

Architectural Approval Guidelines

Carriage Hills

March, 2001

This document is intended to help the Architectural Committee maintain consistency and ensure that important aspects are considered in approving/disapproving the various applications received from Carriage Hills homeowners. The document is also intended to help homeowners understand the Committee's requirements for evaluating their respective applications.

1. Architectural Submittal/Approval will follow a process in which careful date records are maintained. This is to avoid potential disputes regarding the 45-day default approval as specified in our CC&R's, Section 6.4. The process is as follows:
 - Homeowner submits Architectural Approval Application to Property Manager
 - Property manager receives application, **date stamps**, and sends (with copies) to Committee Chair **immediately**.
 - Committee Chair reviews application for date received, neighbor signatures, adequate documentation and format. If any of these are unsatisfactory, the application is returned to the homeowner, via the property manager. Otherwise, the Chair delivers copies of the application to Committee members. The level of review is the judgment of the Chair; however, time is of the essence. Three committee-member signatures are required for approval.
 - Committee Chair communicates (verbal or written) approval/disapproval to Property Manager. Chair sends or delivers original Applications and supporting documentation to Property Manager for archiving.
 - Property Manager sends approval/disapproval letter to homeowner. May be preceded by phone call to homeowner if warranted.
2. Committee Guidelines for Structures:
 - Ensure that rooflines are consistent with existing architecture and in harmony with surroundings
 - Changes to exterior wall/trim color/color intensity require Architectural Approval and must be in harmony with development color/color intensity scheme. Review neighboring home colors to evaluate appropriateness. The Committee may determine that a color scheme already existing within the community may not be appropriate for a given location (e.g., may not want clusters of houses painted identically). Homeowners are required to submit color samples with their application.
 - Consider the height of structures/landscaping as they pertain to neighboring homes and dominance.
 - Changes to garage doors, windows, front doors, exterior walls and roofs require Architectural Approval for color and style.
3. Committee Guidelines for Fences:

- Wrought iron fence colors other than “black” are permitted, with Architectural Approval. (Based on legal opinion, to require the CC&R-specified “black” is overly restrictive and would not withstand a legal challenge.)
4. Committee Guidelines for Gates/Bars
 - Security screen doors, front wrought iron security enclosures and window bars are not to be approved.
 5. General Guidelines and Considerations
 - Consistent application of these guidelines is important but does not always apply. Similar or even identical, architectural improvements may be appropriate in one set of circumstances but yet inappropriate in another. Always consider land topology, views, etc., in evaluating applications.
 - Should there be uncertainty in determining whether or not to approve any given application, try to determine if any precedents have been already set. View impairment issues can be problematic and may call for Board/legal consultation. The Committee should always seek Board and/or legal counsel consensus on potentially contentious applications.
 - The most important consideration is whether or not the improvement will be harmonious with the rest of our development. This is acknowledged to be somewhat subjective and opinions may change with different Committees and with time.

**Carriage Hills Planned Development Association
Amendment to Architectural Approval Guidelines**

Adopted October 28, 2014

6. Committee Guidelines for Landscaping and Views:

- The committee should be mindful of 7.18 in the CC&Rs as it pertains to location, size and height of all trees, hedges or other plant material which will interfere with the view from any other lot.
- The committee should be mindful of Section 7.18 height restriction exemption as it pertains to trees that do not obstruct the view from any other Lots in the Properties per committee determination.
- Applications to improve a lot with a "Protected Tree" as defined in City of Chino Hills Ordinance No. 259 may be denied if, taking views into consideration, it is determined that such Protected Tree, during any point in its growth life cycle, is likely to interfere with a view from any other lot. Protected species which are exempt due to immature size whether planted or allowed to grow as "volunteers" without approval may be denied.
- When Committee Chair receives notice of an alleged view obstruction, the committee will be notified to conduct an on-site evaluation. If an obstruction is determined to exist, all parties concerned will be given the opportunity to reach an agreement of where the height of a tree, bush or plant needs to be trimmed and maintained - as needed to remove the obstruction. If all parties cannot come to an agreement, the architectural committee will make the final determination. It is highly recommended that the committee take no longer than 2 weeks to reach a decision or agreement and all decisions or agreements will be reported to management at that time.

The purpose of the above-referenced guidelines is to remind owners of the view and landscape restrictions set forth in Section 7.18 of the CC&Rs. The anticipated effect of these guidelines is to decrease the cost of the association's enforcement efforts by raising awareness of the association's view protection restrictions so that owners may take the opportunity to evaluate their trees / landscaping as to how it may affect another lot's view.