

BELCARO GARDEN SOCIETY

DESIGN GUIDELINES MANUAL

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Santa Clarita Valley Property Management Company
25379 Wayne Mills Place, #389
Valencia, CA 91355
(661)254-4004

Introduction

Living in a planned community such as Belcaro offers many privileges. It also involves certain restrictions. In order to preserve the value, desirability, attractiveness and architectural integrity of Belcaro, a Declaration of Covenants, Conditions and Restrictions, hereinafter referred to as "CC&R's", has been prepared which authorizes the formation of a Design Review Committee for Belcaro.

The Design Review Committee, hereinafter referred to as "DRC", is charged with the responsibility to review and approve proposed exterior improvements to residential dwellings in this community, prior to any submittal to the City of Santa Clarita and/or construction.

The purpose of the DRC and these Design Guidelines is not to restrict individual creativity or personal preferences, but rather to assure a continuity of design which will help preserve and improve the appearance and value of your neighborhood. The DRC has established these Design Guidelines that define standard acceptable treatments of exterior improvements.

These Design Guidelines are also intended to assist property owners in planning home improvements. This information is provided to increase the homeowner's awareness of the ways to maintain neighborhood integrity. It is important to note that although these Design Guidelines reflect certain aspects of the CC&R's. These guidelines do not cover all possible situations that may be defined in the CC&R's. It is recommended that the CC&R's be carefully reviewed and that all questions be directed to the Santa Clarita Valley Property Management Co. at (661) 254-4004.

DRC Operating Procedures

Before beginning any addition, alteration or construction to the exterior of a home or its yard area, the homeowner must first review these Design Guidelines. If your improvement plans are approved by the DRC you may still need a building permit from the City of Santa Clarita. The DRC is not responsible for homeowners' improvements or homeowners' failure to obtain necessary permits.

The CC&Rs provide for a DRC for each of the Garden Societies at Belcaro (Belcaro, Liberty, Greens and Creekview). One DRC Design Guideline Manual will serve all Garden Societies. Therefore, only one application is necessary. The approval system is based on a two (2) tier acceptance with the initial approval by the applicable sub-association, and a subsequent approval by the Belcaro DRC. Both approvals are required prior to any work being performed, or materials ordered. If your application is denied by your sub-association, you may appeal the decision to the Belcaro DRC. Should your appeal be denied by the Belcaro DRC, the matter may be appealed to the Belcaro Board of Directors for final resolution, to be heard at an open meeting of the Board in accordance with *Civil Code 1378*.

You must obtain DRC approval before applying for a building permit from the City. (However, we recommend you consult the City and obtain its guidelines to be sure your plans are in compliance with the City's requirements.) Making changes to the exterior of your home or the yard area without advance approval of the DRC is a violation of the CC&R's and you may be required to modify or remove the unauthorized work at your expense. If you have made changes without the required approval, you must still submit a formal request to obtain retroactive approval for the improvements. If you fail to request and obtain retroactive approval, you may be subject to a fine or other disciplinary or legal action.

Once an application is approved by the DRC, all work must conform exactly to the approved plans. Any -modification to the approved plans must receive DRC approval prior to construction, just as the original plan required approval. It is important to understand that DRC approval is not limited to major alterations such as room additions; approval is required for all alterations or modifications and yard improvements. As stated in the above paragraph, you may be required to remove alterations and improvements, at your expense, if you fail to obtain DRC approval before construction begins.

Plans must be submitted even if the identical improvement may have been previously approved for another property owner. During an evaluation of an application, the DRC will consider the characteristics of the housing type and the individual site, because what may be an acceptable design in one instance may not be acceptable in another.

In making its decisions, the DRC may be called upon to consider and balance conflicting interests of parties who would be impacted by such decisions. Although the DRC may consider view obstruction when reviewing plans for fencing, landscaping, home additions and other similar improvements, the DRC may rule in favor of such improvements regardless of obstructions. THE DRC MAKES NO WARRANTY OR REPRESENTATION THAT ANY "VIEW" WILL BE PRESERVED OR PROTECTED.

General Conditions (or Modifications to Residential Lots)

1. Approval of plans and specifications for Improvements by the DRC does not constitute approval of any requirements required by applicable Public Agencies. Approval of plans by the DRC does not constitute acceptance of any technical or engineering specifications, and the Garden Society assumes no responsibility for such. All technical and engineering matters are the responsibility of the Owner.
2. Building permits from the City of Santa Clarita may be required for certain Improvements. The Applicant shall obtain DRC approval of exterior Improvements requiring a building permit prior to requesting such a permit from the City.
3. Any failure to require compliance with the requirements set forth in the CC&R's or in these Guidelines shall not constitute a waiver of such requirements, and such failure must be corrected upon notice to Owner.
4. There shall be no interference with the off-site drainage pattern, or from that which exists at the time the overall grading is completed by the developer, or which is shown on any plan that may have been previously approved by the DRC. Appropriate drainage must be installed and directed to the street or existing drainage devices to prevent runoff over banks or onto adjacent or common area properties.
5. Access for equipment used in construction must be through the Owners' Lot. Access over any Garden Society Property (other than the private streets), Maintenance Areas and/or Fuel Modification Zones is not permitted without prior approval from the DRC or the Belcaro Gardens Society Board of Directors.
6. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or other Garden Society Property.
7. Any damage to any Garden Society Property, Maintenance Area and/or Fuel Modification Zone owned and/or maintained by the Garden Society will be replaced or repaired by a Garden Society Subcontractor. All applicable charges for restoration will be charged back to the Owner by the Garden Society and is due and payable within 30 days after assessment by the Board.
8. Exteriors of any buildings and any alteration to buildings shall conform to the materials, colors, character and detailing as established on existing structures on the Lots. Structures in this section shall conform to the original structural character of the existing Lot.
9. Storm Water Contamination: The homeowner is responsible for adhering to the State mandated Storm Water Prevention Pollution Plan (SWPPP) and the Best Management practices dictated by the Regional Water Quality Control Board (RWQCB). As specified by the RWQCB, under no circumstances shall any dirt, contaminates, chemicals, fertilizers, etc. be washed directly into the City's storm drains, which dump indirectly into the ocean. If the homeowner hires a contractor to install landscaping or other improvements, it is the homeowner's obligation to assure that the contractor adheres to SWPPP and RWQCB guidelines. Please contact the City for specifics.

Submittal and Review Procedures

1. Carefully compare your plans with these Design Guidelines.
2. Prepare **two** sets of the construction drawings that include the following information:
 - a. Plan (top) view drawn to an appropriate scale of all improvements. Show overall dimensions and all existing walls, fences, gates and drainage devices. HINT: use Lot Exhibit as a base plan for yard improvements. It can easily be enlarged to an adequate size.
 - b. Elevation (side) view drawn to an appropriate scale of each side of the improvements. Show overall dimensions.
 - c. Location of improvement as it relates to the home and all adjacent property lines including set-back dimensions if any.
 - d. Description of **plant material** (species and/or common name), building materials and colors including brand name, specification name and number if any. Show this information on plans.
 - e. Any appropriate construction details.
 - f. Show any modifications and tie-ins to existing drainage swales and subsurface drain lines.

If a contractor prepares the construction drawings, be sure he/she includes all the information required for your submission. If the contractor is going to obtain the required building permit after your request is approved, be sure to include this information and follow up to assure the permit is obtained prior to start. THE HOMEOWNER ASSUMES ALL RISKS IF IMPROVEMENTS ARE STARTED BEFORE DRC APPROVAL IS RECEIVED.

3. Complete the Belcaro Garden Society Design Review Committee Request form with adjacent neighbor sign off and applicable fee. If an adjacent neighbor is not available to sign the application, the applicant should have Property Manager acknowledge in writing on the application.
4. Keep a copy of all items submitted for your future reference and include the following items with your submittal:
 - A. Two sets of construction drawings.
 - B. Photographs of all affected exterior building elevations (sides of home) if applicable.
 - C. Material and color samples if these deviate from the original standards, if applicable.

5. Send all information noted above to the Management Company at the following address:

Santa Clarita Valley Property Management Co.
25379 Wayne Mills Place, #389
Valencia, CA 91355

FAILURE TO INCLUDE ALL OF THE INFORMATION REQUESTED WILL CONSTITUTE AN INCOMPLETE APPLICATION AND SAID APPLICATION WILL BE RETURNED TO SENDER. SCVV PROPERTY MANAGEMENT WILL FORWARD ALL COMPLETED APPLICATIONS TO THE APPLICABLE DRC WITHIN 7 CALENDAR DAYS OF RECEIPT AND ACCEPTANCE.

6. The DRC will evaluate all complete applications and advise the applicant of its decision within 45 calendar days of the date the Management Company receives the application in its office. If the applicant does not receive notice of the DRC decision within this 45-calendar day period, he/she may conclude that the application has been approved and proceed with construction.
7. The Management Company will record the DRC decision in the Architectural Improvement Log and notify the applicant of the decision as follows:
 - A. Approved. A copy of the executed request form and an approval report, or a copy of the plans, signed by the DRC will be returned to the applicant. All use restrictions contained in the CC&R's shall be in full force and effect and shall control the construction activities of the homeowner.

- B. Approved with Conditions. A copy of the executed request form and an approval report, or a copy of the plans, signed by the DRC will be returned to the applicant. The plans will contain DRC changes or stipulations that shall become a part of the plans and shall represent conditions of approval to be satisfied by the applicant. All use restrictions contained in the CC&R's shall be in full force and effect, and shall control the construction activities of the homeowner. Conditional approval shall remain in force with the property.
- C. Denied. If the applicant is denied, the applicant will be advised of the reasons for the DRC decision and, if appropriate, will be provided with information or direction needed to secure DRC approval.

- 8. The DRC shall have the right to review the actual improvements to confirm that these have been completed and are in conformance with the plans, all DRC approvals, and conditions of approval. The applicant must contact Design Review Committee to notify them that the work is complete.
- 9. If the Design Review Committee determines that the construction was completed as approved, no further correspondence will be sent to the homeowner and the Architectural Improvement Log will be annotated to indicate successful completion. If it is determined that the construction was not completed as approved, a Notice of Non-Compliance will be sent to the homeowner following the site inspection. The Notice will specify items that are not in compliance and that must be corrected, and will advise the homeowner that the construction will be re-inspected after the corrections are made.
- 10. Review and conformance report results will be maintained in the Architectural Improvement Log by the Design Review Committee. This log is part of the Society documents and is available to all Garden Society members upon request.

The following guidelines apply to any and all work performed on your home whether DRC approval is required or not:

- 1. Excess debris shall be removed from the site or properly contained on a daily basis.
- 2. Work shall be performed so as to minimize noise, dust and disruption of neighbors.
- 3. All construction activity must be performed in accordance with the Rules and Regulations, including but not limited to parking, construction hours and materials storage.

Landscaping, Irrigation, Drainage and Hardscape

Each Owner of a Lot shall install landscaping to their private yard area. Within 60 days after the close of escrow, new Owners shall submit to the DRC for approval. Request for alternations of previously installed landscaping shall be submitted to the DRC, except as provided for in 1.A. below and completed within 90 days after approved by the DRC. Within 180 days after Close of Escrow, the Owner must complete the installation their front yard landscaping according to the approved plan. The landscaping installed must be in conformance with the DRC design guidelines. All enforcement rights and remedies set forth in the CC&R's shall be applicable.

1. Front, Rear and Side Yards

A. Submittal Requirements

All front, rear or side yard changes require DRC approval except annual color and changes to shrubs and ground cover in existing planter beds.

B. Guidelines

- 1. The root system of ground cover, bushes and trees must not encroach at maturity on any neighbor's yard or disturb foundations, walls or sidewalks. Any tree planted within 5 feet of existing hardscape shall include root barrier installation.

2. Irrigation lines must be subterranean, except drip systems which must be substantially covered. All irrigation shall meet UPC (Uniform Plumbing Codes) and have appropriate backflow devices installed.
3. There shall be no interference with the off-site drainage pattern, or from that which exists at the time the overall grading is completed by the developer, or which is shown on any plan that may have been previously approved by the DRC. Appropriate drainage must be installed and directed to the street or existing drainage devices to prevent runoff over banks or onto adjacent or common area properties.
4. Sprinklers must be installed (and regularly adjusted) so these do not spray on your home, adjacent properties or public sidewalks.
5. The use of synthetic grass or other synthetic plant material is prohibited.
6. The DRC has no obligation to preserve views, beyond enforcing any actual view restrictions contained in the CC&R's. However, it is in everyone's best interest to do so whenever possible. Therefore, trees and shrubs must be selected and placed in a manner which, at maturity, will not materially and unreasonably obstruct the view of any other homeowner. The DRC shall have the right to require any homeowner to remove, trim, top or prune any tree, bush, hedge or other plant material which the DRC finds materially or unreasonably obstructs the view of any other homeowner.
7. No Owner shall further landscape or otherwise improve, alter, or modify any Garden Society Property, Maintenance Area and/or Fuel Modification Zones owned and/or maintained by the Garden Society, unless approved by DRC. This includes the area within your Lot which is initially planted and irrigated by developer (Maintenance Area).
8. See attached Exhibit for trees that are prohibited for various reasons such as invasive root systems, pests, or fuel modification. The Exhibit also lists suggested species that are acceptable.
9. Any fireplace or firepit must be gas only, and must have adequate setbacks to allow for landscape screening from adjacent yards, maintenance areas or common areas.

Fencing and Walls

1. Submittal Requirements

The DRC is not authorized to approve any changes to walls or fences as originally installed by Developer.

2. Guidelines

- A. All decorative metal fencing and gates must be painted to match the original color of existing metal fencing throughout Belcaro all Exterior doors and gates to all models will require submitting a gate design and color sample. Color must conform to the esthetics of the community.
- B. For purposes of pet control or for additional screening, it is allowable to add a perforated metal screen to existing metal gates. This material must be properly affixed to the gate and must be painted to match the existing gate, and must be kept in good repair. This is considered pre-approved by DRC, and no application is necessary if these conditions are met.

- C. Application to the DRC for gate changes to all models must include a design and color sample to show conformance to aesthetics. Liberty 30Plus models may change the lid doors at the entryway to metal, with Design Review Committee approval of color and design.

Patio Covers & Trellises

1. Submittal Requirements

- A. Any patio cover or trellis must be submitted to the DRC for approval.
- B. Owner shall confirm that proposed structure conforms to setback requirements of City of Santa Clarita. Note that setback criteria vary if structure is free-standing or attached to building.

2. Guidelines

- A. Patios, sun shades, arbors, and trellis structures shall be of wood construction only, with the exception of the vertical supports which may be of stucco or masonry. Patio with roofs must conform in pitch and material to the original structure.
- B. Examples of materials that are not acceptable for patio covers and trellises include:

Plastic webbing, split bamboo, reed or straw-like materials, corrugated or ribbed materials of any type such as fiberglass or metal, cloth composition shingles.
- C. Structures must be stained or painted to match or be complementary with colors used for the residential dwelling. The structure must be consistent and complimentary with the existing architectural features of the existing dwelling.
- D. All such structures must (a) be open to the air on 3 sides, (b) not extend more than 10 feet into the rear yard, (c) not extend within 5 feet of a property line., (d) have a maximum height of 12 feet, and (e) comply with setback requirements and other requirements of the City of Santa Clarita.
- E. Sunbrella awnings over doorways and windows and shades must not exceed 50" extension and must cover the intended doors, window and shades. Retractable awnings are strictly prohibited.

Exterior Paint and Stains

1. Submittal Requirements

No residential dwelling, fence, wall or other structure shall be painted without the prior written approval of the DRC, provided, however, that the residential dwelling may be repainted without DRC approval so long as it is repainted the identical color which is was last painted.

2. Guidelines

- A. Pastel, bright and fluorescent colors are prohibited.
- B. Colors must be representative of the architectural style of the neighborhood and must blend well with existing paint colors.
- C. All decorative metal fencing must be painted to match the original color.

Dog Houses

1. Submittal Requirements

Dog houses and dog runs must be submitted to the DRC for approval.

2. Guidelines

- A. No structure may be erected, constructed or maintained, whether permanent or temporary, within any building restricted easement without proper approval from the City of Santa Clarita.
- B. Dog houses and dog runs shall not be visible from the street or common areas.

Gutters & Downspouts

1. Submittal Requirements

No gutters, downspouts or scuppers to control water shed from roofs shall be installed without prior approval of the DRC.

2. Guidelines

- A. Gutters and downspouts must be primed and painted to closely match the surface color of the residential dwelling.
- B. Run-off from gutters and downspouts must not drain onto the common area landscaping or another lot and must be directed toward the street or existing drainage devices.

Exterior Lighting

1. Submittal Requirements

Exterior landscape lighting need not be submitted for DRC approval provided that it conforms to the following guidelines.

2. Guidelines

- A. Exterior lighting is to be directed onto the applicant's property and shall be adjusted or screened to prevent light from falling onto adjacent properties.
- B. Open or uncovered floodlights or other uncovered lights are not permitted.
- C. Exterior lights must be housed in fixtures.
- D. Exterior landscape lighting must be low voltage. Higher voltage lighting will be considered by the DRC if it is not directed or if it is placed so that it does not create an annoyance to the neighbors as determined by the DRC, and is in conformance with all local codes or ordinances.

Room Additions

1. Submittal Requirements

All room or other home additions must be submitted to the DRC for approval. All additions must be approved and permitted by the City of Santa Clarita.

2. Guidelines

- A. Architectural style shall be compatible with the existing structure.
- B. Additional rooms shall be compatible in scale, materials, color and style with the existing structure.
- C. To the extent possible, the location of proposed additions shall not materially impair the view or sunlight of adjacent properties.
- D. Roofs must match the existing structure in pitch, scale, form and materials.
- E. No addition shall exceed the roof height of the existing structure except for chimneys or second story additions on a single story house.
- F. Windows, window groupings and doorways shall integrate with existing exterior openings.
- G. Excess debris shall be removed from the site or properly contained on a daily basis.
- H. Work shall be performed so as to minimize noise, dust and disruption of neighbors.
- I. No structure may be erected, constructed or maintained, whether permanent or temporary, within any lot without proper approval from the City of Santa Clarita.
- J. All construction activity must be performed in accordance with the Rules and Regulations, including but not limited to construction hours, parking and material storage.

Projections

No projections of any type shall be placed above the roof of any residential dwelling, except one or more chimneys and vent stacks as originally installed by the Developer or approved by the DRC.

Antenna

No person may install on the exterior of any Residence, on rooftops or balcony railings, or in a yard any antenna or over-the-air receiving device except for an "Authorized Antenna." An Authorized Antenna is (i) an antenna designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter or less in a diameter, or (ii) an antenna designed to receive video programming service, including multichannel multipoint distribution service, instructional television fixed service, and local multipoint distribution service, and is one meter or less in diameter or diagonal measurement, (iii) an antenna designed to receive television broadcast signals, or (iv) an antenna used to receive and transmit fixed wireless signals. An Authorized Antenna may be mounted on a mast to reach the height needed to receive an acceptable quality signal, subject to local governmental agency permitting requirements for safety purposes. The Committee may adopt reasonable restrictions on installation and use of an Authorized Antenna as part of its Design Guidelines in order to minimize visibility of the Authorized Antenna from other Lots. All Satellite installation must be approved by the sub-association DRC prior to installation.

Free Standing Structures

1. Submittal Requirements

- A. No free standing structures such as play equipment or swing sets are allowed.
- B. Sheds need to be submitted to DRC for approval along with manufacturer's literature and plan for landscape screening.

Skylights and Other Solar Energy Equipment

All rooftop structures (including, but not limited to, solar energy equipment, skylights, antennas, etc.) are not permitted without prior DRC approval. Solar heating systems shall be mounted directly on the roof and be of color, size and shape consistent with the roofline. Color should be as unobtrusive as possible. Solar panels are allowed within the plane of the roof only.

Retroactivity

None of the revised rules shall be retroactive to any completed home improvements.