

## **Architectural Standards and Guidelines**

*Revised April 2020*

### **I. Purpose**

The Board of Directors of The Green Valley Lake Community Association has adopted these Standards and Guidelines for four primary purposes:

- A. To establish and preserve a harmonious design for the community**
- B. To protect the value of property within the community**
- C. To assist homeowners with obtaining approvals for improvements**
- D. To Comply with State and Local Government regulations including water conservation mandates**

Simply stated, the Board's purpose in setting these Standards and Guidelines is to keep The Green Valley Lake Community Association a pleasant community and to ensure that the value of the property increases in accordance with the market.

These standards are adopted with the intent of effecting the provisions of the Covenants, Conditions & Restrictions (CC&R's), the Bylaws, and the Articles of Incorporation. The C.C. & R.'s obligate the Directors to lead by representing the interests of the Owners. The use of the Architectural Review Process is a necessary component contributing to the success of planned communities such as Green Valley Lake.

### **II. Architectural Review Objectives**

The Green Valley Lake Community Association Architectural Review process considers all aspects of each design but concentrates on the following objectives:

- A. Landscape and Environment**  
Prevention of unnecessary destruction of the natural landscape or of the neighborhood environment as achieved by the Developer.
- B. Relationship of Structures**  
Assure that the existing developed areas are maintained in an attractive and harmonious relationship with any new improvements proposed by homeowners.
- C. Protection of Neighbors**  
Protect neighboring homeowners by making sure that reasonable provisions have been made for:
  - a. Surface water drainage
  - b. Sight and sound buffers
  - c. Preservation of views
  - d. Water Conservation
  - e. Improvement's affect on surrounding property values
  - f. Visibility with respect to existing structures

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## **III. The Application Process**

Homeowners wishing to make any alteration or addition, which will affect the appearance of their residence, front yard, side or rear (if visible or located on the lake), must submit an official Architectural Application, including copies of detailed plans and specifications, prior to beginning the proposed work. It is important to note that should the application be denied, and the work is in progress or is completed, the Association may require or cause the improvement to be corrected at the Homeowner's expense.

### **A. General Information**

In order to conform to the governing documents, each proposal/Architectural Application must be reviewed by the Association within 60 days. If the Association fails to approve or disapprove a Request within 60 days, the application shall be deemed approved. Requests for Architectural review and approval must be submitted in writing as designated in part "B" below. If a proposal is rejected, the applicant is free to request reconsideration. Owners are encouraged to present new or additional information, which, might clarify the request or demonstrate its acceptability.

#### **Grounds for reconsideration can be:**

- a. The applicant believes that the policies of the Association have not been applied correctly; or
- b. The applicant believes that the Association should amend the existing policies to allow approval of proposals such as theirs. It shall be the obligation of the Member requesting reconsideration to prepare and make such argument, as they believe to be in support of this decision. The requesting Member shall respond to the Association's Architectural Review Committee, the Board or Management with such other information as is necessary for review. It shall not be the duty of the Association to prepare the Member's request for review.

### **B. Procedure**

Each proposal for improvement must be submitted to the Management office via an Architectural Application. The description of the project should include all information necessary to determine compliance with the established Standards and Guidelines.

Necessary data would include the height, width, length, size, shape, color, material and location of the proposed improvement, as outlined on the Architectural Application. Photographs or sketches of similar completed projects would aid in the review process. If the proposed modification would in any way change the existing drainage pattern, it must be clarified in the Application. Solutions for maintaining the correct drainage pattern must be included with the application.

No work may commence prior to receiving written approval of the modification. Nothing may be installed which is not in compliance with building codes. It is the responsibility of the applicant to apply for all required building permits following approval of the Architectural Application and prior to commencement of work.

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## IV. The Architectural Review Process

Upon receipt of an Architectural Application, the Board will promptly compare it to the established Standards and Guidelines.

- A. If the requested modification complies with the published Standards and Guidelines, the Board will approve the Application.
- B. If the Application is approximate or meets the intent of the Guidelines, the Board may give a conditional approval subject to specified owner modifications.
- C. If the Application is not within the Standards and Guidelines it will be denied.

If an application is denied because the Architectural Standards and Guidelines made no provision for the proposed modification, the following procedure is instituted:

- A. The applicant will be informed that the application was denied and will be given the reason for the denial; and
- B. The applicant will be informed of his right to request reconsideration. Requests for reconsideration must be in writing and must be received by the manager within 30 days of the denial. The request must also include the grounds for reconsideration.

Upon receipt of the written request by Management, the request will be forwarded to the Architectural Review Committee (or to the Board of Directors if no such committee exists). The Committee will make recommendations to the Board of Directors as to whether or not the modification should be allowed, and what parameters should be established for approval and inclusion into the Standards and Guidelines. Upon review of the Committee recommendations, the Board will elect to approve or deny the request. The decision of the Board becomes permanent policy and the Standards and Guidelines will be revised to reflect this policy decision.

## V. Conformance

The failure of a completed modification or addition to conform to the plans, specifications and conditions approved by the Board of Directors, or failure to complete the approved project within the specified time limitations, shall be deemed a violation of the Architectural Standards and Guidelines. The Board may take appropriate follow-up action to correct such violations. Nothing shall be installed which is not in compliance with the building codes, permit acquisition laws, and any other municipal regulations imposed by the City of Fairfield.

***Important Note: Conformance with the following Architectural Standards does not relieve the homeowner from the application process. All exterior modifications must be approved prior to installation.***

## VI. Architectural Standards

### A. Landscaping/Physical Improvements

No landscaping or other physical improvement or additions shall be made to any decks or patios which are visible from the street or from the common area by any Owner until plans and specifications showing the nature, kind, shape and location of the materials have been submitted and approved in writing.

- Homes located on the Lake have the additional obligation to install and maintain approved landscaping improvements in their back yard.
- Patio covers or gazebos must be of an “open trellis” design unless the roof covering such improvement is constructed of the same materials and is of the same design as the roof of the original home.
- Exterior sculpture, fountains, flags (except the US flag if less than 3’ x 5’), retaining walls, and similar items must have prior approval by the appropriate committee or the Board.
- Drainage from adjacent lots may not be impeded or diverted.

### B. Maintenance/Alterations

No structure shall be placed, erected, installed upon any Lot, and no construction, (including staking, clearing, excavation, grading, and other site work), exterior alteration, or modification of existing improvements shall be permitted unless approved by the Board or its designated committee. Further, no plantings, removal of plants, trees, or shrubs (other than as may be permitted in Article XII, Section 15) shall take place except in strict compliance with Article XI of the Master Declaration, until the approval requirements have been fully met and have received approval by the appropriate committee.

- Storage sheds of any kind which extend above the top of the fence and are, therefore, visible to neighbors must be constructed of the same materials and be of the same design and color as the home upon the respective lot.
- **Driveway extensions to either side of the originally installed driveway shall be limited in width to not more than 24 inches regardless of lot configuration.**
- Building materials used for the construction of permanent lot improvements shall match the materials, design, and color used for the existing home. This includes but is not limited to: sheds, fences, gates, retaining walls, raised planting beds, walkways, steps, mailboxes, etc.

### C. Antennas and Satellite Dishes

Except in accordance with Civil Code §1376, no television or radio poles, antennae, microwave or satellite dish, aerial, cables or other device shall be constructed, used and operated by an Owner without the prior written consent of the Board.

- Installation of a single satellite dish of less than 36” in diameter is permissible, however, Owners must still submit an Architectural Approval form and will be directed to install such dishes as inconspicuously as possible while maintaining adequate reception quality.

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## D. Exterior Lighting

No Owner shall remove, damage or disable any exterior light, which is connected to the Association's electrical service. Landscape lighting must be adequately diffused so as not cause excessive glare or view impediment to other lots.

## E. Exterior Painting

Owners may repaint the exterior of their homes using the exact same colors as is currently used on the home without approval from the association. However, **all exterior color changes must be approved** by the Board prior to being applied. The Board considers all aspects of each color-change submission but concentrates on the following objectives:

- **Relationship of Structures** Assure that the new home colors will adequately blend in and harmonize with the current color palette in the community.
- **Protection of Neighbors** Protect neighboring homeowners by making sure that the new colors do not have a detrimental effect on surrounding property values .

### **Paint Color Change Application Procedure**

Each proposal for a color change must be submitted to the Management office via an Architectural Application. The description of the project should include all information necessary to determine compliance with the established Standards and Guidelines.

In addition, all color change requests will require that a small "Test" Area of your home be painted with your proposed colors. The requirements for this **Test Area** are:

1. It must be in the visible portion on the front of your home to allow a Board or Committee person to view the area from the unfenced portion of your lot.
2. Must be at least 3 foot by 3 foot in size.
3. Shall include all proposed colors (i.e. main body, trim, and accent)

**No work may commence prior to receiving written approval of the color change.**

*NOTE: This process will obviously take some time, so it is strongly suggested that proposed color changes be submitted well ahead of your anticipated completion date.*

### **Paint Color Change Review Process**

Upon receipt of the written request by Management, the request will be forwarded to the appropriate Committee (or to the Board of Directors if no such committee exists). The Committee will make recommendations to the Board of Directors as to whether or not the color change should be allowed, and what parameters should be established for approval. Upon review of the Committee recommendations, the Board will elect to approve or deny the request. In either event, the manager will send a written letter to the applicant with the Board's decision.

## VII. Improvements Requiring Approval

Any construction, installation, repair (including exterior painting with a different color than was originally provided), replacement, alteration or removal of any building, structure, wall, fence, sign, garage, storage building, berm, or utility line (gas, electricity, telephone, water, or otherwise).

All requests will be reviewed for adherence to the established Architectural Standards and Guidelines and compatibility with surrounding structures.

*Revised April. 2020*

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707-447-6088 Email: rich@ccpropmgmt.com

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## **VIII. Items Not Requiring Approval**

Nothing contained in this document shall be construed to limit the right of an Owner to remodel the INTERIOR of his or her home, or to paint the interior of their home with any desired color.

Approval is not needed to repaint the exterior of an Owner's home with the exact same color as was originally provided by the developer, or to rebuild their home in accordance with originally approved plans and specifications.

## **IX. Prohibited Improvements**

The following items are either prohibited by the CC&R's or are of such a nature that the improvements are detrimental to the life and appearance of the community and are therefore prohibited:

1. Auxiliary Dwelling Units ("ADU"s, "Granny Flats") which are any detached buildings or structures designed to provide additional living space on any lot. Habitable structures of any kind are not permitted .
2. Appliances and exterior mechanical devices; i.e. window air conditioners, generators, compressors, dust collection systems, etc. Exceptions may be made for built-in barbecue units.
3. Pre-made storage units which are visible from the common area or other lots.
4. Above-ground swimming pools. This does not include hot tubs or spas.
5. Any improvement which interferes with a safe sight distance at any intersection such as hedges, walls, fences, shrubs, or tree plantings.
6. Fruit bearing trees located in a front yard
7. Temporary structures being utilized in a permanent fashion such as tents, awnings, tarps, sheds, shacks, or trailers.

## **X. Conclusion**

The Green Valley Lake Community Association provides these ARCHITECTURAL REVIEW STANDARDS AND GUIDELINES in an effort to eliminate questions concerning individual modifications to a Unit. Every effort has been made to allow as much individual discretion as possible within the constraints of acceptable community standards. The Board of Directors views this process as evolutionary and invites Homeowners to make comments and to provide constructive input. It is hoped that Homeowners, working together within a fairly administered structure of reasonable guidelines, will help create a greater sense of community at The Green Valley Lake Community Association.

# Green Valley Lake Homeowners Association

C/O C & C Property Management

## ARCHITECTURAL SUBMISSION/APPLICATION FORM

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

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

Email: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Address, (If Different than above): \_\_\_\_\_

### **Proposed Architectural / Landscape Changes:**

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### **Please make sure you have attached/included all of the following information:**

- ☐ A completed Submission Form (including signature)
- ☐ A description of the project, including height, width and depth, roofing materials, colors, etc.
- ☐ A complete materials list of the project
- ☐ A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- ☐ A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)
- ☐ **For Paint Color Changes**, please provide the paint manufacturers color codes & names:
  - ☐ Body Color: \_\_\_\_\_
  - ☐ Trim Color: \_\_\_\_\_
  - ☐ Accent Color: \_\_\_\_\_
  - ☐ Front Door: \_\_\_\_\_
  - ☐ Garage Door: \_\_\_\_\_
  - ☐ Please also paint a test patch of approx. 3' x 3' on an easily visible part of your home showing all intended colors.

Work to be performed by: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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

### **By signing above, the applicant acknowledges the following:**

1. Submittal of this completed form does not constitute approval. The Board of Directors and/or the designated committee may require additional information.
2. Approval of this application does not constitute approval by the local municipal building department. Owner shall be responsible for complying with local building codes and obtaining all necessary permits.
3. Owner is responsible for re-submitting any substantive changes of the proposed work

Please return completed form to:

**Green Valley Lake HOA**  
**C/O C & C Property Management**  
**425 Merchant Street, Suite 101**  
**Vacaville CA 95688**  
[rich@ccpropmgmt.com](mailto:rich@ccpropmgmt.com)

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