

# SAN LORENZO COMMUNITY ASSOCIATION

DATE: April 2024  
TO: San Lorenzo Community Association Members  
FROM: The Board of Directors  
RE: Notice of Adoption of the ARC Application & Design Review Guidelines

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Dear Homeowner,

The Architectural Application & Design Review Guidelines that was sent out for a 28-day comment period was adopted at the November 13, 2023, Regular Session of the Board Directors meeting. Therefore, all requirements set forth to adopt the Architectural Application and Design Review Guidelines have been met. You may download a copy of the Design Review Guidelines and fillable Architectural Application from the community website, [www.myhoa.com/sanlorenzo](http://www.myhoa.com/sanlorenzo).

Should you have any questions or concerns, to please contact the Community Manager, Christie Alviso, at [Christie@stonekastle.com](mailto:Christie@stonekastle.com) or 714.395.5245.

# San Lorenzo Community Association

## Architectural Application and Design Review Guidelines

The 2005 Declaration of Covenants, Conditions, Restrictions and Reservation of Easements for San Lorenzo at Vista Del Verde are binding on all owners of units in the San Lorenzo Community Association. Specific sections requiring a Design Review Committee approval of an architectural application include but are not limited to:

### 2.9 IMPROVEMENTS

#### 2.9.1 OUTDOORS

#### 2.9.2 INDOORS

#### 2.9.3 NOISE MITIGATION IN ATTACHED RESIDENCES

#### 2.12 DRAINAGE

#### 2.13 WATER SUPPLY SYSTEM (includes water softeners)

#### 2.16 POST TENSION CONCRETE SLABS

#### 2.17 FUEL MODIFICATION ZONES

#### 2.19 INSTALLATION OF LANDSCAPING

#### 3.12 SUB-SLAB PASSIVE VENTING SYSTEMS AND METHANE BARRIERS

#### 3.4 EFFECT OF EXPANSIVE SOIL (3.4.1 and 3.4.2)

#### 3.5 GRADING

#### 5.3. REVIEW OF PLANS AND SPECIFICATIONS

#### 5.7 INSPECTION OF WORK

#### 6.4 RIGHT OF ENTRY

Each Owner shall obtain all permits necessary and shall comply with all requirements of the City of Yorba Linda. Building Permits must be pulled for any work the City requires permits for under City public law and rulemaking authority. (see the City Permit Process information at: <https://www.yorbalindaca.gov/477/Permit-Process> )

### GENERAL GUIDELINES:

- San Lorenzo Community condominium owners and/or tenants may not modify, alter, build, or construct any improvements inside or outside your unit or exclusive use easement area until you have submitted plans, specifications, and obtained approval from the Association's Design Review Committee (DRC) and/or Board of Directors.
- The Design Review Committee has the right to require a reasonable security deposit with each application. The security deposit may be increased or decreased from time to

time at the discretion of the Design Review Committee.

- The Design Review Committee may also require submission of additional plans and specifications or other information before approving or disapproving material submitted.
- The Applicant shall meet any review or permit requirements of the City and/or County before making any construction, installation or alterations permitted under the CC&Rs.
- Improvements requiring approval prior to installation include but are not limited to:

#### OUTDOORS:

- clotheslines, balcony, patio or deck covers (e.g., pergolas), wiring, air conditioning equipment, water softeners, other machines and other similar improvements
- drainage improvements, if any, shall not be altered, removed, blocked, or replaced without first making alternative drainage arrangements approved by the Board
- installation or updating of landscaping on the rear yard of such owner's unit including concrete and masonry improvements such as masonry walls and planters, concrete patio slabs, etc.
- installation, maintenance, or modification of any landscaping improvements in fuel modification zones which are inconsistent with any landscape palette required by the Orange County Fire Authority are prohibited.
- the Design Review Committee may require such detail in plans and specifications submitted for its review as it deems proper, including landscape plans, floor plans, site plans, drainage plans, elevation drawings and descriptions or samples of exterior material and colors.

#### INDOORS:

- Nothing may be done in any Condominium or in, on or to the Common Property which may impair the structural integrity of any building, or which structurally alters any such building, except as otherwise expressly provided in the CC&Rs. No Owner may pierce or otherwise modify any wall separating attached Units.
- No Owner may take any actions that may interfere with structural noise mitigation Improvements installed in the Units by the builder.
- No Owner shall replace any builder installed noise mitigation Improvements unless the replacement offers the same or substantially similar noise mitigation as the Improvements originally installed by the builder prior to installation. The Owner shall present the Design Review Committee with written evidence that the proposed material is the same or substantially similar to the material installed by the builder. The 2005 City of Yorba Linda building permit for the builder specified a Sound

Transmission Class (STC) of 50 or greater and Impact Insulation Class (or IIC) of 50 or greater.

- Currently, the CC&Rs limit the placement of hard surface flooring in units. Consult the CC&Rs Exhibit G for specific limitations based on floorplan model.
- Certain interior improvements require a City of Yorba Linda building permit. Examples include electrical, plumbing, and movement of walls and attached structures. Owners may not waive permit requirements when planning work that interacts with or impacts Association owned components. See <https://www.yorbalindaca.gov/477/Permit-Process> for more information.
- Any changes to any of the entry door hardware must be approved by the DRC prior to installation.
- The Design Review Committee or its duly authorized representative may inspect any work for which approval of plans is required. The right to inspect includes the right to require any Owner to take such action as may be necessary to remedy any noncompliance with the Design Review Committee-approved plans for the Work or with the requirements of the CC&Rs.
- Jacuzzi tubs are not permitted in the interior or exterior of the building.

#### FEES AND DEPOSITS:

Architectural applications through the Community Management Company to the Design Review Committee must be accompanied by a \$25.00 administrative processing fee.

The Design Review Committee has the power, but not the duty, to retain subject matter experts to advise its members in connection with architectural application decisions. All fees, costs and expenses associated with the consultant in support of the application process will be borne by the applicant. These costs will vary based on expertise required.

The Board and DRC reserve the right to require additional deposits for certain types of construction. Such deposits are required 30 days prior to commencement of any work.

#### PLAN SUBMITTAL AND RE-SUBMITTAL:

One copy of the architectural application request is requested to be submitted as an Adobe Portable Document Format (PDF) electronic file to StoneKastle's Community Manager for San Lorenzo Community HOA. If the application request is submitted on paper, it will be scanned by StoneKastle administrative staff for electronic transmission to the DRC. The DRC members will review the Architectural Application Package as expeditiously as possible. While the review process of an initial application may take up to 30 days, the goal is to review and approve or reject the package (for additional information) within two business weeks after the package is transmitted to the DRC.

1. All technical and engineering matters are the responsibility of the owner.
2. Construction Drawings: Plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Committee to make an informed decision on your request.
3. Information related to any plan to temporarily disconnect the unit's fire monitoring system (shut off of sprinkler system is included): The Owner must post a 24 hour/day-fire watch during any disconnection. This must be a security employee of the building, and the Owner must pay all expenses (including overtime) when using the employee.
4. If your Unit has any restrictions, it is your responsibility to ensure you are abiding by those restrictions. The Association (DRC or Board) cannot approve or supersede any type of restriction on your Unit: therefore, if such restriction is accidentally approved it is the Owner's responsibility to advise of such and approval for such plans will be deemed denied by the Association.
5. If plans are denied by the DRC, plans may be resubmitted with the appropriate changes or modifications. Re-submittal may require an additional 30 days if changes are substantial. If you are not satisfied with the denial or request for changes, you have the right to appeal the DRC decision to the Board of Directors. You must submit your request, in writing, to appeal the DRC's denial, within 30 days of the denial by the DRC. Your request will be placed on the agenda at the next scheduled regular board meeting session. The Board will review your request at that time.

#### CONTRACTOR GUIDELINES:

All contractors must adhere to the Association Rules and Design Review Guidelines.

Owners are responsible for ensuring that all sub contractors and workers are informed of the proper procedures.

All contractors must hold appropriate licensing for the type of work being performed, insurance, and not have prohibitions on working in a condominium project.

All Owners are responsible for any damage caused by their contractor or their employees.

#### FIRE AND SAFETY SYSTEMS:

Contractors or owners must not remove any permanent smoke detectors, sprinklers, security speakers or fire safety devices anywhere in the unit or the common areas.

If spray paint or sanding work might set off the smoke detectors or fire sprinkler, it is permissible to cover the detector or sprinkler with plastic only, but it must be removed at the end of the day.

A fine of \$250 will be charged for each smoke detector or fire sprinkler left covered overnight. Fire exits must not be blocked. A fine of \$250 will be charged for blocking fire exits.

**INSPECTIONS:**

The Association and management have the authority to demand work stoppage until compliance is obtained from the owner and the contractor.

**SOUNDPROOFING:**

No changes or alterations may be made to the soundproofing systems. Any modifications that may impact sound levels in other units must be submitted with an “Application for Architectural Approval”, reviewed by a sound engineer, at the Board’s discretion and approved by the DRC or Board.

**LIABILITY:**

Any damage resulting from work being performed in a unit will be billed to the unit owner. This is the reason it is important for the owner to ensure the contractors have adequate general liability insurance, workers compensation insurance and vehicle liability insurance.

**SUPERVISION:**

The owner must supply supervision for any major renovation involving demolition, relocation or removal of walls or any other major alteration.

**Tools and Equipment:**

Tools and equipment are to be used and stored in the unit or removed each day. The Association is not responsible for the disappearance of any tools, equipment or materials that are left in the common area.

**SUBMITTAL REQUIREMENTS:**

Plan requirements for all submittals:

- Completed “Architectural Request Form” One (1) complete sets of plans
- Date on plans
- House/Property Street address, phone number, & email address
- Proper scale (Site plan @ 1/8” — Floor plans @ 1/4” — Elevations at 1/4” — Landscape @ 1/8”) Name, address & phone number of entity that prepared the drawing

Special note- see end of check list

**SITE AND/OR LANDSCAPE PLAN:**

- Show all property lines accurately as to length, angles and amount of curve. Show existing building(s)/structure(s)

- Show existing walls, fences, gates, sidewalks, paving, planters and other constructed or hardscape elements that impacts the design
- Show all applicable utilities & improvements Show proposed planting areas
- Dimensions (In feet and inches) Grade changes
- Locations of new area drains and drainpipe routing Grading & Drainage Notes
- Construction Notes
- Mechanical equipment including all motors, pumps, filters, controllers, timers, compressors & air conditioner condensers, etc.
- Lighting fixtures
- Photos of project site depicting existing site conditions and adjacent property relationships Special note- see end of check list

#### GENERAL DEVELOPMENT GUIDELINES:

##### Fences and Walls:

- Retaining walls blend in and compliment style of home planter walls blend in and compliment style of home
- No exposure of structural framing and/or unfinished sides to public right of way, common area or other unit Stucco finishes are to match the house in color and finish/texture

Special note — see end of checklist.

##### Exterior Lighting:

- Lighting fixture locations, heights & sizes with bulb type and wattage noted on plan Lighting is indirect and shielded from adjacent properties
- Lighting is compatible with house design and is simple in design and color No exposed wires or cables
- No exterior lighting placed so as to cause an unreasonable glare or illumination on any other private property or common area
- Lamp source is not high-pressure sodium, metal halide or other inappropriate type

##### Paving Materials

- Paving materials to be compatible with house color & style Special note- see end of checklist

LANDSCAPE REVIEW ITEMS:Sprinklers:

- Irrigation head layout shown on plan
- Overspray shall not contact neighboring dwelling unit, property line walls/fences, or off property. Special note- see end of check list

Planting:

- Be an appropriate selection based upon ground space, horizontal and vertical clearance at reasonable level of maturity
- Botanical & common names of proposed plant material Plant sizes & locations on the plans

Special note- see end of check list

Water Features- Fountains:

- Must not damage existing walls or fences
- All equipment must be completely screened from off-site view
- All equipment noise impact on neighbors must be minimized with sound attenuation devices (i.e., masonry walls, metal enclosures, etc.)
- Water features do not exceed the height of the adjacent property line wall/fence
- Construction of Water Features must not disturb the neighbor's yards, property or improvements Construction of Water Features must not disturb the Association's property or improvements

Special note- see end of check list

Drainage:

- All plant beds and paved areas must slope to drain at a minimum rate of 1% or 1/8" per foot with a slope of 2% or 1/4" per foot preferred
- All drainpipes must drain at a minimum of 1/2% or 1/16" per foot with a slope of 1% or 1/8" per foot preferred All grades in plant beds must be held a minimum of 6 inches below adjacent finish floor and 4 inches below the adjacent metal house screed
- All grades in plant beds must be held a minimum of 6 inches below the top of adjacent planter or retaining wall
- All plant bed grades adjacent to existing walls or fences are not to be changed
- All finish surfaces of paving elements are to be held below the adjacent metal house



screed All plant beds and paving are to slope and rain away from the house

- Utilize domed grates on catch basins in plant bed areas

Special Notes from Previous Sheets:

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**SAN LORENZO COMMUNITY ASSOCIATION ARCHITECTURAL REQUEST FORM**

Return to: StoneKastle Community Management Inc.

22722 Old Canal Rd, Unit B, Yorba Linda, CA, 92887 Phone (714) 395-5245

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_



**II. Neighbor Advisement**

You must advise either your adjoining or affected (in the line of sight) neighbors of any proposed improvement to your property. Please have them sign below. If the unit is vacant, please indicate the address and leave the signature blank.

1. Neighbor 1 Signature

Address

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2. Neighbor 2 Signature

Address

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**III. Documents Required for Submittal**

One (1) sets of Completed Submittal Checklist One (1) sets of this application form

\$125 check made payable to San Lorenzo Community Association

Architectural Review Committee Use Only Approved, Denial, or Approved w/ Conditions Denied

Conditions of Approval/Reason for Denial:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# San Lorenzo Community Association

## No Fee Architectural Short Form

Return to: StoneKastle Community Management:

22722 Old Canal Rd, Unit B, Yorba Linda, CA 92887

Phone (714) 395-5245 Fax (866) 575-0549

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### I. Proposed Project Information

Security Systems or Camera – Security systems or cameras may only be installed on your front door or the stucco, siding, or brick at your front door entry way. You may also install a security system or camera on the same surfaces at your balcony door or back door. Security systems or cameras are not permitted to be installed on any other portion of the buildings, including along your walkway leading to your front door. The security system or camera must be wireless and the dimensions may not exceed 4 inches by 6 inches.

Keyless Entry System –Keyless entry systems may be installed on your garage door frame. Keyless entry systems may also be installed on your front door or front door frame, your balcony door or balcony door frame and your back door or back door frame. The keyless entry systems must be neutral in color.

Retractable Screen Door – Retractable screen doors may only be installed on balcony doors, back doors or plan one courtyard front entry doors. Retractable screen doors may NOT be installed on plan two, three or four front entry doors. The retractable screen doors must be neutral in color.

Any collateral damage caused from the installation of your requested item will be your responsibility to repair to its original condition.

Describe the proposed improvement in detail:

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**II. Documents Required for Submittal**

Completed No Fee Architectural Short Form Application

Brochure or Computer Printout of Item including dimensions, color, installation details

Picture confirming potential location of item

Architectural Review Committee Use Only Approved // Approved w/ Conditions // Denied

Conditions of Approval/Reason for Denial:

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**SAN LORENZO COMMUNITY ASSOCIATION NOTICE OF COMPLETION FORM**

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Summary of Completed Improvements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attachments (check box to indicate they have been enclosed):**

Copies of photographs of all improvements included. Please note that notice of Completion form is not complete if photographs of improvements are not enclosed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, the homeowner is stating that improvements completed have been completed in accordance with the scope and specification of the approved architectural application and in accordance with the community’s architectural guidelines.

Return Form to StoneKastle Management Office: 22722 Old Canal Rd., Unit B, Yorba Linda, CA 92887 714-395-5245