

CASA DE LAGUNA OWNERS ASSOCIATION, INC.
ARCHITECTURAL APPROVAL PROCEDURES

****ADOPTED SEPTEMBER 2, 2015****

BEFORE ANY IMPROVEMENTS OR MODIFICATIONS, EXTERNAL OR INTERNAL, AN ARCHITECTURAL APPLICATION MUST BE SUBMITTED TO THE BOARD OF DIRECTORS, BY WAY OF AN ARCHITECTURAL REQUEST FORM TO THE BOARD OF DIRECTORS. FORMS MAY BE OBTAINED FROM THE MANAGEMENT COMPANY.

1. Any external modifications, additions or improvements to your home may not be undertaken without prior written request and submission of plans and Architectural Request Form by the homeowner to the Board of Directors and its subsequent written approval. This ruling includes patio landscaping, wooden decks, concrete slabs, fences, screen doors, garage doors, and the like.
2. All plans for interior alterations, modifications or improvements, which would structurally alter the residence, must be submitted with an Architectural Request Form to the Board of Directors for approval before work is started on the project.
3. Plans for approval must be submitted in duplicate to the Board of Directors and shall include the following:
 - A. Color, shape, dimensions and material to be used.
 - B. Building Plans.
 - C. Exterior elevations, surfaces and sections, structural design and salient exterior details.
 - D. General exterior color schemes.
 - E. Landscaping plans showing plants, hedges, trees, fences, etc.
4. All plans must be accompanied by an attached Architectural Request Form, including the homeowner's name, address, telephone number, business address and telephone number, unit and tract number and general description of the planned improvements, as well as the name, address and telephone number of the architect or designer, if any.
5. A City of Laguna Hill Building Permit is required for any structural modification, Interior or Exterior.
6. All exterior additions, alterations and improvements must be painted or stained to match the trim or stucco of the residence by the Homeowner.
7. Maintenance of any exterior additions, alterations or improvements shall be the responsibility of the homeowner and not the Association. This includes painting.

BY CONSULTING THE BOARD OF DIRECTORS PRIOR TO MAKING ANY IMPROVEMENTS OR ADDITIONS TO YOUR UNIT, YOU WILL AVOID UNDUE EMBARRASSMENT, EXPENSE AND PROBABLY REMOVAL OF THOSE CHANGES MADE WITHOUT APPROVAL.

EACH HOMEOWNER AND HIS/HER AUTHORIZED AGENT, IF ANY, WHO SUBMITS REQUESTS OR PLANS TO THE BOARD OF DIRECTORS FOR APPROVAL, AGREES BY REASON OF SUCH SUBMITTAL THAT NO ACTION OR SUIT OF ANY KIND WILL BE TAKEN AGAINST THE HOMEOWNER ASSOCIATION, BOARD OF DIRECTORS, ANY MEMBER OR THEIR DESIGNATED REPRESENTATIVE TO RECOVER ANY DAMAGES.

PLANS WILL BE ACTED UPON WITHIN FORTY FIVE (45) DAYS AFTER SUBMITTAL.

ARCHITECTURAL RULES AND STANDARDS

1. An owner or his or her agent may display or have displayed one (1) real estate sign of not more than eighteen (18) inches, by twenty-four (24) inches to exhibit the sale or lease/rent of a unit through a window or directly in front of the unit in plain view of the public.
2. Application for the purchase of a front door must be made in writing to the Architectural Committee before purchase.
3. Application for the purchase of a front screen door must also be made in writing to the Architectural Committee before purchase. The cost, delivery and installation of the screen door shall be borne by the applicant with future repairs and upkeep at his/her expense, and shall be maintained in good condition at all time.
4. Patio awnings, and sunshades are permitted, however they must be of sunshade material, be neutral in color (such as beige or tan), and must be professionally installed, so that no part of the material is hanging off of the patio cover and/or fascia.
5. Pop-up tents and exterior shutters are not permitted.
6. Unlandscaped patios must be kept free of weeds.
7. Trees within a patio shall not be permitted to grow so high as to touch the roofs or eaves. Trees, bushes, shrubs will need to be self-contained within the patios. Damages to the common area as a result of the homeowner's plant material will be reimbursed to the association by the homeowner. Trees planted within the patios blocking a neighbor's view will be deemed a nuisance within the meaning of Paragraph 2.3 of the Declarations.

8. Bushes, plants, hanging baskets, potted evergreens, etc. which are part of the front entrance, patio or deck landscaping must be maintained in acceptable appearance.
 9. The use of aluminum foil, paper, paint and other unconventional means of covering windows are prohibited.
 10. Roll up garage doors cannot have windows and should be painted to match the current color scheme.
 11. Any visible seasonal decorations shall be removed within two (2) weeks following the holiday.
 12. Laundry, which is visible from the common area, may not be hung on the exterior of any unit. This includes fences and privacy walls.
 13. External television and radio dishes are allowed. Application for dishes shall be submitted to the management company on an Architectural Request Form for approval.
 14. Garage doors, fences and buildings shall not be used for playing handball, tennis, racquetball, etc. Basketball hoops are not permitted to be attached to existing structures. Damage to structure and plants are the Homeowners responsibility. Portable basketball hoops can only be placed where structural or plant damage cannot occur. An Architectural Request Form is required.
 15. Roof gutters and downspouts must be approved by the Architectural Committee prior to installation. They must be painted to match the trim and stucco.
 16. Water softeners must be installed in a way which drains into the main sewer line. Drainage into common areas is not permitted. If any damage results from improper installation, the homeowner shall be liable for such damage.
 17. Fence repair or replacement or extensions must follow the specifications approved by the Architectural Committee.
 18. Solatubes must be approved by the Architectural Committee prior to installation.
 19. Solar Panel Installations must be approved by the Architectural Committee. The "Solar Panel Installation Guidelines", Attachment "A" must be followed.
- ADDITIONAL STANDARDS MAY BE ESTABLISHED BY THE ARCHITECTURAL COMMITTEE, IN ITS SOLE DISCRETION, AS THE NEED ARISES.**