCTION MAY BEGIN UNTIL THE OWNER RECEIVES FINAL APPROVAL FROM THE COMMITTEE. PRELIMINARY APPROVAL WILL NOT BE DEEMED TO BE THE FINAL DECISION OF THE COMMITTEE. THE COMMITTEE HAS THE RIGHT TO DENY AN APPLICATION FOR FINAL APPROVAL, REGARDLESS OF WHETHER THE COMMITTEE GRANTED PRELIMINARY APPROVAL FOR THE SAME IMPROVEMENT(S).

- B. **As discussed in the Introduction, the Committee approves applications submitted for its final approval if the Committee determines:**

1. A complete application, including complete and legible plans and specifications, has been submitted for its approval.
2. The nature, kind, shape, height, color, materials, and location of the proposed Improvement(s) will be in harmony with the surrounding structures and topography within the Community with regard to external design and location, and will conform to all applicable conditions, restrictions and guidelines contained in the Declaration and these Guidelines.
3. The application may be approved with an appropriate variance from applicable requirements, in the sole and absolute discretion of the Committee, as provided in the declaration.

C. **The Committee will disapprove plans and specifications if it determines:**

1. That the application and/or plans and specifications required by these Guidelines are not complete or sufficiently legible; or
2. That the nature, kind, shape, height, color, materials, or location of the Improvements are **not** in harmony with the surrounding structures and topography within the Community with regard to external design and location, or do not conform with all applicable conditions, restrictions and guidelines contained in the Declaration and these Guidelines.

D. **Review and Hearing Process.** Within ten (10) days after receipt of an application for final approval, the Committee shall set the date, time and place for a public meeting of the Committee to discuss the application and to hear any comments or submissions from the applicant or any affected neighbors. Alternatively, the Committee may set the place and time for regularly scheduled meetings and hold such meeting on the application at the next scheduled meeting. In the event that the Committee determines to approve the application before such meeting is to be held and no written objections to the application have been received from affected neighbors prior to such meeting, such meeting is not required to be held. In the event that the Committee determines to disapprove such application prior to such meeting, the Committee shall give prompt written notice thereof to the applicant, together with the detailed grounds for such disapproval, and such meeting is not required to be held. Upon receipt of notice of disapproval, the applicant may either abandon the application, submit a revised application for further review, demand in writing to be heard at a future public meeting of the Committee whereupon the Committee shall schedule and give notice of the date, time and place of a meeting to reconsider its decision, or make written appeal to the Board of Directors, to be heard at a Board meeting within thirty (30) to sixty (60) days from the date of such written appeal. Written notices of public meetings of the Committee shall be posted or given in a manner and at a time reasonably calculated to provide reasonably adequate notice to all interested Owners in the Community.

E. **Failure of Committee to approve or disapprove application.**

In the event the Committee or its designated representatives fail to approve or disapprove a complete application for final approval within thirty (30) days after submission to the Committee, such application shall be deemed approved. THE 30-DAY PERIOD WILL NOT COMMENCE UNTIL AT LEAST TWO (2) COPIES OF A COMPLETE, LEGIBLE APPLICATION

FOR FINAL APPROVAL, WITH FINAL PLANS AND SPECIFICATIONS AND ALL OTHER REQUIRED ATTACHMENTS, ENCLOSURES, AND EXHIBITS, EXECUTED AS REQUIRED, HAVE BEEN RECEIVED BY THE COMMITTEE. This 30-day period will commence only upon the submission of an application for final approval.

The Committee's approval or disapproval will be based on the considerations set forth above. The Committee will not be responsible for reviewing, and its approval of any plan or design shall not be deemed approval of, any plans or designs from the standpoint of structural safety, engineering, or conformance with building or other codes. Each Owner will be responsible for obtaining all necessary approvals or permits from applicable governmental entities or agencies, and shall comply with all laws, codes and regulations concerning the construction of any such Improvement(s).

VI. NEIGHBOR NOTIFICATION REQUIRED.

All Improvements require written notification from the Owner to all of his/her nearby neighbors who will be visually affected or otherwise impacted by the proposed Improvement(s). Evidence of such written notification shall be filed with the Committee by the applicant in the form of the signatures of the affected neighbors on the Owner's application, evidencing their receipt of written notice of the application for the proposed Improvements. The neighbors' approval of the proposed Improvement(s) is not a condition for the approval of the application by the Committee. Further, the Committee is not necessarily required to deny any application based on the disapproval of affected neighbors. Neighbors who disagree with the proposed Improvement(s) are welcome to attend the Committee's meeting at which the application and plans and specifications will be reviewed, or to submit their concerns or comments in writing to the Committee before such meeting.

VII. DESIGN AND MATERIAL STANDARDS.

The following standards regarding design, materials, colors and construction shall apply to all proposed Improvements to be made in the Community (other than by Declarant), except to the extent, if any, that such standards are in conflict with the applicable building codes of the County. **THESE STANDARDS APPLY TO BOTH PRELIMINARY AND FINAL SUBMISSIONS.** THEY DO NOT REPRESENT PRE-APPROVED IMPROVEMENTS THAT MAY BE CONSTRUCTED WITHOUT COMMITTEE APPROVAL. THESE STANDARDS ARE INTENDED TO AID THE OWNER IN DESIGNING IMPROVEMENTS, WHICH WILL RECEIVE COMMITTEE APPROVAL. SUBMISSIONS, WHICH ARE INCONSISTENT OR CONTRARY TO THESE STANDARDS WILL NOT BE APPROVED.

Massing Standards (Bulk and Scale).

1. Roof.

- (a) Two-story masses to be softened by lower roof forms when possible.
- (b) Porches shall be protected by a pitched roof with a minimum of 3:12.
- (c) Building roofs, when pitched, shall be gabled or hipped and sloped between 3:12 and 12:12, not to exceed a height of 30 feet.
- (d) Overhanging eaves at the front elevation shall have a detailed termination of exposed rafter tails, foam shape, or stucco soffit, with a minimum horizontal length of 9 inches.
- (e) Skylights shall be flat (non-bubble) only.
- (f) Rakes at gable ends shall be terminated with 2x fascia or tile wrapped over fascia.
- (g) Gutters shall be galvanized steel, cooper, or painted aluminum.

2. Walls.

- (a) Smooth, Sand, or light lace finish stucco are required.
- (b) Opportunity shall be provided for garden walls to extend architecture and define outside spaces.
- (c) Walls and planting shall integrate building and site.

3. Materials.

a. Doors

- (1) Must be wood, fiberglass, steel stained or painted.
- (2) Style must coordinate with architecture.

b. Windows

- (1) Must be vinyl or typify wood or aluminum
- (2) Mullions at front elevation appropriate to architectural references.
- (3) Window openings shall be vertical in proportion or may be square.

- (4) Feature windows (arch, segment, circular, oval) shall be incorporated into front elevation.
- (5) Front elevation windows shall be recessed not less than 2 inches from the building façade.

c. Accent Materials

- (1) Masonry Trim: Pre-case stone, smooth cut, concrete and brick used as a base.
- (2) Wood/Foam Trim: Painted at walls, chimneys, gates, doors, windows, eaves, balconies, outlookers and pickets. Significant in scale (i.e., 3x material and appropriate to building character).
- (3) Ironwork: Ornamental metalwork at gates, window grilles, balcony rails and fencing. Significant in scale and shape while detailed authentically.

4. Colors.

a. Roof and Materials. Natural colors to emulate the historic-authentic architectural character.

b. Walls

- (1) Deep value "earth" and natural tones colors are encouraged so as to blend in with surrounding environment.
- (2) Authentic colors of the architecture and the elevation style.
- (3) A variety of color palettes are encouraged to develop individuality for each house in the Community.

c. Accents. Colors should match or complement the palette of residence.

5. Roof Line Variation (Front and Rear). Roof lines must be varied from building to building in terms of framing pitches, massing, color and roof selection.

6. Site Standards.

Site standards not addressed in these Guidelines will be those set forth in the Riverside County Municipal Code

- (1) Maximum height is _____ feet.
- (2) Minimum livable area is _____ square feet.
- (3) Minimum two (2) car garage.