
Los Paseos Maintenance Corporation

c/o: Tritz Professional Management Services, Inc.
1525 East 17th Street, Suite A
Santa Ana ♦ California ♦ 92705
(714) 557-5900 ♦ (714) 619-6736 Fax

December 5, 2022

To: All Members – Los Paseos Maintenance Corporation
From: The Board of Directors
Re: Revised Architectural and Landscape Standards Adoption

Dear Los Paseos Maintenance Corporation Homeowner:

Pursuant to California Civil Code 1357.130(c), the Board of Directors at their meeting on November 15, 2022 adopted the attached Revised Architectural and Landscape Standards. These standards will stay in effect until revised as deemed necessary by the Board of Directors or as it may be overturned as provided for in §1357.140 and noted below.

Purpose & Effect of Standards Change:

The Board wishes to facilitate and simplify the architectural submittal process by providing clearer guidance and direction.

Member Veto of Rule Change:

Within 30 days of this notification, at least 5% of the members can request a special meeting to reverse the Board vote. If such a written request is submitted, the Board of Directors must give 10 to 90 days' notice of a special meeting, at which a majority of a quorum can reverse the Board's decision. The Board must notify the members of the results of this vote within 15 days. If an operating rule is reversed, it cannot be re-adopted by the Board for at least one year. However, the Board may vote on other "operating rules" covering the same subject. Please review California Civil Code Section 1357.140 for specific details and language.

If you have any questions, please contact Sue Norman, the community manager at 714-557-5900 or via email at sue@tpms.net.

Sincerely,
The Board of Directors
Los Paseos Maintenance Corporation

Los Paseos Maintenance Corporation

Architectural and Landscaping Standards

I. PURPOSE

The sole purpose of the following Architectural and Landscaping Standards are to maintain the architectural character of Los Paseos, keep the community attractive to all residents, and to protect yours and the other homeowner's investment.

II. GENERAL CRITERIA

- A. One of the intended elements of character in Los Paseos is the element of individuality. It is the intent of these guidelines to not inhibit variety and individuality, but to allow and encourage it, without sacrificing the overall character of the community.
- B. Any proposed improvement must be presented to the Homeowners Association (Architectural Committee) for approval.
- C. Any proposed improvement must be compatible with the overall character of Los Paseos, and must also be compatible with the style, color and character of the home it is being added to.
- D. Improvements are considered a replacement of full or partial elements including (but not limited to) changes to the color, height, material or placement or the addition of any new element to the property. Including fencing, arbors, windows replacements, paint color changes, landscape material changes, etc.
- E. Maintenance is considered fixing or preserving an existing element. I.e., Fence/Arbor paint touch up, replacement of broken or decrepit pickets/posts, window screen replacements, like for like plant replacements, etc.
- F. Any proposed improvement must meet all applicable County of Orange building codes and ordinances. The Association, Board of Directors and/or Architectural / Landscape Committee shall not be held responsible for any potential code or ordinance conflict; these are all the responsibility of the Homeowner.
 1. A City of Rancho Santa Margarita building permit does not constitute approval by the Architectural and Landscape Committee for any modification, likewise, approval by the Architectural and Landscape Committee does not preclude Owner's from obtaining any necessary permits by the City of Rancho Santa Margarita.
- G. The Architectural and Landscaping Standards apply to owners, occupants and tenants. Owners are responsible for their occupants and tenants.
- H. General: Owners are reminded to consult the rules of the master association (SAMLARC) for additional regulations not defined herein.
- I. All correspondence with the Los Paseos Board of Directors or the Architectural Committee must be made through Tritz Professional Management Services.

III. ARCHITECTURAL AND LANDSCAPING APPROVAL PROCESS

Prior to commencement of any addition, alteration or construction work of any type, owners must first file an application with the Architectural and Landscaping Committee. **If you do not obtain approval of the Architectural and Landscaping Committee, your action shall constitute a violation of the CC&R's and you may have to modify or remove unauthorized work of improvements at your own expense.** Please refer to Article 4 of the Los Paseos CC&R's.

A. Submittal Requirements

The following must be submitted, if applicable, to constitute a complete application:

1. Drawings
 - a. Show lot lines and existing house – as accurately as possible.
 - b. Show all dimensions of work to be considered, such as distances between existing structures and property lines.
 - c. All drawings shall show the nature, kind, shape, dimensions, materials, color, finish and location of the proposed improvements.
 - d. Plans must be drawn to scale and presented on a minimum 11 x 17 paper. I.e., Landscaping plans could be drawn at 1/8" = 1'-0" and prepared on 11 x 17 paper.
2. Other Information Required
 - a. Los Paseos Maintenance Corporation Home Improvement Form
 - b. Facing, Adjacent, and Impacted Neighbor Statement.
 - c. Please refer to the specific type of improvement, listed below, for additional information required.

B. Submission

1. Submit a hard copy by mail or and a PDF file to:

Tritz Professional Management Services
1525 East 17th Street, Suite A
Santa Ana, CA 92705
Office (714) 557-5900, Fax (949) 486-8193
www.tpms.net
sue@tpms.net or gricelda@tpms.net

2. A copy will be provided to the Owner, a copy will stay on file with the Property Management Company and a copy will stay on file with the Architectural and Landscaping Committee.

C. Approval Process

1. Failure to Comply with Required Procedures

Failure to comply with the requirements and procedures set forth herein shall cause your request to be delayed pending submission of other information to the Committee. An incomplete application shall affect the time limits for approval.

2. Final Approval by the Architectural and Landscaping Committee

The Committee shall give final approval or disapproval of your request within thirty (30) days from the date your complete submittal is received by the Committee. In the event the Committee fails to respond within the thirty (30) days, your request shall be deemed to be approved.

3. Upon approval, Owners are then obligated to submit a separate application to SAMLARC. Please refer to the SAMLARC Architectural Guidelines located in your Homeowners Documents (the blue binder).

D. Appeals

1. Every Homeowner has the right to appeal any decision made by the Architecture and Landscape Committee. Appeals must be submitted in writing to the Los Paseos Board. Please refer to Section 4.8 of the Los Paseos CC&R's for additional information.

IV. ARCHITECTURAL and LANDSCAPING STANDARDS

A. Landscaping

1. All landscaping work and plantings must be aesthetically consistent with the design and plan of the Los Paseos Community.
2. Any landscaping, not within the common areas, must be maintained by the Owner and is not the responsibility of the Association.
3. Please take into account your neighbors when designing your landscaping. For example, if you are planning to plant a tree close to the property line, a root guard prohibiting the spreading of roots onto an adjacent homeowner's property would be a wise idea.
4. Synthetic/Artificial Turf – Please refer to the most recent SAMLARC Architectural Standards/Architectural & Material Standards/Landscaping Section 3

5. Submittal requirements:
 - a. Landscape submittal must describe the design fully, and include the following:
 1. Landscape plan, indicating prospective plants, including ground cover, vines, espaliers, shrubs, and trees.
 2. Indicate drainage patterns.

B. Arbors

1. The use of arbors is encouraged at Los Paseos, but their design should be consistent with the architectural style of each home and should be painted with colors compatible with each home. Arbors can be either wood or iron, should generally not exceed ten (10) feet at their highest point, and should be limited to three (3) feet to four (4) feet in depth and six (6) feet to eight (8) feet in width.
2. Submittal requirements:
 - a. Arbors submittals must describe the design **fully** and include the followings:
 1. A plan view, elevation view(s) and details. If arbor is a pre-manufactured item, submit a phot or cut sheet.
 3. Samples of paint or stain to be used.

C. Trellis / Patio Covers

1. Patio covers or trellis should generally be open (transparent) construction (i.e., not a solid roof, although solid roof elements can be considered), and should not exceed 10' in height, (posts or ridges that exceed 10' may be considered). They will generally be located adjacent to the home but should be separated from adjacent properties by a minimum of four (4) feet. They will be allowed in front and side yards (as well as rears, where applicable), but should not cover more than 40% of any front or side yard.
2. Structures shall be of wood construction with exception of supporting hardware.
3. Exposed surfaces shall be painted or stained to harmonize with the existing colors and materials of the main dwelling.
4. Submittal requirements:
 - a. Trellis / Patio Cover submittals must describe the design **fully** and include a plan view, elevation view(s), and details.
 - b. Samples of paint or stain to be used.

D. Fences/Gates

1. The existing styles of fences/gates shown throughout the community (as originally provided by the builder) are the acceptable standards." Any change in style will be considered on a case-by-case basis.
2. Fence/Gates guidelines
 - a. Front yard fence – 36 inches to 42 inches in height from the ground level – a minimum of eighteen (18) inches setback from the sidewalk.
 - b. Four (4) feet -Transitional fence separating back fence to the front fence.
 - c. High Fences - Five (5) feet to six (6) from the ground level– Five (5) feet minimum – a minimum of eighteen (18) inches setback from the sidewalk.
 - d. High Fences - the design for the top of the Five (5) feet to six (6) feet fences must be a lattice top (diagonal or horizontal) or a vertical bar top.
 - e. Gates – maximum of forty-two (42) inches in width.
 - f. Gates – must include Arch or Flat top.
 - g. Corner Lots – fences that run along the side of a Dwelling, adjacent to a street on corner lots will be required to have a setback from the sidewalk. As determined by the ARC and depending on the Lot, a minimum setback of eighteen (18) inches to a maximum setback of five (5) feet may be required.
 - h. The setback must be planted with plant material.
3. Acceptable materials for fencing/gates shall be as follows and with the described conditions:
 - a. Wood – must be painted Swiss White of Inside passage.
 - b. Wrought Iron must be painted black
 - c. Masonry materials must conform to the type, quality and color consistent with the character of the community
 - d. Vinyl must be White or Almond in color.
4. Submittal requirements:
 - a. Fence/gates submittals must describe the design fully and include an elevation view and details
 - b. Samples of paint or stain to be used if wood, sample of material if iron or masonry and sample of vinyl color

E. Windows

1. Any changes to style, color or size of an existing window; retrofits," same style" or size of existing window are subject to review and approval by the Architectural Committee prior to installation.
2. Window frames must be the same color on all side of the house.

F. Shutters

1. Must be maintained and painted consistent with the overall colors currently in place in the community.
2. Shutter cannot be removed.

G. Awnings

1. Awnings must harmonize with the existing house and community.
2. Acceptable materials shall include canvas or wood shutter type.
3. All awnings must be solid color; patterns will be approved at the Architectural Committee's discretion.
4. All awnings are reviewed on a case-by-case basis.
5. Awnings must be properly maintained to the satisfaction of the Architectural Committee and may not be kept when frayed, split, torn, faded or broken in any way.
6. Submittal requirements:
 - a. Awning submittals must describe the design fully and include drawings as required.
 - b. Samples of paint or stain to be used if wood, sample of fabric if canvas.

H. Window Planter Boxes

1. Window Planter Boxes are encouraged but must be kept up as required of all landscaping.
2. Submittal requirements:
 - a. A plan view, elevation view(s), and details. If Window Box is a pre-manufactured item, submit a photo or cut sheet.

I. Exterior Colors

1. Any change in exterior color, including fence color, must be submitted to the Architectural Committee for approval. A consistency with the overall colors currently in place in the community will be required. It is not necessary to limit any change in color to those color choices as originally defined by the builder. Owners may be required from time to time to repaint appropriate areas of their residence.

J. Screen Doors

1. Screen doors are not encouraged but are allowed. Any request to add a screen door must include a picture or cut sheet of the screen door being proposed, as well as color choice. Compatibility with the community character will be necessary.

K. House Numbers

1. All house number(s), other than those installed by the builder, are subject to review by the Architectural Committee. In no event shall number(s) exceed six (6) inches in height.
2. Acceptable materials shall include, but are not limited to, wood, ceramic tile, and metal. The Architectural Committee must also approve decorative borders.
3. Submittal requirements:
 - a. Photo or cut sheet of intended House Number.

- L. Glass Tinting
 - 1. Glass tinting request will be considered; however, mirror finishes are not allowed.
- M. Exterior Lighting
 - 1. Exterior lighting must be of a low illumination level. Higher levels of lighting may be approved, if they are neither directed nor placed so as to create an annoyance to neighbors, as determined by the Architectural Committee.
- N. Television Satellite Dishes
 - 1. See separate regulations of the Rules and Regulations Committee.
- O. Skylights
 - 1. Any skylights, or any system to accommodate solar energy equipment, must have the approval of the Architectural Committee.
- P. Solar Energy Equipment
 - 1. Please refer to the most recent SAMLARC Architectural Standards/Architectural & Material Standards/Landscaping Section K.22
- Q. Items NOT Requiring a submittal
 - 1. Holiday Lighting and Decorations
 - a. Holiday lighting and decorations are encouraged within the following time frames:
 - 1. Christmas – Thanksgiving Day through January 7
 - 2. All other holidays (i.e., Easter, Fourth of July, Halloween, etc.) – two weeks prior and one week after.
- R. Conditions Not Defined
 - 1. Any condition not defined within this guideline shall become a matter of judgment by the board of directors.

The Architectural Committee thanks all Los Paseos residents in advance for their cooperation. Again, the guidelines and standards set forth above are not intended to limit individuality or creativity but are to ensure that our community remains attractive to all existing and prospective residents, as well as to insure the value of all homeowner's investment.

Sincerely,

Los Paseos Architectural and Landscape Committee