

ARCHITECTURAL GUIDELINES
CRYSTAL LANE COMMUNITY ASSOCIATION

Questions Regarding the Content of These Guidelines
Should be directed to:
StoneKastle Community Management
22722 Old Canal Road, Unit B
Yorba Linda, CA 92887

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Dear Homeowner:

Welcome to your new home in the Crystal Lane Community! These Architectural Guidelines are designed with the goal of maintaining the aesthetic beauty of the community. Exterior improvements to your Lot must be approved by the Architectural Committee (AC) prior to beginning any construction activity. Homeowners may not make any alteration, removal, relocation, repainting, demolition, addition, installation, modification, decoration, redecoration or reconstruction of any Improvements, including landscaping, in the Properties, until the plans and specifications showing the **nature, kind, shape, height, width, color, materials and location of the same shall have been submitted to the AC and approved in writing by the AC.**

Please review these "Guidelines" prior to completing your application form to ensure your submittal is complete. If at any time you have any questions regarding the review process, please contact management representative at (714) 395-5245.

I. PURPOSE AND POLICIES

The Architectural Committee shall approve plans and specifications submitted for its approval only if it deems that the construction, alterations, or additions contemplated in the locations indicated will: (a) not be detrimental to the appearance of the surrounding area of the Properties as a whole, (b) not be inconsistent with the Declaration, (c) that the appearance of any structure affected will be in harmony with the surrounding structures, (d) that the construction will not detract from the beauty, wholesomeness or attractiveness of the Association Maintenance Areas or the enjoyment by the Members, and (e) that the upkeep and maintenance will not become a burden on the Association.

Any change not specifically addressed or outlined in these Guidelines will become a matter of reasonable discretion on the part of the AC. In the event of a conflict between this document and the Covenants, Conditions and Restrictions (CC&R's), the CC&R's shall prevail. The CC&R's reference "Architectural Control" under Article XII. **Please review this section entirely prior to plan submission and work commencement.** It is suggested that specific attention be paid to the punitive references if work is completed outside of these provisions.

II. COMMITTEE ROLE

Scope: All exterior alterations, additions or changes to any structure or to the landscape of any Lot, must be submitted to the AC for approval prior to any installation or commencement of construction.

The above mentioned changes include, but are not limited to, walls, arbors, decks, fences, spas, landscaping, patio covers, etc.

Failure: Work commenced before Architectural plan approval is subject to removal at the cost of the homeowner is subsequently deemed unacceptable by the AC.

Deviation: If any Improvements have been constructed or installed in a manner, which deviates from the plans that were approved, the AC may make recommendations for changes. If those changes are not complete within sixty (60) days the matter will be turned over to the Board of Directors to take appropriate remedial action in accordance with the CC&R's.

III. SUBMISSION OF YOUR ARCHITECTURAL APPLICATION: Please submit your application and support documentation package to the Architectural Committee as follows:

Crystal Lane Community Association AC
C/o StoneKastle Community Management, Inc.
22722 Old Canal Road, Unit B
Yorba Linda, CA 92887

When Should I Submit My Architectural Application?

Crystal Lane Community Association requires that Owners must submit plans to obtain AC approval AND install the rear yard and Exclusive Use Areas within six months of the close of escrow. The Architectural Committee will review and respond to all written requests within thirty (30) days of their receipt. We therefore recommend that plans be submitted with a complete application at least thirty (30) days prior to the scheduled commencement of construction to allow the AC ample time to complete their review. The proposed improvements are deemed to be approved should the AC fail to transmit a decision in writing within thirty (30) days. Only complete submittals will be considered, and will be accepted after Close of Escrow. **Please note that a \$50.00 review fee is due at the time of submittal, which pays for the services of an Architect to act on behalf of the Crystal Lane Community Association's Architectural Committee. Additionally, a \$100.00 refundable deposit is due at the time of submittal. The deposit may be used towards repair of the common area, should it be damaged during your construction, or towards fines assessed by the Association for violation of the CC&R's and/or Architectural Guidelines.**

What Should I Submit?

1. Crystal Lane Community Association Property Improvement Form (Exhibit A)
2. Plan & Specifications (3 sets). One copy will be returned to the Owner and two sets will be retained by Crystal Lane.
3. Neighbor Statement (Exhibit B) (1 copy)
4. Photographs, brochures and/or material samples (1 set) where applicable (items provided will **not** be returned to the Owner).
5. One check payable to Crystal Lane Community Association in the amount of \$150.00 (\$100 refundable deposit and \$50 review fee).

What Should My Plan Include?

Plans may be drawn on an 8-1/2 x 11 sheet of paper, or a formal plan may be submitted. The plans should detail all proposed improvements. Three (3) sets of plans are required for submittal.

1. **Plot Plan.** Must be drawn to scale (1/8"=1'0").
2. **Landscape Plan.** Include location, type, size and quantity of all plants proposed. Please refer to the Master Association Plant Palette (Exhibit D) and a sample plan provided by the Master Association (Exhibit E).
3. **Drainage Plan.** Show proposed drain inlets, drain lines, and outlets.
4. **Improvement Plan.** Show the nature shape, dimensions, materials, color, finish and location of proposed improvements.
5. **Hardscape Plan.** Show existing versus new paving, walls, fences, pools, patio covers, etc.
6. **Outdoor Lighting Plan.** All outdoor lighting must be approved. Provide details on proposed fixtures (cut-sheets), voltage information and location. Lighting may not be affixed to the building.

Details to be noted on plans are as follows:

- (a) Location of residence on lot; include all relevant dimensions.

- (b) Complete dimensions of the proposed improvement; including the height of any patio covers. Show all dimensions on work to be considered, distances between existing and proposed work and distance of proposed work from property lines.
- (c) Detailed description of materials to be used shall be provided. For example, indicate whether brick to be used is full size, pavers, false brick, etc. Block work should be described by size and type. For example 6*8*16 plain block, slump stone, etc. Indicate whether or not block work is to have stucco applied or not. Whenever possible use brand names, supplier sources and or trade names. For example; Orco Block "La Paz" Slump Stone 6*8*16.
- (d) Drawing showing applicable elevations (side view), footings, etc.
- (e) Colors of all proposed materials to be used.
- (f) Plotted location of sprinklers, drains, trees, shrubs, fencing, patios, patio covers, walls, barbecues, pools, spas, and association equipment, and any other structures.
- (g) Types and sizes of plants to be used, as well as, height at maturity.
- (h) All water details (fountains, waterfalls and ponds), **must** be accompanied by hard drainage system plan.
- (i) Any applicable statue details (photos, cut-sheets, dimensions, color, material, etc).
- (j) The street address, tract and lot number, owner's name, a daytime and evening phone number.

Other Information:

1. If proposed Improvements require access over the Common Area or Covered Property for the purpose of transporting labor or materials, written permission for such access shall be required from Crystal Lane Community Association. If permission is granted, an additional refundable deposit of \$500 is required before work begins. The deposit will be refundable after a visual inspection of the area confirms the area is in its original condition.
2. No Owner shall alter or otherwise change any Common Area hardscape or landscape owned and maintained by the Association.
3. Color samples of all paint or stain are required to be submitted to the AC when they deviate from the original color scheme assigned to the Lot.
4. Any color changes proposed must be compatible, in the opinion of the AC, with the neighboring Lots.
5. Any other information may be deemed necessary by the AC in reviewing the request.
6. The AC may require additional fees for items which require extensive review.

"Neighbor Awareness" Statement (Exhibit B):

Any neighbor that will be impacted by your improvements must sign off on the "Neighbor Awareness" portion of the application. For instance, immediate neighbors on either side must sign-off on the form, as they will be able to view the improvements on your property from their Lot. Your rear neighbor may be able to view your yard depending on the elevation of his or her Lot. Consider who may be impacted by

your improvements and obtain signatures with this in mind.

Appeal: In the event of an adverse decision, the applicant may request an appeal to the Board of Directors. The appeal must be filed within thirty (30) days of the decision by the AC and must be submitted in writing, to the Board, through the managing agent. The Board shall submit such appeal to the AC for review. The AC's written recommendations will then be submitted to the Board. Within forty-five (45) days following receipt of the request for appeal, the Board shall render its written decision. The failure of the Board to render a decision within said forty-five (45) day period shall be deemed a decision in favor of the applicant.

Variance: The AC may authorize a variance from compliance with any of the Architectural provisions in accordance with the CC&R's Article XII, Section 9.

Submittal to the City of Chino:

Upon obtaining the written approval from the AC, the Owner shall thereafter submit plans and specifications to the City of Chino if the proposed Improvements require the issuance of a building permit or other City of Chino approval. In the event of a discrepancy between this document and City of Chino requirements, the most restrictive standard shall prevail. Crystal Lane Community Association will not be responsible for actions taken by governmental agencies.

Hours of Operation

All improvement installation operations shall be carried on between the hours of 7:00 a.m. and 5:00 p.m. on Monday through Friday and 9:00 a.m. and 4:00 p.m. on Saturdays and holidays. In the event the City of Chino ordinances are more restrictive, the City of San Chino ordinances shall prevail.

INSTALLATION OF IMPROVEMENTS WITHIN 180 DAYS

After receipt of approval from the Architectural Committee, installation of yard improvements must be completed within one hundred eighty (180) days from the date of close of escrow.

Notice of Completion (Exhibit C):

Within thirty (30) days after completing installation, a completed "Notice of Completion Form" (NOC) must be submitted to the AC. Upon the AC's receipt of the NOC form, the Committee shall have sixty (60) days to inspect those improvements completed upon the Owner's Lot and shall notify the Owner in writing of failure to comply, specifying the particulars of noncompliance, if any. The Owner shall remedy such noncompliance or remove the same within a period of not more than thirty (30) days from the date that notice of the Architectural Committee ruling is given to the Owner. If after thirty days the Owner has failed to remedy such noncompliance, the AC shall notify the Board in writing of such failure, which shall result in the hearing process.

If the AC fails to notify the Owner of any noncompliance with previously submitted and approved plans within sixty (60) days after receipt of the NOC form, or the improvement was not inspected within sixty (60) days from the date the AC received the NOC, the Improvements shall be deemed to be in accordance with the approved plans.

Once the NOC is approved in writing, and it is confirmed that the Common Area has not been damaged during yard installation and there are no fines assessed against the owner, the \$100.00 deposit will be refunded with the Association's regular check run.

IV. GENERAL GUIDELINES:

1. Patio Covers/Gazebos/Trellis/Decks/Playhouses/Playstructures

Note: The design of all structures shall include construction plan with dimensions, elevation view (decks attached to structure must provide rear and side elevation and photos) and construction details/catalog cut sheets, and must be approved by the AC **prior** to construction or installation. Trellises/patio covers with open roof shall not be constructed over decks or balconies.

Gazebos: Freestanding structures (sometimes pre-manufactured) with "pitched roof". Roofs can be "open" trellis type or have "solid" roofing material.

- a. Must be set back a minimum of 5' from the property line, perimeter fence/wall and/or top of slope, whichever is more restrictive.
- b. May be a maximum of 10' in height.
- c. Must be of wood construction. Color shall match existing structure. Roof material (if solid) shall match existing house material and color.

Canvas Gazebos: Iron or steel free-standing pre-manufactured structures with canvas roofs.

- a. Must be set back a minimum of 5' from the property line and/or perimeter fence/wall, whichever is more restrictive.
- b. May be a maximum of 8'6" tall.
- c. Structure must be decorative wrought iron or a neutral color matching the existing structure.
- d. Color of the roof shall be neutral in color and be in keeping with the existing home color scheme. Only solid colors are acceptable, no stripes, prints, checks, plaids, etc. Canvas roofs must be kept in good repair and replaced when they are weathered or torn.
- e. Tents of any style or kind are not permitted, regardless of shape or materials. Approved shade structures may not have side shades.
- f. Shade structures may not be used to house or shield a boat, recreational vehicle, motorcycle, trailer, storage, construction materials, trash, equipment, wood, supplies and/or any other items(s) not otherwise permitted to remain outside and/or visible from other property.

Palapas: Natural shade structures that are umbrella like in shape constructed of natural fibers.

- a. Must be set back a minimum of 5' from the property line and/or perimeter fence/wall, whichever is more restrictive.
- b. May be a maximum of 8'6" tall. Umbrella top may be maximum of 9' in diameter.
- c. Thatching must be constructed of natural materials. Thatching must be well maintained and replaced as needed.
- d. Unacceptable thatching materials are: straw, bamboo, and plastic.

Trellis/Patio Cover: Wood shade structures with "open" trellis type (normally flat) roof.

- a. No Owner of a Lot of Condominium shall construct or install a patio cover or similar structure without complying with all ordinances and regulations of the City. This restriction shall specifically include, without limitation, full compliance with all setback requirements of the City.
- b. Must be set back a minimum of 5' from the rear property line, perimeter fence/wall and/or top of slope, whichever is more restrictive and 5' from the side property line, perimeter fence/wall and/or top of slope, whichever is more restrictive.
- c. May be a maximum of 10' in height.

- d. Must be of wood construction, minimum 4x4 post size, minimum 2x3 lattice size. Color and detailing shall match existing structure color(s) and style.

Deck: Wood structure raised off the ground more than 2'. Normally intended for "live loads" (walking or sitting on).

- a. Must be set back a minimum of 5' from the rear property line, perimeter fence/wall and/or top of slope, whichever is more restrictive and 5' from the side property line, perimeter fence/wall and/or top of slope, whichever is more restrictive.
- b. Deck Railing must be minimum of 42" and maximum 48".
- c. Must be of wood construction. Color and detailing shall match existing structure color(s) and style.

Playhouses/Structures: Any structure or apparatus for play or recreation.

- a. Must be set back a minimum of 5' from the property line, perimeter fence/wall and/or top of slope, whichever is more restrictive.
- b. May be a maximum of 10' in height.
- c. Must be of wood, plastic or metal construction. Wood must be stained, painted and/or sealed. Colors shall be earth tones and complimentary to, or match, colors of existing home. These criteria shall also apply to tarps, screens or fabric canopies, and should be limited to one color maximum.
- d. Must be buffered from public view, including neighboring residences, with appropriate planting.

2. Walls/Fences/Gates

No double fences may be constructed.

3. Swimming Pools, Water Features and Spas

Spas and similar water features such as swimming pools, reflecting pools, koi ponds, and fountains are permitted in private yards not visible from the street. A spa or other similar water feature must not damage existing walls or fences. Rockwork, slides, fountains, or other water features may not exceed the height of the adjacent property line walls or fences. They must be set back from any property line or top of slope a minimum of 3' or equal their height, whichever is more restrictive. Owner must determine if there are utility easements on their property. Owner shall understand that construction is not permissible over any easements.

4. Accessory Equipment

- a. Shall be screened from the view of any Lot, and from the public view from any public right-of-way with acceptable fence, wall or plant material.
- b. Shall be located where it will not disturb neighboring Lot Owners.
- c. Shall conform to governing laws and agency regulations.

Heaters (Pool/Spa):

- d. Gas fired heaters shall be stackless or low profile in configuration.
- e. Solar heating systems are not permitted.

5. Temporary Structures

No outbuilding, tent, or other temporary building, structure or Improvement may be placed upon any portion of the Properties either temporarily or permanently. No shed, garage, carport, trailer, camper, motor unit, recreation vehicle or other vehicle may be used as a residence in the Properties, either temporarily or permanently. Sheds may be installed in rear yards without AC approval provided the sheds comply with the following guidelines:

- a. Sheds can not extend above the resident's fence-line or otherwise be within the public's view.
- b. Must be of wood or plastic construction. Sheds with metal framing are allowed, but sheds with metal exteriors are prohibited.
- c. Sheds with barn style roofs are prohibited.

6. Exterior Fires/Barbecues/Fireplaces

There shall be no exterior fires allowed except barbecue fires contained within appropriate receptacles. Barbecues, outdoor fireplaces, or other similar items must be set back a minimum of 3' or equal its height, whichever is more restrictive. Height may not exceed 10'.

7. Alteration of Common Area

The addition of plant material or alteration of flatwork is not permitted in the common area. Regardless of whether a submitted set of plans with proposed alterations to the Common Area or Association Maintenance Areas is deemed approved per Section III above, improvements of this nature shall not be permitted, unless explicitly approved in writing as also noted in Section III above.

8. Trees

No trees or plants may be planted or maintained in pots on the Association maintained common areas.

9. Drainage

There shall be no interference with the established drainage pattern over any part of the Properties. For the purpose hereof, "established" drainage is defined as the drainage which exists at the time the overall grading of any part of the Property is completed by the Developer, which may include drainage from the Association Properties over any Lot or Association Maintenance Areas in the Properties. Your Lot has been graded in accordance with the requirements of local agencies for the purpose of directing the flow and drainage of surface water. If the existing drainage is altered in any way as a result of, (a) the alteration of swales or drainage courses, (b) a change in grading, or (c) any landscaping or other improvements that are installed in such a way so as to alter the drainage flow on your property, you should consult with a licensed civil engineer. Developer and Association shall not be responsible for such drainage of water of any damage to persons or property resulting therefrom. No changes to the existing grade are allowed.

You are advised to properly maintain and to promptly repair any leaks in pipe systems and valves. The Developer and Association will not be responsible for damage that results from over-watering, failure to maintain pipe systems or valves, and/or damage or alteration to developer installed drainage pipes and systems.

10. Address Numbers

Address numbers shall be uniform. Address numbers other than those originally installed by the Developer, or those approved for the entire association by the Board of Directors, will not be permitted. Address numbers shall be maintained in accordance with the CC&R's, Article III, Section 7.

11. Lighting

Original exterior lighting is the only approved lighting that may be affixed to the building. No additional lights may be installed without AC approval.

12. Holiday Lighting

Holiday lighting is permitted without AC approval from the day after Thanksgiving until January 15th only. Holiday lighting is limited to your own Lot.

13. Post Tension Slabs

The concrete slab for your Lot has been reinforced with grid of steel cables installed in the concrete slab and then tightened to create extremely high tension. Owner agrees not to cut into, or permit anyone to cut into or otherwise tamper with the slab.

14. Advertising/Contractor Signs

No sign, poster, billboard, advertising device, or other display of any kind shall be displayed so as to be visible from outside the Properties without the prior written consent of the AC. Contractors performing work on the individual Lots may not post their company's sign upon the Owner's Lot. No sign shall be placed by a homeowner on an Association maintained fence, on the building or in a window. Please refer to Article III, Section 5 of the CC&R's.

15. Mailboxes

Mailboxes are the property of the Association and shall not be altered. Replacement keys/lost keys/broken locks are the responsibility of the homeowner.

16. Streets/Walkways/Alleys/Auto-Courtyards

No construction debris or materials such as sand or bricks may be permitted to remain on the streets, walkways, alleys, or private drives. All items of such nature must be stored on the owner's Lot. In the event that any materials are delivered and deposited on the streets or common areas, the Owners will be held responsible for the costs involved in cleaning and/or restoring the common areas, streets, walkways, alleys or auto-courtyards. The Association reserves the right to clean the streets and bill the responsible owner for costs.

17. Window Coverings

Only curtains, drapes, shutters or blinds may be installed as permanent window covers. No aluminum foil, paint, newspaper, stickers or similar coverings deemed to be inappropriate for a window covering shall be applied to the windows or doors of any Lot. Owners may use plain clean white sheets to cover windows after the Close of Escrow pending the installation of curtains, drapes, shutters or other appropriate interior window coverings for three (3) months from the original conveyance of Lot from the Developer.

18. Window Tinting

Window tinting requests will be considered by the AC. However, mirror finishes will not be approved. **NOTE:** Most failures of dual-glazed units are due to "moisture" condensation that can be traced to the presence of tinted film on the inside of the glass. The deflection caused by the tinted film creates heat build-up and consequent expansion within the airspace of the dual unit, and destroys the butyl seal. Water vapor is thus admitted and condenses between the panes. In addition, cracking of the windowpanes may occur. Neither the window manufacturer nor the Developer will be responsible for replacement of dual glazed windows should window tinting be applied.

19. Outside Installations and Restricted Use Areas

No projections of any type may be placed or permitted to remain above the roof of any building within the Properties, except one or more chimneys and vent stacks originally installed, if at all, by the Developer. No basketball backboard or other fixed sports apparatus may be constructed or maintained in the Properties. No fence or wall may be erected, altered or maintained on any Lot except with the AC's prior approval. **No patio cover, wiring, or air-conditioning fixture, water softeners, or other devices may be installed on the exterior of a Lot or be allowed to protrude through the walls or roof of the residence (with the exception of those items installed during the original construction of the Lot) unless the AC's written approval is obtained.**

20. Water Supply System

No individual water supply, sewage disposal or water softener is permitted on any Lot unless such system is approved by the AC and is designed, located, constructed and equipped in accordance with the requirements, standards and recommendations of any applicable water district, the City, the AC, and all other applicable governmental authorities.

21. Solar Energy Systems

Solar energy systems must be approved by the AC prior to installation and are subject to the provisions of Article III, Section 13 of the CC&R's.

22. Satellite Dishes & Antennae

Galway homeowners shall refer to the Galway Maintenance Corporation Guidelines for further instruction specific to satellite dishes & antennae.

No owner shall install, or cause to be installed, or maintain any satellite dish or similar electronic receiving or broadcasting devices having a diameter more than one (1) meter in the project.

The location of the satellite dish/antennae should take into account their visibility from the streets and common area. Please attempt to install your dish/antennae in the least visible location possible.

Satellite dishes/antennae are not to be located above the roof line.

All wiring should either be hidden out of site, or painted to match the structure it is attached to. Wires may not be left hanging loose or unpainted.

Owners are encouraged to seek prior AC approval for proposed satellite dish/antennae locations and manner of installation.

If satellite dish/antennae is installed in an area that is visible to the Common Area or street, based on the location required for a signal, Crystal Lane Community Association reserves the right to request additional camouflage to mitigate its obtrusiveness and visual impact.

23. Screen Doors

Screen doors may be installed on the front door or entrances without AC approval provided the door is retractable and that the frame is painted to match the adjacent surface.

24. Non-Liability of Approval

Neither the AC, nor any member of the AC, nor the AC's duly authorized representative shall be liable to the Association or to any Owner for any loss, damage or injury arising out of or in any way connected with the performance of the AC duties as contained in Article XII, Section 7 of the CC&Rs. The AC shall review and approve or disapprove all plans submitted to it for any proposed Improvement,

alteration or addition, solely on the basis of aesthetic considerations and the overall benefit or detriment which would result to the immediate vicinity and the Properties generally.

Plans and specifications are not approved for (a) engineering design, (b) compliance and zoning and building ordinances, and other applicable statutes, ordinances or governmental rules and regulations, (c) compliance with the requirements of any public utility, (d) any easements or other agreement, or (e) preservation of any view and by approving such plans and specifications neither the Architectural Committee, the members thereof, the Association, the Owner, the Board nor the Developer, nor agents, employees, attorneys or consultants of any of the foregoing, assume liability or responsibility therefor, or for any defect in any Improvements constructed from such plans and specifications for any obstruction or impairment of view caused or created as the result of any improvements approved by the Architectural Committee.