

# ARCHITECTURAL STANDARDS

## PROCEDURES AND POLICIES

### INTRODUCTION

The Architectural Standards include procedures and policies to assist the Architectural Committee and Owners regarding architectural issues.

### Article I. SUBMITTAL PROCEDURES AND REQUIREMENTS

#### Section 1.01 General.

- A. An Architectural Application (Application) can be obtained by contacting the Architectural Chairperson (Chairperson) or at [www.olderchard1.org](http://www.olderchard1.org).
1. Architectural approval is required on the following:
    - a. Major Improvements (all exterior additions or remodels, or re-constructions (tear downs and re-builds))
    - b. Exterior House Colors (except if painting with existing trim or stucco color(s))
    - c. Exterior House Walls (any change or addition to)
    - d. Roofs (new or alterations to existing)
    - e. Satellite Dishes (placed on Common Area or larger than one meter in diameter)
    - f. Antenna and Other Roof Structures (all)
    - g. Attic or Whole House Fans (only if exterior ventilation is also installed)
    - h. Basketball Backboards (includes portables)
    - i. Security Signs (two or more)
    - j. Solar Energy Systems or Devices (all)
    - k. Skylights (new or alterations to existing)
    - l. Awnings or Exterior Shutters (new or alterations to existing)
    - m. Exterior Windows or Balcony Doors (any replacement window, accent window, or balcony door)
    - n. Garage Doors (new, or change or addition to existing)
    - o. Balconies (new or alterations to existing)
    - p. Exterior Doors (new, or change or addition to existing)
    - q. Fences and Walls- Perimeter of Lot (new, or change or addition to existing)
    - r. Gates (new, or change or addition to existing)
    - s. Patio covers, gazebos, decking, sunrooms, solariums, arbors, or sheds (new or alterations to existing)
    - t. Service Areas
    - u. Walkways, Driveways (new)
    - v. Landscaping (any landscaping improvement that consists predominantly of hardscape materials)
    - w. Pools and Spas (new)
    - x. Planter Boxes (new or alterations to existing)
  2. Architectural approval may be required on the following:
    - a. Seasonal or Decorative Flags
- B. All Applications and Preliminary Plan Review Forms (Form) are to be submitted to the Old Orchard 1 Architectural Committee (Committee).
- C. Applications, Forms or other communications regarding the Architectural Standards (Standards) should be sent by first class mail (preferably certified mail return receipt) to the Committee at the following address:

Old Orchard 1  
Homeowners Association  
Architectural Committee  
P.O. Box 55522  
Valencia, CA 91385.

- D. No fee is required. The Owner is solely responsible for any costs incurred by the Committee in connection with the review of the request. Costs include, but are not limited to, postage and copying. All costs incurred by the Committee must be paid before final approval is given.
- E. Any improvement that requires prior approval of the Committee must not begin until the Committee has approved the Application in writing. Owners are advised to contact the Chairperson prior to filing any Application or Form to be sure that they have the most current Standards. The Chairperson will answer any questions you have concerning the Standards.
- F. Two (2) sets of plans or drawings must be submitted with any Application or Form for any Major Improvement(s). Major Improvements include all exterior additions or remodels, or re-constructions (tear downs and re-builds).
- G. Neighbor awareness.
1. The intent of neighbor awareness is to advise neighbors who own property adjacent to or in close proximity to the Lot of the proposed improvement(s) by requiring their signatures on the Application or Form and their initials on the proposed plans or drawings. Neighbor awareness does not constitute neighbor approval or disapproval. An impacted homeowner does not have veto power over the proposed project, rather his/her concerns are a factor to be considered by the Committee. No Application or Form will be denied solely because any neighbor refuses to sign an Application or Form or initial the plans or drawings. The Committee will solely determine which neighbors are in close proximity.
  2. Any neighbor who objects to a specific Application/Form or plan/drawing may express their objection to the Committee. Any such objection must be in writing and signed. The Committee will evaluate the neighbors' comments or concerns, which may necessitate an Owner/neighbor attendance at a meeting. However, the authority to approve or disapprove the Application or Form is the sole responsibility of the Committee.
  3. Neighbor awareness is required for all Major Improvements. Although neighbor awareness is generally not required for other improvements, the Committee reserves the right to request neighbor awareness for any proposed improvement(s), as the Committee deems necessary. Examples of such other improvements include, but are not limited to, structures or vegetation which, in the sole discretion of the Committee, unreasonably interfere with a neighbor's view or access to sunlight.
  4. The Owner is responsible for obtaining the neighbor awareness information and will acknowledge by signature on the Application or Form that the information is complete and accurate. The Committee reserves the right to request additional neighbor awareness.
  5. The Owner is solely responsible to completely describe the proposed improvement(s) to his/her neighbors, so that neighbors will not later complain of the lack of full disclosure by the Owner. For that reason, Applications or Forms should be completed and all drawings or plans should include a generous amount of legible notes.
  6. If the closely affected neighbor(s) residing on the property is not an Owner, the street address of said property should be provided on the Application or Form and the Association will contact the absentee Owner in writing upon submittal to the Committee.

- H. The Committee has sixty (60) days from the receipt of a complete Application to approve or deny the Application. A complete Application includes an Application, all plans, drawings, brochures, documents, neighbor awareness, and any other materials required by the Committee. Incomplete submittals will be denied. Owners are notified by mail of the Committee's decision. In the event the Committee fails to approve or disapprove a completed Application within sixty (60) days after such Application has been submitted in accordance with any procedures regarding such submission adopted by the Committee, the Application will be deemed approved.
- I. Approval of improvements by the Committee is for aesthetic purposes only. It is the Owner's sole responsibility to comply with the CC&Rs and all federal, state, and local ordinance and codes. Approval of any improvement by the Committee does not waive the necessity of obtaining the required governmental permits. In turn, obtaining governmental permits does not waive the need for approval by the Committee prior to construction.
- J. Construction must commence within sixty days (60) days after approval of the Application by the Committee. If commencement of construction is to be deferred for a period of more than sixty (60) days, a new Application may be required.
- K. Major Improvements must be completed within four (4) months from the date of commencement. All other improvements must be completed within thirty (30) days from the date of commencement. If the scope of the project warrants more time, the Owner must contact the Committee.
- L. All construction or installations must be carried on between 7:00 A.M. and 6:00 P.M. on Monday through Friday (except holidays) and between 9:00 A.M. and 5:00 P.M. on Saturdays, Sundays and holidays, except that any City of Santa Clarita ordinance which is more restrictive will prevail.
- M. The use of Common Area for construction access is not permitted, unless authorized by the Association and the Owner signs a waiver of damage and posts a construction deposit for repairs of damage to the Common Area. Any authorization for construction access by the Association must be in writing and must include a specific description of the access area.

(Revised and Restated 12/02)

## **Section 1.02 Step-by-step Process and Submittal Requirements.**

### **A. MAJOR IMPROVEMENTS (See Article I Sections 1.01 (A)(1)(a) above.)**

#### **Step 1 (Conceptual Discussion Stage - Optional)**

Prior to preparation and submittal of preliminary or final drawings or plans, Owners are encouraged, but not required, to have rough conceptual sketches and floor plans prepared for discussion with the Chairperson. There are no requirements for the format of these sketches and floor plans and no approval or commitments will be granted at this conceptual discussion stage. The sole purpose of this optional step is to give guidance to the Owner.

#### **Step 2 (Optional Preliminary Submittal-Advisory Opinion Only)**

**NOTE: IF OWNER ELECTS TO NOT SEEK AN ADVISORY OPINION, SKIP TO STEP 8.**

Owner reviews the Standards and has preliminary drawings or plans prepared depicting the proposed improvements. Such drawings or plans must contain all the following:

1. General description
2. Proposed exterior elevations.

3. Roof plan
4. Minimum 1/8" preliminary floor plan with overall dimensions.
5. Set backs required by City of Santa Clarita.
6. Plot plan at 1" = 20' (minimum) showing Lot dimensions.
7. Date.
8. Signature(s) of Owner(s) and his/her consultants.

**NOTE: Inadequate or incomplete information will be grounds for the Committee to deny the Form.**

### **Step 3**

Owner completes the Form.

### **Step 4**

Owner shows the drawings or plans to his/her neighbors and requests their signatures on the Form and initials on the drawings or plans.

### **Step 5**

Owner and his/her consultants sign and date the drawings or plans to affirm that they have read the Standards.

### **Step 6**

The Owner submits the completed Form and two (2) sets of signed drawings or plans to the Committee.

### **Step 7**

The Committee reviews the Form and the drawings or plans for completeness and conformity to the architectural and aesthetic standards currently in effect. The review of the Form and preliminary drawings or plans by the Committee is advisory only. Any comments, written or oral, made by the Committee shall not be construed as its approval. Written approval or disapproval by the Committee is rendered only upon submission of a final Application and construction drawing(s).

The Owner is strongly encouraged to obtain an advisory opinion from the Committee prior to the preparation of final construction drawings and is solely responsible to ensure all such matters of construction are in compliance with the CC&Rs and all federal, state and local government requirements. However, a governmental permit does not alleviate the Owner's responsibility of obtaining architectural approval from the Committee.

One (1) set of the two (2) sets of the preliminary drawings or plans will be returned to the Owner with advisory comments by the Committee which may serve as a guide in the preparation of an Application and final construction drawings.

### **Step 8 (Required Final Submittal for all Major Improvements)**

If Owner has obtained an advisory opinion, Owner reviews the Committee's comments regarding the preliminary drawings or plans and has final construction drawings prepared. If Owner has not elected to

obtain an advisory opinion, Owner is required to have final construction drawings prepared. Whether or not an Owner has obtained an advisory opinion, all final construction drawings must contain the following:

1. General description
2. Proposed exterior elevations.
3. Roof plan
4. Minimum 1/8" preliminary floor plan with overall dimensions.
5. Set backs required by City of Santa Clarita.
6. Plot plan at 1" = 20' (minimum) showing Lot dimensions.
7. A material color list and sample board showing the exterior finish colors for all walls, roofs, windows, and trim and any other finish materials that will be used on the improvement.
8. Date.
9. Signature(s) of Owner(s) and his/her consultants.

**NOTE: Inadequate or incomplete information will be grounds for the Committee to deny the Application.**

#### **Step 9**

Owner completes the Application.

#### **Step 10**

Owner shows the drawings to his/her neighbors and requests their signatures on the Application and initials on the drawings.

#### **Step 11**

Owner and his/her consultants sign and date the drawings to affirm that they have read the Standards.

#### **Step 12**

Owner submits the completed Application and two (2) sets of signed drawings to the Committee.

#### **Step 13**

The Committee reviews the Application and the drawings for completeness and conformity to the architectural and aesthetic standards currently in effect. The Committee approves or denies the Application in writing.

#### **Step 14**

Owner reviews the Committee's comments and notifies the Committee if there are any questions.

#### **Step 15**

If the Committee has granted final approval and the Owner understands the Committee's comments, then construction must begin within sixty (60) days after approval by the Committee. If commencement of construction is to be deferred for a period of more than sixty (60) days, the Committee may require a new Application.

**Step 16**

Construction must proceed consistent with the approved Application and final construction drawings, including any approved deviations or changes. Any deviations or changes after the Application has been approved must be reviewed and approved in writing by the Committee prior to commencement of such deviation or change. Any deviations or changes after the Application has been approved may require neighbor awareness. Inspections by the Committee during construction may occur.

**Step 17**

Upon completion of the exterior work, as indicated on the approved Application and final construction drawings, including any approved deviations or changes, the Owner must notify the Committee. If the Owner requests an inspection or the Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within thirty (30) days after the Owner has notified the Committee of completion.

**B. IMPROVEMENTS REQUIRING COMMITTEE APPROVAL. (See Article I Sections 1.01 (A)(1)(b) through x) and (A)(2)(a) above).**

**Step 1**

Owner reviews the Standards.

**Step 2**

Owner completes the Application. The Application must include a complete description of the improvement including proposed colors and materials. If applicable, color samples or chips, or samples of any roof material must be submitted with the Application. The Committee reserves the right to request additional information, including, but not limited to, samples of any proposed material, as the Committee deems necessary.

**Step 3**

The Owner submits the completed Application to the Committee.

**Step 4**

The Committee reviews the Application, including the need for neighbor awareness, for completeness and conformity to the architectural and aesthetic standards currently in effect. The Committee approves or denies the Application in writing.

**Step 5**

Owner reviews the Committee's comments and notifies the Committee if there are any questions.

**Step 6**

If the Committee has granted final approval and the Owner understands the Committee's comments, then construction or installation must begin within sixty (60) days after approval by the Committee. If commencement of construction or installation is to be deferred for a period of more than sixty (60) days, the Committee may require a new Application.

**Step 7**

Construction or installation must proceed consistent with the approved Application, including any approved deviations or changes. Any deviations or changes after the Application has been approved must be reviewed and approved in writing by the Committee prior to commencement of any deviation or change. Any deviations or changes after the Application has been approved may require neighbor awareness. Inspections by the Committee during construction may occur.

**Step 8**

Upon completion of the improvement, as indicated on the approved Application, including any approved deviations or changes, the Owner must notify the Committee. If the Owner requests an inspection or the Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within thirty (30) days after the Owner has notified the Committee of completion.

**C. IMPROVEMENTS NOT REQUIRING COMMITTEE APPROVAL**

**Step 1**

Owner reviews the Standards.

**Step 2**

Owner must complete the improvement(s) in accordance with the Standards.

**Step 3**

Upon completion of the improvement, the Owner may notify the Committee. If the Owner requests an inspection or the Committee chooses to inspect the job for conformance to the Standards, inspection will be completed within thirty (30) days after the Owner has notified the Committee of completion.

(Revised and Restated 12/02)

**Section 1.03. Conditions of Approval for All Improvements.**

- A. The Owner shall have the responsibility to ensure that these conditions of approval are enforced upon all persons, including Owner, or firms engaged by the Owner to construct and/or install the improvements.
- B. Only signs permitted in the CC&Rs shall be displayed on any house or in any yard. Signs identifying tradesman, contractors, or installers are not permitted.
- C. All construction must be carried on between 7:00 A.M. and 6:00 P.M. on Monday through Friday (except holidays) and between 8:00 A.M. and 5:00 P.M. on Saturdays, Sundays and holidays, except that any City of Santa Clarita ordinance which is more restrictive will prevail.
- D. Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks or Common Areas. At the end of each day, the Lot shall be cleaned and loose items secured from wind. Each week, all rubbish, debris and unsightly material or objects shall be removed from the Lot. The Owner is financially responsible for any trash cleanup work and repair work the Committee deems necessary or caused by any construction activity.

- E. Building material, including sand and bricks, shall not be stored on streets, sidewalks or Common Areas. All building material must be stored on the Owner's Lot.
- F. The placement of trash bins (dumpsters) on streets or sidewalks must be in compliance with all federal, state and local government requirements. The Owner is solely responsible for compliance with any federal, state and local government requirements and for any injury or damage caused by the placement of any trash bin (dumpster). Trash bins (dumpsters) cannot be placed on Common Area.
- G. Vehicles, including, but not limited to, trucks, concrete mixers, trailers, compressors, and other similar types of construction equipment, are not allowed in any driveway or other exposed areas or any street except for the purposes of loading, unloading and making deliveries or emergency repairs, unless otherwise approved in writing by the Committee.
- H. Proper drainage is required. The Owner is responsible to ensure the original course of surface water flow is not disturbed or altered to adversely affect neighboring Lots or Common Area. Unless adequate alternative provisions are made for drainage, the original drainage system on the Owner's property shall be left undisturbed. This includes, but is not limited to, gutters, downspouts or mounds.
- I. The quality of new improvements shall match the quality of existing improvements. The Committee may require the Owner to remove and rebuild improvements that are inconsistent with approved plans. The Owner is solely financially responsible for any removal and rework the Committee deems needed to comply with this restriction.
- J. Failure to obtain written Committee approval for improvements as provided herein constitutes a violation of the CC&Rs and may require the construction to be removed at the Owner's sole expense. In addition, any improvement made without the required Committee approval may subject an Owner to a monetary penalty as provided for in Section 1.06 (K) below.
- K. Failure to complete the improvement in a timely manner or in accordance with the approved Application and all approved submittals constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed at the Owner's sole expense. In addition, improvements not completed in a timely manner or in accordance with the approved Application, all approved submittals, or the Standards may subject an Owner to a monetary penalty as provided for in Section 1.06 (K) below.
- L. All improvements must be kept in good condition and repair and adequately painted or finished.
- M. The repair and maintenance of any improvement shall be the responsibility of the current Owner.
- N. These Standards and Article VI of the Restated and Amended CC&Rs form the criteria for evaluation of all Applications/Forms, documents, brochures, drawings, plans, neighbor awareness, and any other materials submitted for review and approval by the Committee. These Standards may be amended or supplemented from time to time, as provided for in the CC&Rs.

(Revised and Restated 12/02)

**Section 1.04. Appeals.** (Refer to Article VI Section 6 of the CC&Rs)

**Section 1.05 Inspection.** (Refer to Article VI Section 7 of the CC&Rs)

**Section 1.06 Violations and Hearing Policy**

This Section sets forth the Association's policy for imposing sanctions for violations of the Association's governing documents, provisions or Standards herein, pursuant to California Civil Code section 1363 and the Association's



CC&Rs and Bylaws. This policy was adopted by vote of the Board of Directors on December 3, 2002 and is effective immediately.

A. Owner responsibility.

1. Owners are solely responsible for complying with the Association's governing documents, provisions or Standards herein. Owners are also ultimately responsible for ensuring that their tenants and guests comply with the Association's governing documents, provisions or Standards herein. In the case of violations by tenants or guests, the Association will notify the Owner of the Lot. Any monetary penalties for non-compliance will be imposed against the Owner.
2. All residents have the right and responsibility to bring to the attention of the Committee violations of any governing document, provision or Standard herein.

B. Violations

1. Violations of any governing document, provision or Standard herein must be reported to the Committee in writing. Any such report must be signed. In addition, any resident who signs a report must be willing to attend any scheduled hearing held in connection with the violation.
2. Violations, whether noted during a Committee drive by or reported by a resident, will be processed in the following manner:
  - a. If reported by a resident, a Committee representative will investigate the alleged violation(s).
  - b. If the Committee determines that the alleged violation(s) requires corrective action, the Committee will send a warning letter to the Owner. The letter will state the nature of the violation(s) and a time limit to remedy the violation.
  - c. If the Owner does not remedy the violation or offer a satisfactory response within the time limit specified in the warning letter, a second letter will be sent notifying the Owner that the matter will be turned over to the Board for further review and action as provided for in Section 1.06(C) (Notice of Violation) below. (The determination of a satisfactory response shall be at the sole discretion of the Association).

(Revised and Restated May 1, 2003)

C. Notice of Violation.

1. The Board, after receiving notice of any violation(s) as provided for in Section 1.06 (B)(2)(c), will notify the Owner in writing of:
  - a. The governing document, provision or Standard herein that has been violated;
  - b. The nature of the violation;
  - c. The corrective action to be taken by the Owner and the time within which it must be done;
  - d. The intended or possible sanction(s) if the corrective action is not taken within the prescribed time;
  - e. The Owner's opportunity for a hearing (either orally or in writing) before the Board. The date of any hearing will be at least 15 days after the date of mailing of the notice; and
  - f. The time and place of the hearing.
2. The notice will be sent by first-class mail to the most recent address furnished by the Owner in writing to the Association for the purpose of giving notice, or if no such address has been furnished, then to the street address of the Owner's Lot.

D. Owner's Opportunity to Appear and Contest Violation(s).

1. If the Owner elects to contest the alleged violation(s) in person, the Owner is required to notify the Board in writing of the Owner's election to appear in person no later than five (5) days before any hearing. This notice shall be sent by first class mail (or preferably certified mail return receipt) to the following address:

Old Orchard 1  
Homeowners Association  
Board of Directors  
P.O. Box 55522  
Valencia, CA 91385.

2. If the Owner elects to contest the alleged violation(s) in writing, the Board must receive the Owner's written response, including the Owner's statement and supporting evidence, no later than two (2) days prior to the hearing date. The Owner's response must be sent by first class mail (or preferably certified mail return receipt) to the address referenced in Section 1.06(D)(1). Verbal communication to a Committee or Board Member does not constitute a proper response.
3. A written notification of the Board's decision will be mailed to the Owner within ten (10) days following the hearing.

E. Imposing sanctions.

1. Following the hearing, if the Board has determined that the Owner, his family members, tenants, guests or invitees have violated a particular governing document, provision or Standard herein, the Board may impose one or more sanctions regardless of whether the Owner attended the hearing.

F. Penalties in addition to corrective measures.

1. The imposition of sanctions is in addition to the requirement that Owners comply with the governing documents, provisions or Standards herein. Compliance may include, but is not limited to, correcting, repairing or replacing non complying conditions, all at the Owner's cost.
2. If an Owner fails to perform corrective measures, the Association, at its sole option, may cause such corrective measures to be made. If the Association elects to perform corrective measures, a Reimbursement Assessment will be levied against the Owner. A Reimbursement Assessment may be enforced and collected by lien and foreclosure against the Owner's Lot and/or other assets.

G. Types of sanctions.

1. Sanctions imposed by the Board may include, but are not limited to, a monetary penalty pursuant to the Schedule of Monetary Penalties adopted by the Board (Section 1.06(K) below) and/or suspension of an Owner's right to vote.

H. Due date.

1. Charges (including Reimbursement Assessments) shall become effective, due and payable five (5) days after notice of imposition is mailed to the Owner.

I. Continuing or repeated violations.

1. The Board, in its sole discretion, shall determine whether a violation is continuing or repeated. In the case of continuing (uninterrupted) violations, the Board may impose a monetary penalty and/or suspend rights once every thirty (30) days until the violation is remedied, provided the notice and hearing requirements are complied with each month. Repeated (consecutive) violations within a thirty (30) day period shall constitute separate violations and monetary penalties may be imposed for each separate violation. In the

case of both continuing and repeated violations, the Board may provide only a single notice of violation and opportunity for hearing on a monthly basis.

J. Enforcement costs.

1. From and after the hearing, if the Board has determined that an Owner(s) or his tenants, family members, guests or invitees have violated a particular governing document, provision or Standard herein, the Association will also assess the Owner for legal fees and other costs incurred by the Association to obtain the Owner's compliance concerning the violation at issue. As provided in the Association's governing documents and applicable law, such charges may be enforced and collected by lien and foreclosure against the responsible Owner's lot and/or other assets.

K. Schedule of monetary penalties.

1. The Board of Directors has adopted the following schedule of monetary penalties, which will be in effect until changed by action of the Board:

First violation: \$25.00 to \$400.00 per occurrence.

Second and subsequent violations: \$25.00 to \$400.00 per occurrence.

(Revised and Restated May 1, 2003)

L. Other remedies.

1. Association reserves the right to avail itself of any other remedy permitted by law and by the governing documents to enforce the provisions of the governing documents, provisions or Standards of the Association including, but not limited to, bringing an action in court and/or requesting alternative dispute resolution (ADR). Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the Association from electing at a later date to pursue another remedy.

(Revised and Restated 12/02)

## **Article II. ARCHITECTURAL POLICIES**

### **Section 2.01 Exterior Colors.**

- A. An Application and written approval from the Committee is required prior to painting the exterior of any house except when painting with the existing trim or stucco color.
- B. The exterior of each house shall only be painted two (2) colors (trim and stucco). All trim including, but not limited to, fascia boards, under eaves, window frames, or doorframes must be painted with the same trim color except as provided in Sections 2.16 and 2.19 below. A third color will be considered if it is on the approved palette of paint colors or within the range of approved colors. Prior written approval from the Committee is required before painting. The approved palette of trim and stucco paint colors and an on-line home improvement application are available at [www.olderchard1.org](http://www.olderchard1.org).

(Revised and Restated 9/2014)

### **Section 2.02 Exterior Walls -House.**

- A. An Application and written approval from the Committee is required prior to any addition or change in any exterior wall. A sample of the material(s) to be used with any such addition or change is required with the Application. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is also required with the Application.

Examples of such additions or changes include, but are not limited to, the use of wood or simulated wood products such as beveled siding, shakes, tongue and groove vertical siding, or brick or stone veneer.

- B. Any exterior wiring or conduit including, but not limited to, electrical cords, telephone installations, television or satellite antennas, or air conditioning units shall be hidden or buried or secured flush with the side of the house, and painted to match the trim or stucco color.

(Revised and Restated 12/02)

**Section 2.03 Roofs.**

- A. Application and written approval from the Committee is required prior to the installation of any new roof or alteration to any existing roof. A sample of any new roof material is required with the Application.

Examples of alterations to an existing roof include, but are not limited to, any change in slope, or the installation or change to existing roof projections such as skylights, chimneys, flashing, or the installation of solar devices/systems. The slope of any new roof or alteration shall be compatible with the existing roof and neighboring houses.

- B. An approved list of roofing materials is available from the Chairperson or at [www.olderchard1.org](http://www.olderchard1.org). Only roofing materials on the approved list of roofing materials are permitted. COMPOSITION ROOFING MATERIALS OF ANY TYPE ARE NOT ALLOWED.
- C. New roof flashing, water diverters, or vent stacks must be hidden or painted to match the roof color. Existing roof flashing, water diverters, or vent stacks should be hidden or painted to match the existing roof color. Existing roof flashing, water diverters, or vent stacks must be hidden or painted to match the roof color at any time a new roof is installed.
- D. Owners are solely responsible to verify with the City of Santa Clarita Building Department that a permitted roof material is compatible with Owner's house.

(Revised and Restated 12/02)

**Section 2.04 Satellite Dishes.**

- A. Satellite dishes (one meter in diameter or less) may be installed without the approval of the Committee. The preferred location is as far away from the front of the Lot and as close as possible to the house.
- B. An Application and written approval from the Board is required prior to the installation of any satellite dish (one meter in diameter or less) on Common Area.
- C. An Application and written approval from the Committee is required prior to the installation of any satellite dish larger than one meter in diameter.

(Revised and Restated 12/02)

**Section 2.05 Antenna and Other Roof Structures.** (Refer to Article VII Section 12 of the CC&Rs)

**Section 2.06 Fans or Air Conditioners.**

- A. An Application and written approval from the Committee is required prior to the installation of any attic or whole house fan that includes the installation of exterior ventilation. Any such exterior ventilation must be painted to match the trim or stucco color and be compatible with the design of the house.
- B. Window air conditioners or window fans visible from public view are not permitted.

(Revised and Restated 12/02)

**Section 2.07 Basketball Backboards.** (Refer to Article VII Section 14 of the CC&Rs)

- A. Four (4) continuous hours of inactivity would constitute not in use.

(Revised and Restated 12/02)

**Section 2.08 Rain Gutters.**

- A. New rain gutters and downspouts must be painted to match the adjacent surface color. Existing rain gutters and downspouts should be painted to match the adjacent surface color. Existing rain gutters and downspouts must be painted to match the adjacent surface at any time the adjacent surface is painted.  
(Revised and Restated 12/02)

**Section 2.09 Signs.**

- A. No advertising signs or billboards, other than a single "For Rent," "For Lease," or "For Sale" sign may be displayed. Any "For Rent," "For Lease," or "For Sale" sign shall be reasonable in size. Examples of prohibited signs include, but are not limited to, signage of general contractors, painters, electricians, plumbers, landscapers, pest control companies or pool companies.
- B. One (1) security sign may be placed if the house is protected by a security system. An Application and written approval from the Committee is required prior to the installation of two (2) or more security signs. Permitted security signs shall be reasonable in size and placed within two (2) feet of the house, in a first floor window, or attached near a bottom corner of the garage door.
- C. Name plaques, welcome signs, address numbers or beware of dog signs are permitted without approval of the Committee. Such permitted signs must be reasonable in size and color.
- D. Political signage for legally recognized elections at the Federal, State, County or City level or for Special Districts shall be permitted provided that any political signage must be reasonable in size. Political signs will only be permitted to be displayed for a two (2) week period prior to said election. All political signage must be removed no later than forty-eight (48) hours after the election. No such political signage is permitted on Common Area without the written approval of the Board.

(Revised and Restated 12/02)

**Section 2.10 Solar Energy Devices or Systems.**

- A. An Application and written approval from the Committee is required prior to the installation of any solar energy device or system. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is required with the Application.
- B. Solar energy devices or systems includes all panels, collectors, piping attachments, bracing, flashing, mechanical hardware, supporting structure, and any other related elements. Approval will be based on minimizing the device or system's visibility from any street, neighboring Lots, and Common Areas, consistent, however, with the requirement of state laws concerning efficient placement of the collector units.
- C. Solar energy device or systems guidelines:
  - 1. Maintain as low a profile as functionally practical and efficient.
  - 2. Piping should go through the roof, rather than on the face of the roof or house.
  - 3. Long runs of piping should be condensed and concealed.
  - 4. Equipment or equipment enclosures should be painted to match the adjacent surface color.

(Revised and Restated 12/02)

**Section 2.11 Security Bars.**

- A. The installation of security or burglar bars which are visible from any street, neighboring Lots or Common Area is not allowed.

(Revised and Restated 12/02)

**Section 2.12 Screen Doors.**

- A. The installation of new screen doors on the front entry is permitted provided that such screen doors are color coated to match the trim or stucco color.

(Revised and Restated 12/02)

**Section 2.13 Skylights.**

- A. An Application and written approval from the Committee is required prior to the installation of any new skylight or alterations to existing skylights. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is required with the Application. Examples of skylights include, but are not limited to, solatubes.
- B. The approval of new skylights will be considered based upon their location and number. Skylights must be designed to be an integral part of the roof. Their form and location must be compatible with the existing roof. When locating a new skylight, every possible attempt should be made to place the skylight in a location least visible from public view.
- C. New skylight profiles must be minimized. Skylight domes may be bronze, clear or white. The color of new skylight frames and flashing must match the existing roof color. The color of existing skylight frames and flashing should be painted to match the existing roof color. Existing skylight frames and flashing must be painted to match the roof color at any time a new roof is installed. All visible manufacturer labels shall be removed prior to installation.

(Revised and Restated 12/02)

**Section 2.14 Awnings and Exterior Shutters.**

- A. An Application and written approval from the Committee is required prior to the installation of new awnings or exterior shutters, or any alteration to existing awnings or exterior shutters. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is required with the Application.
- B. The color of any awning material or exterior shutters must match the trim or stucco color. A compatible third color will be considered with an Application and written approval from the Committee. A color chip or sample is required with the Application for a compatible third color.

(Revised and Restated 12/02)

**Section 2.15 Balconies.**

- A. An Application and written approval from the Committee is required prior to the installation of new balconies or any alteration to existing balconies.
- B. Balconies must be painted to match the trim or stucco color. Wood railing must be painted to match the trim or stucco color or white. Wrought iron railing must be painted to match the trim or stucco color or black or white.

(Revised and Restated 12/02)

**Section 2.16 Exterior Doors.**

- A. An Application and written approval from the Committee is required prior to the installation, change or addition to any exterior door. Front entry doors and frames must be painted to match the trim or stucco color. A natural wood color including, but not limited to, oak or a compatible third color will be considered for a front entry door and frame with an Application and written approval from the Committee. A color chip or sample is required with the Application for a natural wood color or compatible third color. All other exterior doors and frames must be painted to match the trim or stucco color.
- B. All exterior doors must be compatible in style with the house. Exterior doors may include decorative glass inserts which are compatible with the house.

- C. All exterior doors must be made of wood, fiberglass or steel. Plywood as a door material is not permitted.  
(Revised and Restated 12/02)

**Section 2.17 Exterior Lighting.**

- A. Exterior lighting should be low voltage (12v). An example is Malibu lights. All associated wiring must be concealed from public view.
- B. The installation of higher voltage lighting is permitted provided that such lighting is not be directed towards any street, public sidewalk, neighboring Lots, or Common Area. Higher voltage lighting may be installed on the front of the house, provided such lighting is hidden from view or painted to match the trim or stucco color. Examples of higher voltage lighting include, but are not limited to, security lights, spotlights, motion sensors or floodlights.
- C. All light fixtures including, but not limited to, porch lights, balcony lights, walkway lights, driveway lights or garage lights, should be compatible in color and design with the house.

(Revised and Restated 12/02)

**Section 2.18 Holiday Lighting and Materials.** (Refer to Article VII Section 23 of the CC&Rs)

**Section 2.19 Exterior Windows and Balcony Doors.**

- A. An Application and written approval from the Committee is required prior to the installation of any replacement window, balcony door or accent window. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is required with the Application.

Accent windows include, but are not limited to, bay windows, greenhouse windows or glass block windows. Permitted accent windows must be compatible with the design of the house.

- B. The frame of any replacement window, balcony door or accent window must be painted to match the trim or stucco color or white. Existing window and balcony doorframes should be painted to match the trim or stucco color or white. Silver aluminum replacement window frames or balcony doorframes are not permitted.
- C. Existing decorative wrought iron must be painted to match the trim or stucco color or black or white.
- D. All windows on any side and/or view of the house must match in color and design.

(Revised and Restated 12/02)

**Section 2.20 U.S., Seasonal or Decorative Flags.**

- A. United States flags should be displayed in accordance with the Federal Flag Code (Public Law 94 - 344).
- B. Two (2) seasonal or decorative flags are permitted without approval of the Committee if all of the following are met:
  - 1. the flag must be reasonable in size, not exceeding three (3) feet by five (5) feet;
  - 2. the flag must not have commercial content;
  - 3. the flag pole must be no longer than five (5) feet in length;
  - 4. the flag must not be torn or faded;
  - 5. the flag pole must be attached to the house; and
  - 6. the associated hardware must be painted to match the trim or stucco color.
- C. An Application and written approval from the Committee is required for three (3) or more seasonal or decorative flags.
- D. The installation of stand-alone flagpoles requires an Application and written approval from the Committee.

**Section 2.21 Window Covers.** (Refer to Article VII Section 17 of the CC&Rs)

**Section 2.22 Garage Doors.**

- A. An Application and written approval from the Committee is required prior to the installation, change or addition to any garage door. Garage doors must be made of metal or wood and must be compatible with the house and other neighboring garage doors. Plywood as a garage door material is not permitted. Garage doors may be solid or include decorative glass inserts which are compatible with the house.
- B. Garage doors must be painted to match the trim or stucco color. A compatible third color will be considered with an Application and written approval from the Committee. A color chip or sample is required with the Application for a compatible third color.

(Revised and Restated 12/02)

**Section 2.23. Walls, Fences, and Gates - Perimeter of Lot.**

- A. An Application and written approval from the Committee and the consent of all interested parties are required prior to the installation, change or addition to the perimeter wall, fence, or gate of any Lot.
- B. Walls shall be constructed of slumpstone block or stucco. Walls constructed of slumpstone block shall be nominally 6” x 6” x 16” blocks with accompanying 8” x 4” x 18” scored caps, both in the color of Doeskin, with Medium Tan color mortar to match. Stucco walls must be painted a color from the approved color list. The portion of any house that is considered a party wall must be painted to match the trim or stucco color of the Owner's house.
- C. All fences and gates that are visible from the front of a Lot shall comply with the following material, design, and color:

<b>Material</b>	<b>Design</b>	<b>Color (see Note below)</b>
Wood (plywood is prohibited)	Construction must be primarily vertical boards; the addition of a top cap and/or horizontal plate(s) is preferred. Other designs only if approved in advance by the Committee.	Must be painted a color from the approved color list (preferably one that matches the stucco or trim of the Owner’s house), or to match adjacent slumpstone. Raw wood must be painted. See Note* for exceptions.
Wrought iron.	Must be approved in advance by the Committee.	Same colors as above, or black. See Note* for exceptions.
Other materials.	Must be approved in advance by the Committee. Material surface must appear to have a wood grain and must not be shiny.	Must be colored per the approved color list (preferably one that matches the stucco or trim of the Owner’s house), or to match adjacent slumpstone. See Note* for exceptions.

**Note\* about Colors for all fences and gates that border the Paseo:** These must be painted a color marked “Paseo” from the approved color list, or to match adjacent slumpstone. Raw wood must be painted.

- D. Fences and gates must be installed with the finished side in view of any street or common area.
- E. Chain link fencing is not permitted if in view of any street or common area.
- F. All requests to paint, repair, or replace walls, fences, and gates must comply with the revised Architectural Standards.

(Section 2.23 Amended April 3, 2018)



**Section 2.24 Gates.** This Section was amended (deleted) April 3, 2018. Requirements for gates are now included in Section 2.23, above.

**Section 2.25 Patio Covers, Gazebos, Decking, Sunrooms, Solariums, Arbor or Sheds.**

- A. An Application and written approval from the Committee is required prior to the installation, addition or change in any patio cover, gazebo, decking, sunroom, solarium, arbor or shed that is visible from any street, neighboring Lots or Common Area. A representative description of the completed improvement (including brochures, drawings, photos, etc.) is also required with the Application.
- B. Any permitted patio cover, gazebo, decking, sunroom, solarium, arbor or shed connected to the house must be painted to match the trim or stucco color or white. Any stand alone patio cover, gazebo, decking, sunroom, solarium, arbor or shed must be painted to match the trim or stucco color or white. A compatible color (not trim, stucco or white) or natural wood including, but not limited to, redwood will be considered with an Application and written approval from the Committee. A color chip or sample is required with the Application for a compatible color or natural wood color.
- C. An approved roofing material must be used on any permitted patio cover, gazebo, decking, sunroom, solarium, arbor or shed visible from public view. An approved list of roofing materials is available from the Chairperson or at [www.olderchard1.org](http://www.olderchard1.org).

(Revised and Restated 12/02)

**Section 2.26 Service Areas.**

- A. An Application and written approval from the Committee is required prior to the installation of any service area visible from any street, neighboring Lots or Common Areas. Any fence or other structure, including shrubbery, used to conceal such service areas must comply with the Standards. Examples of service areas include, but are not limited to, storage buildings, doghouses, tool sheds, firewood storage, water softeners, or garbage enclosures.

(Revised and Restated 12/02)

**Section 2.27 Walkways and Driveways.**

- A. An Application and written approval from the Committee is required prior to the installation of any new walkway or driveway. Materials for any new walkway or driveway shall only include concrete, brick, or flagstone. A representative description of the completed improvement (including brochures, drawings, photos, color chip or color sample etc.) is required with the Application.
- B. All walkways and driveways must be kept clean, reasonably dry and free of oil and other extraneous materials.

(Revised and Restated 12/02)

**Section 2.28 Front Yard Ornamentation.**

- A. Excessive natural and man made front yard ornamentation is not permitted. The Board at its sole discretion may determine if any ornamentation is excessive. Ornamentation includes, but is not limited to, statues, fountains, waterfalls, wagon wheels, figurines, windmills, birdbaths or feeders, bird houses, clay or plastic pottery, barrels, benches, fences, walls, trellises, railroad ties, weather vanes, or decorative boulders or rocks, or artificial plants. Any artificial plant in view from the street must be seasonally appropriate”.

(Revised and Restated 02/15)

**Section 2.29 Garbage and Other Unsightly Items.** (Refer to Article VII Section 15 of the CC&Rs)

**Section 2.30 Landscaping.**

- A. An Application and written approval from the Committee is required prior to the installation of any landscaping improvement that consists predominantly of hardscape materials. Hardscape materials include, but are not limited to, concrete, brick, flagstone, decorative rock, gravel, bark, sand, wood chips, or any other

rock-like substance. Any such landscaping improvement must be compatible with the house and neighboring Lots. Mounding is permitted as long as there is no water runoff onto adjoining Lots or Common Area.

Decorative rock includes river rock, smooth black/oriental/Mexican rock. Small red lava rock, or small white quartz-type rock is not permitted. Decorative rock is permitted as a border, but is not permitted without plant material in at least equal parts.

(Revised and Restated 12/02)

**Section 2.31 Lawns.**

- A. Lawns must be mowed, edged, watered and weeded at regular intervals. Lawns shall be kept trimmed around all stationary objects. Dead or badly damaged lawns must be replaced in a timely manner. The Committee at its sole discretion may determine if any lawn is badly damaged.

(Revised and Restated 12/02)

**Section 2.32 Trees, Shrubs and Plants.**

- A. Trees, shrubs and plants must be trimmed at regular intervals. Trees, shrubs and plants shall not overhang or encroach upon sidewalks, walkways or driveways. Trees, shrubs and plants shall be trimmed to provide a minimum eight (8) foot clearance over any sidewalk, walkway or driveway. Weeds growing from planter boxes, sidewalks, walkways, driveways, and among shrubs and plants must be removed at regular intervals.
- B. Street Trees (The following includes only selected sections of City of Santa Clarita Ordinance 90-15. Owners are strongly encouraged to obtain a copy of City Ordinance 90-15 and familiarize themselves with its requirements.)
1. Any tree planted or existing in the City of Santa Clarita's Right of Way (ROW) is the property of the City. The standard ROW for OO1 is a twelve (12) foot easement that exists on every OOI property.
  2. Any Owner who plants, prunes, trims, root prunes or removes any street tree is required to obtain a permit from the City prior to initiating such action.
    - a. The City can require that any street tree planted without such a permit be removed at the Owner's expense.
    - b. The City can require that any Owner who removes a street tree to replace the tree with a similar tree at the Owner's expense.
    - c. The City may fine or imprison any Owner who removes any street tree without a permit.
  3. Maintenance on street trees is done by the City on a 5 (five) year cycle at no cost to the Owner. If an Owner wishes to have street trees trimmed during a cycle, the Owner may call the City's Urban Forestry Division or request a permit. Any maintenance on a street tree must be done according to the standards of the International Society of Arboriculture.

(Revised and Restated 12/02)

**Section 2.33 Landscaping Maintenance.**

- A. All landscaped areas shall be maintained in a live, healthy and growing condition, properly watered, trimmed and weeded. Any plant, shrub, ground cover or non City owned tree which is lost, removed or becomes dead or badly damaged shall be replaced in a timely manner with similar healthy plant material. If the City street tree is missing from the ROW, the City will plant at no cost to the Owner a twenty four (24) inch box tree of a species designated for a street. The Committee at its sole discretion may determine if any plant, shrub, ground cover or non City owned tree is badly damaged.
- B. No weeds, underbrush or other unsightly growth shall be permitted to grow or remain upon any Lot and no refuse pile or unsightly object shall be allowed to be placed or remain on any Lot. Any weed barrier must be hidden at all times. The Committee at its sole discretion may determine if any growth or object is unsightly.

(Revised and Restated 12/02)

**Section 2.34 Pools and Spas.**

- A. An Application and written approval from the Committee is required prior to the installation of any in ground pool or spa.
- B. Pools and spas shall not be visible from public view except infant play pools are permitted. Such infant play pools must be removed from public view when not in use. Four (4) continuous hours of inactivity would constitute not in use.
- C. Pool and spa equipment must be concealed in accordance with the Standards. Pool and spa equipment includes, but is not limited to, filters, pumps or heaters.

(Revised and Restated 12/02)

**Section 2.35 Playground Equipment.**

- A. Swings, swing sets or playhouses shall not be visible from public view.

(Revised and Restated 12/02)

**Section 2.36 Planter Boxes.**

- A. An Application and written approval from the Committee is required prior to the installation, change or addition to any planter box visible from public view.
- B. Planter boxes must be made of wood, brick, stone masonry, or stucco. All planter boxes must be painted to match the trim or stucco color and be compatible in design with the house. A compatible third color will be considered with an Application and written approval from the Committee. A color chip or sample is required with the Application for a compatible third color.

(Revised and Restated 12/02)

**Section 2.37 Mailboxes.**

- A. All mailboxes should conform to US Postal Service standards and be compatible with the design of the house.

(Revised and Restated 12/02)

**Section 2.38 Skateboard Ramps.**

- A. Skateboard ramps are permitted as long as such ramps are fully portable. When not in use, ramps must be stored out of sight from public view. Four (4) continuous hours of inactivity would constitute not in use.
- B. When in use, skateboard ramps may be placed on driveways, side yards or rear yards and must not be placed on Common Area, sidewalks or streets.

(Revised and Restated 12/02)

**Section 2.39 Disability Access.**

- A. Improvements related to disability needs must comply with the Standards unless impossible or cost prohibitive as determined by the Committee. Contact the Architectural Chairperson for further information.

(Revised and Restated 12/02)

**Section 2.40 Variances.**

- A. The Board shall have the right and privilege to permit any Owner (without the consent of other Owners) to deviate from any of the Standards, provided that such deviation is necessary, in the opinion of the Board of Directors, in order to carry out the general purposes of the Declaration and/or the Standards. Any such permission of the Board shall be in writing and shall not constitute a waiver of the Committee's or Association's powers of enforcement with respect to any of the architectural controls as to any of the Covered Properties.

(Revised and Restated 12/02)

**Section 2.41 Revisions of Architectural Standards**

- A. The Board may, from time to time, amend, modify or revise provisions of the Standards. No such amendment,

modification, or revision shall be binding upon the Owners until notice has been given to the Owners by the Board, and no such amendment, modification, or revision shall affect structures, improvements, or landscaping approved prior to the enactment of such amendment, modification, or revision. Notice shall be given in accordance with the CC&Rs (Article XIV Section 11 (a)).

(Revised and Restated 12/02)