

**CARBON CANYON I HOMEOWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE**

STANDARDS, PROCEDURES & GUIDELINES

SECTION I – APPROVAL PROCEDURE

Establishes a step by step procedure to assist the homeowner in obtaining approval of additions or alterations. Deed restrictions within the HOA specifically state that **external** property changes, **including landscaping**, must meet with approval of the Architectural Committee and have appropriate approval signatures on plans and/or specifications. **Changes must also meet any City of Chino Hills ordinances.**

PROCEDURE

1. Present preliminary drawings for the Architectural Committee’s review and approval. These drawings should include color samples, final drawings, and type of material to be used.
2. Submittal must utilize the Architectural Submittal Form obtained from the management company office.
3. The submittal process will begin when the completed homeowner application is received and stamped in the management company office.
4. Review and approval/disapproval will be completed by the Architectural Committee within 45 days of submittal being received and stamped in the management office. Failure to act by the Architectural Committee shall constitute approval of a **properly submitted plan**.
5. One copy of the submittal shall be returned to the homeowner and one copy shall be retained by the management company.
- 6 **It is the homeowner’s responsibility to obtain any and all City of Chino Hills permits and comply with all city ordinances.**

A homeowner may appeal a disapproved submittal by asking for a hearing prior to the regularly scheduled HOA meeting on the second Tuesday of every month.

Submittals shall include the following:

- a. Plot Plan
 1. Show all lot lines accurately, including length, angles, and amount of any curves.
 2. Show all buildings, fences, and other improvements both existing and proposed.
 3. Show all dimensions on work to be considered, and distances between proposed work and property lines.

4. Show any and all easements, streets, and neighboring structures within the proximity of proposed improvements.
- b. Roof Plan
 1. Show plan of all existing and proposed roofs with slope pitches noted.
 2. Show materials of all existing and proposed roofs.
 3. Indicate any unusual conditions or construction resulting from the work.
 - c. Floor Plan
 1. Indicate all walls, columns, openings, and any condition or feature that will affect the **exterior** design of the building.
 2. Indicate exterior landscape or other details affected.
 3. Note all exterior or any other features that may not clearly seen on diagram.
 - d. Elevations
 1. Provide exterior elevations of all buildings, existing, and proposed drawn to scale or provide photographs of said buildings, existing and proposed.
 2. Note all finished materials and textures on existing and proposed work.
 3. Provide all heights and architectural details. **Homeowner is required to check city permit and ordinance obligations before submitting.**
 - e. Fence and Wall Plans
 1. Drawings shall include specification of materials, color, and height.
 2. The plot plan shall clearly indicate location of proposed construction including location and height of existing fences, walls, and structures.
 3. **Homeowner is required to check city permit and ordinance obligations before submitting.**

It is the homeowner's responsibility to be sure that all construction complies with California laws relating to seismic related construction.

COMMENCEMENT AND COMPLETION OF CONSTRUCTION

Construction of any approved structure or improvement **shall commence within 120 days of 180 days of Board approval and shall be completed within the beginning of construction.** The Board may extend the time limit, at the request of the homeowner, if giving good cause at a hearing prior to the regularly scheduled monthly meeting.

SECTION II – MATERIAL, COLOR, AND CONSTRUCTION STANDARDS

Materials and colors shall be approved by the Architectural Committee prior to submitting to the City of Chino Hills for approval and/or permit **subject to following all city ordinances for start of construction.**

A. FENCES AND WALLS – All walls and fences to be constructed per City of Chino Hills building codes and ordinances. **Any fences and walls must match the aesthetics of the surrounding homes in that section of the neighborhood.**

1. Acceptable Materials and Designs

- a. Wood used in conjunction with masonry pilasters
- b. Wood (Must be coated with non-flammable material)
- c. Stucco
- d. Wrought Iron
- e. Vinyl
- f. Masonry
 1. Used brick
 2. Cinder block (if approved by HOA)
 3. Painted common brick
 4. Slump stone (earth tone paint)
 5. Any other material must be submitted to Architectural Committee for approval
- g. Composite non flammable material

2. Acceptable Colors and Finishes

- a. Wood – color must match existing trim or stucco of house
- b. Redwood and cedar – may be left to weather naturally except if viewed from common area or adjoining lot

- c. Stucco/Trim – match color and texture of house. Change of color must be approved by Architectural Committee
- d. Wrought Iron – paint must match adjoining homes
- e. Masonry – match color of home. Change of color must be approved by Architectural Committee.
- f. Vinyl

3. Unacceptable Materials and Designs

- a. Chain link, chicken wire, barbed wire or any woven wire except in specialized uses subject to Architectural Committee approval
- b. Aluminum or sheet metal
- c. Plastic or fiberglass materials
- d. Reed or straw like materials
- e. Rope or other fibrous strand materials
- f. Glass block
- g. Concrete block unless approved by Architectural Committee**
- h. Picket, grape stake, or other slotted wooden fencing subject to Architectural Committee approval

4. Height Limits

- a. Fencing and solid walls may not exceed a combined total height of six feet and are permitted subject to the following rules:
 - 1. All new fences must meet CC&R and city codes for height of wall.**
 - 2. New walls or fencing abutting existing walls or fences shall not exceed height of existing walls or fences (except to conform with codes governing fencing of pools.)
 - 3. At street intersections, such walls or fences shall not exceed three-foot height above street pavement grade within the triangle bounded by the right of way lines and a connecting line drawn between points fifteen feet distant from the intersection of the right of way lines.
- b. The height of all fences and walls shall be measured vertically from the highest adjacent grade at the fence or wall base.

- c. Tops of all fencing and walls shall be level, stepped, or uniformly sloped or curved.
- d. Existing community fences and walls erected by the developer shall not be modified unless approved by the Architectural Committee.
- e. **Structural framing and/or unfinished sides of fences and walls shall not be exposed to any public street, sidewalk, walkway, greenspace, park, recreation area, or neighboring lots subject to the completion guidelines set forth in guidelines for commencement and construction.**

B. PATIO STRUCTURES, SUNSHADES, ARBORS, TRELISES AND GAZEBOS

- 1. Vertical elements may be of metal, masonry, aluminum, or faux wood.
- 2. The following materials shall be used for the roof (top cover surface) for patios and sunshades:
 - a. Plastic, fiberglass, or aluminum
 - b. Roofing materials to match existing house.
- 3. Height, placement, and materials of structures in this section shall be subject to the approval of the Architectural Committee.
- 4. Exposed surfaces shall match or harmonize with the style, texture and colors of the existing adjacent dwellings and landscape.
- 5. Construction materials for structures in this section deemed unacceptable:
 - a. Corrugated plastic and fiberglass
 - b. Plastic webbing or reeded and straw like materials.
 - c. **Wood (due to rot and fire hazards)**
- 6. **All structures in this section must conform to city standards and ordinances and obtain required permits before submitting to architectural committee for approval.**

C. DWELLINGS – ADDITIONS, CHANGES, OR ALTERATIONS

All exterior additions, changes or alterations to the existing dwelling other than as provided for in Section II B. above, shall conform to materials, colors, architectural style, and aesthetics as established in the existing section of the neighborhood community, subject to Architectural Committee approval.

D. PAINTING

1. To help maintain the aesthetic harmony of the community it is preferred that proposed paint colors match existing colors that have been approved within the community. However, new colors may be approved if they match the aesthetics of the surrounding homes.
2. Any new proposed exterior painting shall be submitted to the Committee for review and approval. Submittal must include proposed paint manufacture's name, specific color chips, and sections of the house to be painted.

E. OTHER STRUCTURES

All other structures (as defined by the City of Chino Hills) which include but are not limited to: solar panels, television discs, or flagpoles must be submitted to the Architectural Committee for approvals. All these structures must obtain permits and conform to City of Chino Hills ordinances.

F. DRAINAGE

All drainage from all homeowner lots should continue to drain as originally designed or engineered per the County of San Bernardino or the City of Chino Hills codes and specifications. Any changes in a property's drainage system or new installation must obtain correct permits from the City of Chino Hills and be approved by the Architectural Committee prior to installation.

SECTION III – POOL AND LANDSCAPE CONSTRUCTION POLICY

A. POOLS

Drainage and pool and/or spa construction shall conform to overall development grading and drainage standards and to all codes, permit requirements, and standards of the City of Chino Hills.

B. TREES AND SHRUBS

The use of plant material (trees, shrubs, etc.) in lieu of fencing or solid wall or in addition to, shall not exceed six feet in height. Said planting shall be submitted to the architectural committee for approval. If approval is given for trees or shrubs to exceed six feet then the homeowner must follow all city codes for the height and location and keep such trees and shrubs trimmed to conform to Fire District regulations.

REVISED AND IN FORCE AS OF AUGUST 1, 2020.

