

# The Highlands Community Association

## Consolidated Architectural Standards

Adopted by the Board of Directors  
on August 25, 2004 and amended on July 27, 2005  
and January 28, 2016

ARCHITECTURAL STANDARDS AND  
DECLARATION OF AMENDMENT TO  
DECLARATION OF COVENANTS,  
CONDITIONS AND RESTRICTIONS  
AND ARCHITECTURAL COMMITTEE  
DEVELOPMENT STANDARDS FOR THE  
HIGHLANDS COMMUNITY ASSOCIATION

This document, referred to as Architectural Standards, was adopted by the Board of Directors on August 25, 2004, and became a part of the governing documents for the Association which include the Articles of Incorporation, Bylaws, Declaration of Amendment to Declaration of Covenants, Conditions and Restrictions (12-29-81), and the Declaration of Covenants, Conditions and Restrictions ("CC&R's") that were adopted by the members and the Board of Directors when the Highlands Community Association was formed.

A draft of the Architectural Standards dated June 22, 2004 was published on the Community web site for review and comment on June 23, 2004. Notification of the availability of the draft was posted on the Community bulletin board and published in the July issue of the Association newsletter.

These Architectural Standards shall be used as a guide for the design of improvements and maintenance by all property owners of the Association.

Note: This publication of the Architectural Standards includes Amendment Number One, approved by the Board on July 27, 2005.

It is the property owner's responsibility to ensure that their architect and contractor adhere to the requirements of these Architectural Standards in the preparation of designs and construction.

These Architectural Standards shall be the basis for the review and approval by the Committee of all improvements and maintenance of any property within the Association, and for final approval of construction of the project by the Association Consulting Architect.

These Architectural Standards have been written to cover all building requirements and procedures for any lot or parcel in the Association.

The Architectural Standards include:

INTRODUCTION  
PROCEDURES  
STANDARDS  
APPLICATION FORMS  
EXHIBITS

This version of the Standards includes Amendment Number One, which was adopted by the Board on July 27, 2005, as well as Amendment Number Two, adopted on January 28, 2016.

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**HIGHLANDS COMMUNITY ASSOCIATION  
ARCHITECTURAL STANDARDS**

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## **SECTION ONE – INTRODUCTION**

### **A. GENERAL**

1. These Standards (Standards) refer to certain parties throughout the document. They are:
  - a. Highlands Community Association (Association);
  - b. Board of Directors (Board);
  - c. Architectural Committee (Committee);
  - d. Property Management Company;
  - e. Property Owner (Member).
2. The parties are defined in the Highlands Community Association Articles of Incorporation, Bylaws, Declaration of Amendment to Declaration of Covenants, Conditions and Restrictions (12/29/81), and Declaration of Covenants, Conditions and Restrictions ("CC&R's") adopted by the members and the Board of Directors of the Highlands Community Association.
3. These Standards contain building requirements and procedures that have been adopted by the Board and shall be used to regulate improvements in the Association.
4. These Standards, become part of the governing documents for the Association which include the Articles of Incorporation, Bylaws, Declaration of Amendment to Declaration of Covenants, Conditions and Restrictions (12/29/81), and the Declaration of Covenants, Conditions and Restrictions ("CC&R's") that were adopted by the members and the Board of the Association. If any provision contained herein is found to be in conflict with said CC&R's, the Board shall determine which provision shall prevail.
5. These Standards, with amendments, cancel and supersede the original Highland Community Association Architectural Committee Development Standards that consists of ten (10) pages and a cover page, and The Highlands Community Association Standards and Procedures adopted by the Board on July 24, 2002 that consist of 35 pages and a cover page.

### **B. PURPOSE**

1. One specific purpose of the Association is to preserve and architecturally control the residential lots within the Highlands Community. Of the general purposes, the Association is to examine and approve plans and specifications for dwellings, structures, improvements, alterations and additions. For these purposes the Committee has been established to maintain harmony of external design and location in relation to surrounding structures and topography.
2. The purpose of the Standards is to provide a framework of requirements and procedures that help to preserve the unique architectural characteristics of the residential lots within the Association by ensuring that all maintenance and improvements are aesthetically compatible and harmonious with the original architectural designs.
3. Submission to the Committee for its approval is required for modifications to the following:
  - a. All structures such as buildings, fences, pools, walls, trellis, and patio covers;
  - b. Modifications to, and/or replacement of, exterior elements of a residence, including painting and roof replacement;
  - c. Landscaping and hardscape.
4. The Standards contain the requirements for improvements and maintenance for any lot within the Association as mandated by the Board under the CC&R's. They shall be used to guide decision-making where the interpretation or meaning of intent regarding maintenance or improvement of lots is required.
5. All plans for additions or alterations to any structures, including patio covers and trellis structures, shall be prepared and signed by an architect licensed in California, and all landscape and hardscape alterations shall be prepared by a landscape architect licensed in California.

6. It is the property owner's responsibility to ensure that their architect and contractor adhere to the requirements of these standards in the preparation of designs and construction.
7. These Standards shall be the basis for the review and approval by the Committee of all improvements and maintenance of any property within the Association, and for approval of construction by the Association Architect.

**C. CHANGES**

1. These Standards may be modified and/or amended by the Committee, subject to approval of the Board and due notice to the members of the Association. Changes shall be available to all Members through the Property Management Company.

**D. NEW PROVISIONS**

1. An objective of these Standards is to implement the policy concerning views from a residence that is contained in the CC&R's. Exhibit F outlines landscaping maintenance policies.
2. An equally important objective of these Standards is to respect the rights of owners to improve their property while minimizing, to the extent practical, the impacts of such improvements on the privacy and views of their neighbors. Exhibit A outlines policies to aid the homeowner and the Committee in evaluating a proposed second story improvement in meeting these objectives.
3. Means for preserving the architectural characteristics of the existing homes in the Association have been defined. Exhibit D will assist a Member's architect in creating compatible design concepts and aide the Committee's evaluation of proposed improvements during design review.
4. All improvements to a residence that involve modifications to its exterior dimensions must submit a concept plan for review by the Committee. Proposed improvements that comply with Exhibit A will be deemed considerate of their neighbors.
5. If a proposal is deemed, at the sole discretion of the Committee, to unduly impact one or more neighbor's property, the Committee may require the Member to meet with said parties in a neighborhood forum where alternative measures may be explored in an effort to mitigate the impacts. The member shall obtain an acknowledgment from all impacted parties that they have reviewed the concept plans, understand its impacts on their property, and have had an opportunity to comment on them. Proposed improvements, which are subject to the process described above, may require an extended time period to complete the Concept Review.
6. If a member's proposed improvement involves modifications to the party wall, he must provide the Committee with a statement from his adjoining neighbor that he understands and approves the modifications to the wall.

**E. RESPONSIBILITIES**

1. It is the Member's responsibility to ensure that their architect and contractor adhere to these Standards in the preparation of designs and construction.
2. Committee approval of plans for modification or alteration of a party wall does not constitute acceptance of any technical or engineering specifications and the Association and the Committee assume no responsibility for such. Building permits may be required for certain improvements from the City of Irvine. The Committee is not responsible for reviewing, nor shall its approval of any plan or design be deemed approval of any plan or design from the standpoint of structural, safety or conformance with building or other codes. All technical and engineering matters are the responsibility of the lot owners.
3. All property owners in the Highlands shall be responsible for and shall assume all financial risk of correcting any non-approved changes to the exterior of their home or ancillary structures, hardscape or landscape, including all improvements mentioned in these Standards.
4. Any project being proposed by a member must meet both city of Irvine Building Code requirements and the Standards of the Association. It is the responsibility of the Member to obtain approval from the Association in addition to the approval obtained from the city of Irvine.

5. While the city of Irvine Building Codes set forth minimum building code and zoning requirements for construction of any structure, the Standards reflect the more stringent zoning requirements that were part of the original Planning Commission approval for the Community.
6. The Association is mandated by the city of Irvine to ensure that all development within the Highlands Association continues to comply with the original zoning standards and requirements of the Planned Development, and all improvements must comply with the minimum requirements of the Planned Development Standards.

**F. AUTHORITY OF THE COMMITTEE**

1. The Committee shall have the right and the obligation, within the limitations set forth in the CC&R's, to enforce the requirements of the Standards to control the character of buildings and landscaping, as set forth in the Standards.
2. The Committee shall perform their evaluations of all proposed maintenance and improvements in accordance with the requirements of the Standards.
3. The Committee shall be the decision making body regarding the evaluation of proposals for maintenance and improvements, including approval or disapproval, with written comments to support their decisions.

## **SECTION TWO – PROCEDURES**

### **A. GENERAL**

1. The Standards establish procedures that are to be followed by all Members. There are three (3) types of procedures that are available to a Member, each tailored to the scope of the improvements proposed. A general description is provided below with a more detailed explanation following.
2. A Declaration of Compliance may be used for projects with limited scopes such as painting, replacing windows and doors in an existing opening with the same size and shape windows, and replacement of roofs, garage doors and driveways.
3. A Minor Review is utilized for all modifications that do not change the exterior dimensions of a Residence.
4. A Major Review is utilized for all projects that change the appearance or exterior dimensions of a Residence.

### **B. DECLARATION OF COMPLIANCE**

1. A homeowner wishing to repaint his residence, replace the roof, or replace doors, windows and similar elements within an existing opening, may use these forms which stipulates that the owner has examined the Standards, is familiar with the provisions related to the intended actions, and promises to abide by them.

### **C. MINOR REVIEW**

1. The Committee will determine whether a project qualifies for Minor Review based upon the following criteria:
  - a. No new square footage is proposed;
  - b. No exterior changes are proposed, except as described in paragraph B, above;
  - c. The scope of work is site improvements, which do not alter the original grade by more than eighteen inches (18") nor include a structure of any nature that is higher than five feet (5') above the original grade, or is internal to the residence and not visible from the exterior.
2. All Minor Review applications shall be submitted to the Property Management Company office in accordance with paragraph E. "SUBMITTAL REQUIREMENTS".

### **D. MAJOR REVIEW**

1. Major Review is for all projects that do not meet the description of limited-scope projects defined under a Declaration of Compliance or a Minor Review. Projects that qualify for Major Review include any project that adds, changes or modifies the exterior of the structure on a lot. A Major Review consists of two phases: a Concept Review and a Final Review.
2. Concept Review is intended to occur early in the design process while the project is in its formative stages. Concept review is intended to save the Member and their designer from making significant design changes later in the process. In addition, it provides an opportunity for the Member's adjoining and adjacent neighbors to become fully informed about the proposed change and to comment about concerns they might have to the Architectural Review Committee.
  - a. The Member shall submit either:
    - 1) An acknowledgment statement by the Member's adjoining neighbor that the proposed change does not require any modifications to the party wall or any other portion of the adjoining neighbor's property;
    - 2) An approval by the Member's adjoining neighbor of the modifications to the adjoining neighbor's property and/or changes to the party wall, if applicable, which are required by the Member's proposed change. The adjoining neighbor's approval does not apply in any manner to the Member's proposed changes themselves.



- b. In addition, the Member shall submit an acknowledgement from each of his adjacent neighbors that they have been informed and understand the nature of the proposed change. Adjacent neighbors shall have 14 days from the date of their signature to submit any comments they may wish to have considered by the Architectural Review Committee.
  - c. The Committee may request a meeting between the Member, his Architect, and potentially affected neighbors about the impacts of the proposal on the neighborhood. Such a meeting shall be open to all interested parties.
  - d. All applications for Concept Review shall include:
    - 1) A complete Application for Modification to Residence, including acknowledgement statements from his adjoining and adjacent neighbors;
    - 2) An application fee of \$150.00;
    - 3) Five (5) sets of drawings, sketches and other supporting materials to fully communicate the design concepts and impacts on neighboring properties. At a minimum, the materials should include a site and roof plans at a scale of 1"= 8', and floor plans, exterior elevations, and complete party wall modifications (if any) at a scale of 1"= 4'.
  - e. As a guide to the Member and as a means to evaluate the improvements proposed, criteria has been formulated to help in the determination of whether a second story addition adversely impacts its neighbors. Exhibit A outlines an evaluation process that ranks second story additions based on compliance with architectural massing concepts, proximity of wall surfaces to an adjacent neighbor's home, roof forms, and extent of fenestration. Proposals that score less than 300 points are deemed to not adversely impact adjacent neighbors, while proposals that score between 300 and 500 points may adversely impact its neighbors. Scores over 500 points are deemed to impact adjacent neighbors and should be reconsidered.
3. Final Review occurs when the Member's plans are complete and ready for submission to the Building department. The plans submitted for Final Review should be consistent in content and reflect the design concept and elements from the Concept Review. These plans will be deemed the final design of the project, on which construction must conform. All applications for Final Review must include the following:
- a. A copy of the original Application for Modification to a Residence;
  - b. Five (5) sets of Construction Drawings & Specifications, which shall include all information required for a building permit. In addition, the Member shall submit an updated acknowledgment or approval of modifications statement (if applicable) from his adjoining neighbor and acknowledgment statements from each of his adjacent neighbors;
  - c. Exterior colors and materials. Submit samples;
  - d. Landscape plans and specifications. Plans must show placement of landscape and hardscape materials including fences, trellises, walls, pools, patios and decks. Indicate the botanical names of the large trees and shrubs, and the common names of all plants. All landscaping must be complete within ninety (90) days following final structural inspection by the Association;
  - e. Erosion control plans to maintain property during construction and to prevent soil or debris from falling on adjacent property or streets.
4. Upon approval, they will be so marked with one set each retained by the Property Management Company, the Committee, and one set returned to the Member.
5. The Member's set of final Construction Drawings approved by the Association must remain on the job at all times.
- a. It is the Member's responsibility to inform their general contractor of the requirements of the plans.
  - b. All Final Architectural Review applications shall be submitted to the Highlands Property Management Company office in accordance with Paragraph E.

**E. SUBMITTAL REQUIREMENTS**

1. All applications for Concept Review, and/or Final Review shall be submitted to the Property Management Company. The Property Management Company will review the application for completeness, and will forward applications that are complete to the Committee. The Property Management Company's determination that an application is complete will establish the effective starting date of the Review Period. Incomplete applications shall be returned to the applicant for resubmission.
2. The Application Fee established by the Board of \$150.00 shall be made payable to the Property Management Company and shall accompany the Concept Review applications. The application will be deemed incomplete without payment of this fee.
  - a. This fee may be used to pay the Association's Consulting Architect, licensed by the state of California and in good standing, for his/her review of the application and to make recommendations to the Committee.
  - b. This fee is paid one time and shall be applied to the review of all submittals through Final Architectural Review, as long as each subsequent submittal is in substantial design conformance with the previous submittal and the design being reviewed does not substantially change in scope.
  - c. The Member can expect to pay a duplicate fee if the scope of the design changes from one submittal to the next.
3. Plans Required for Final Review
  - a. Drawings must contain sufficient detail to show the general design intent, scale, and massing, and relationship to existing structures, adjacent and ancillary structures and the lot.
  - b. Size of sheets: 24"x 36".
  - c. Plot Plan: (Appropriate scale)
    - 1) North arrow, scale, lot and tract number - required.
    - 2) Lot area, building coverage area and percentage of lot covered.
    - 3) Member name, address, and telephone number.
    - 4) Existing and proposed structures, with roof plan.
    - 5) Property lines and dimensions.
    - 6) Building setbacks of first and second floor improvements.
    - 7) Location of structures on adjoining lot - to determine the relationship of the proposal with existing conditions.
    - 8) Disposal pattern of water drainage to the street.
    - 9) Location of service yard - if any.
    - 10) Pool, pool equipment, mechanical equipment, fence and wall locations and top of wall elevations.
  - d. Roof Plan: (1/8" scale)
    - 1) Roof pitch.
    - 2) Drainage pattern.
    - 3) Complete roof plan, including skylights.
  - e. Floor Plan: (1/4" scale)
    - 1) Square footage area for each floor; existing and new.
    - 2) New construction in relation to existing structure and adjoining house.

- f. Exterior Elevations: (1/4" scale)
  - 1) All exterior elevations with natural grade, finish grade, and building height limit line (envelope).
  - 2) Relationship of the adjoining house with any changes to the party wall clearly and completely illustrated.
  - 3) Description and color(s) of materials to be used.
  - 4) Size and installation configuration of trim.
- g. Landscape Plans: (Appropriate scale)
  - 1) Planting plan with plant materials, location and size.
  - 2) Irrigation plans.
  - 3) Drainage plans.
- h. Other Information
  - 1) Letter listing any building code variances.
  - 2) Photographs, renderings or model, which will help communicate the project design.
- 4. The Committee will review the application and the comments by the Association Consulting Architect, if applicable, and shall approve or disapprove of the project based upon the application's conformance with the CC&R's and these Standards.
- 5. The Committee's approval or disapproval shall set forth the findings, and any conditions required as prerequisite to approval.
- 6. All approvals or disapproval's will be issued in writing.
- 7. The Review Period is established by Declaration Of Amendment To Declaration Of Covenant, Conditions And Restrictions For the Highlands Community Association, and recorded by the County of Orange on December 29, 1981, amends Article V, Section 2 (d), establishes the following:
  - a. In the event the Committee fails to approve or disapprove such plans and specifications within forty-five (45) days after the same have been submitted in accordance with any rules regarding such submission" such plans and specifications will be deemed approved;
  - b. Exceptions to the forty-five (45) day Review Period include improvements subject to a Comprehensive Concept Review, the processing of Appeals and Requests for Variances.
- 8. Time Limits. The following time limits shall apply for any approval granted by the Association. If construction does not commence within the time intervals noted, the Applicant shall re- submit his application for re-approval under the then, current Standards.
  - a. Declaration of Compliance: 90 days.
  - b. Minor Review: 180 days.
  - c. Major Review: 360 days.

## **F. APPEAL PROCEDURE**

1. Any application that has received final disapproval by the Committee may be appealed to the Board by the Applicant. All requests for Appeal shall be made in writing, and may be in any format to present the Applicant's reasons for appeal.
2. The Management Company shall receive all requests for Appeal not more than thirty (30) days following the decision of final disapproval by the Committee. Upon receipt, the Board will request the Committee to review the Appeal and make written recommendations to the Board.
3. Within a period not to exceed forty-five (45) days following receipt of the request for appeal, the Board shall hold a hearing for the Applicant to present the merits of their application. In the event the Committee or the Board believe adjacent property owners might be affected by the Applicant's project, all documents submitted by an Applicant shall be made available for review by all members of the Association from the time the Appeal is filed. During the Appeal period, the documents shall be retained at the Property Management Company's business office and shall be available for inspection during regular business hours, by appointment.
4. With written notification to the Applicant, the hearing may be deferred an additional period, not to exceed thirty (30) days, for the exclusive purpose of the Applicant or the Board to obtain additional materials and information and/or for the opportunity to review the application with adjacent property owners. The decision of the Board shall be made at the next regular monthly meeting after the hearing. The decision of the Board shall be in writing and incorporated into the Minutes.
5. If the decision affirms the recommendation of the Committee, such decision may so state without further elaboration. If the decision is different from the recommendation, the particular findings, reasons and conditions shall be set forth in the Minutes.

## **G. VARIANCE PROCEDURE**

1. The Board and Committee would prefer that all applications for maintenance or improvements of the residential lots within the Association conform to the Standards. Variances, however, may be warranted in unique and special circumstances.
2. Who may apply: The Applicant, Committee and the Association's Consultant Architect may apply for a variance.
3. When to apply for a Variance: During the review period of the Applicant's drawings, the Applicant, Committee or the Association's Architect can request a Variance if they believe that a special circumstance exists, as described below. Completion of the Request For Variance form is required.
4. If the Applicant files for a Variance, the Applicant must complete and submit the Request For Variance Notice of Requested Variance form with their request.
5. Conditions for granting a Variance: A Variance will be evaluated on its merits with regards to aesthetic compatibility and harmony with the original architectural designs, as well as the unique location of the project as described below.
6. A Variance that is approved by the Board shall attempt to balance the intent to preserve the unique architectural characteristics of the residential lots within the Association, with the rights of each property owner to improve their property within the parameters set forth in the Standards.
  - a. Hardship: When in the judgment of the Committee, enforcement of a restriction in the Standards would cause an unusual hardship to the Applicant.
  - b. Special Circumstances: A Variance may be granted based on the project's unique location (terrain, topography and contour), natural obstructions (excludes natural or installed plant materials), or orientation of the lot involved. This would include consideration by the Committee of the view impact of the proposed improvement from any public way or from a lot within the Community, and includes the following:
    - 1) The Applicant's property is on the outer back perimeter of the Highlands or inset against a hillside, so that the proposed improvement will not impinge on the view from any other residential lots in Highlands;

- 2) The improvement is not within view from any adjacent property or public way within the Highlands, nor visible from any public way outside the Highlands;
  - 3) Natural obstructions (excluding natural or installed plant materials), aesthetic or environmental consideration, size or character of the design proposal, consideration for adjacent properties, and the view orientation of the lot involved as compared with the neighboring properties.
- c. Not Addressed: Although these Standards provide requirements and procedures for any lot in the Association, the Committee cannot warrant that all circumstances are covered by these Standards.
- d. Authority for granting a Variance: The Committee shall have the authority to recommend and the Board shall have the authority to approve a Variance. Such approval may include mitigating measures or materials not otherwise required or allowed by the contents of the Standards. Existing non-conforming structures or uses shall not be grounds for the granting a Variance.
- e. Application process and timing: Applicants, the Committee or the Association Architect can complete the Request For Variance form.
- 1) The Board will publish a written notice, including the completed Request For Variance form in the next Association Newsletter. This notice will be published when the Request For Variance is completed.
  - 2) All interested property owners will have an opportunity to review the plans and the Request for Variance by appointment at the Association's Property Management Company's office.
  - 3) Written comments from interested parties will be accepted by the Association's Property Management Company, and will be reviewed and considered by the Committee and the Board in their deliberation of the merits of the Request.
  - 4) This will be the only opportunity for interested parties to protest or support said variance. Input from interested parties does not create an obligation on the Board's final decision.
  - 5) Upon receipt of a properly completed Request and comments from interested parties, the Committee will evaluate the merits of the Request, and will make a recommendation to the Board.
- f. Review process and timing:
- 1) A Variance may only be granted after the Committee has recommended acceptance of the variance by a minimum 2/3 vote of the Committee, and the Board has approved the variance by a minimum 2/3 vote of the full Board.
  - 2) The Board at its next regular meeting may deny or approve a variance, impose different and/or additional conditions to the granting, or grant a variance not recommended by the Committee, provided that a variance is approved by a 2/3 vote of the full Board.
  - 3) The Board is the only entity that can grant a variance.
  - 4) No waiver: The granting of a variance shall not operate to waive any of the provisions of the CC&R's or Standards, or any amendment thereto, or any of the subsequent Standards of the Committee, except as to the particular property and provision covered by the variance.
  - 5) No violation: No violation of the CC&R's, By- Laws or Standards shall be deemed to have occurred with respect to a variance that has been granted pursuant to the provisions of this section.

## **H. CONSTRUCTION REQUIREMENTS**

1. Scope: All contractors and subcontractors, their employees and agents performing work in the Highlands are subject to the following controls. The Construction Requirements are designed to minimize as much as possible inconvenience and hazard to the residents of the Highlands and their guests. Construction personnel are expected to comply with all Construction Requirements and to cooperate with Association representatives in this effort.
2. Authorization for construction: No exterior construction, installation, painting or landscape work may be commenced before the Association has granted final approval for such work and all fees required by the Association have been paid.
3. Duration of construction: Construction of a minor remodel or addition must be completed within six (6) months. Construction of a major remodel or a new residence must be completed within eighteen (18) months. Extensions: Requests for extension of construction time will be reviewed upon receipt in writing a minimum of four (4) weeks prior to the original completion date.
4. Conformance with approved plans: It is the responsibility of the Member to ensure that all construction conforms to the approved plans. Construction shall be reviewed by the Committee or Association Consulting Architect to ensure conformance with the aesthetic and visual requirements of the Association-approved construction plans.
5. Deviations from approved plans: Deviations from the Association-approved plans must be submitted to the Committee for approval prior to being constructed.
6. Hours of work: Construction work is permitted between the hours of 7:30 A.M. and 6:00 P.M. Monday through Friday. Construction work is not permitted in the Highlands on Saturdays, Sundays or on holidays, unless requested in writing and approved by the Committee.
7. Community access: The Association pool area and rest rooms are not to be used by construction personnel without the express written permission of the Association.
8. Parking: Contractor vehicles and equipment trailers shall make all attempts to park in front of the subject property whenever possible. Contractor vehicles and equipment trailers shall not impinge on the ability for normal service vehicles to perform their duties, such as, street sweeping, trash collection and Association landscape maintenance. Contractor vehicles and equipment trailers shall not park in the Highlands overnight or at any time other than during approved hours of work.
9. Site maintenance and housekeeping: The project site shall be maintained in a clean, orderly and safe condition at all times during construction. Construction materials shall be stored on the site and not on public streets, except and unless such short-term storage has the prior authorization of the Association or the city of Irvine. Any and all debris generated by the work must be removed from public streets and/or common area on a daily basis and in a safe and approved manner.
10. Waste disposal: Any dumpster at a project site shall be maintained in a safe and orderly manner by the Member. The homeowner shall be responsible for all security and safety provisions for the dumpster and its contents while the dumpster is within the Highlands.

## **I. ENFORCEMENT PROCEDURES**

1. Failure to comply with any of the requirements and procedures set forth in the CC&R's and these Standards may result in implementation of any one or more of the following enforcement actions.
2. Notice to the Member and/or contractor of failure to comply.
3. Placement of a "Stop Order" to halt all work pending resolution of a violation.
4. Imposition of fines and/or penalties.
5. Institution of court actions, including but not limited to:
  - a. Action for injunction to restrain and/or remedy a violation;
  - b. Action to recover damages for breach of contract for a violation;
  - c. Action for declaratory relief.

## **SECTION 3 - STANDARDS**

### **A. GENERAL**

1. Design Standards apply to all applications submitted for design approval. They are required in addition to all applicable government codes and standards. When found to be in conflict, the more stringent requirements shall apply.

### **B. COMPATIBILITY**

1. All applications will be checked aesthetically and functionally to insure compatibility and consideration for adjacent property and community interests.
2. The Committee shall have the authority to interpret compatibility of design and its potential impact on adjacent properties and the community at large.
3. In the case of a remodel or addition, the compatibility between the new and existing portions of the residence will also be examined.

### **C. USE**

1. Improvements to each lot are restricted to one private single-family residence and garage for two or more automobiles.
2. No temporary structures of any kind shall be permitted.
3. Temporary structures and other non-conforming uses covered by the CC&R's, ARTICLE XI, USE RESTRICTIONS, shall not be approved.

### **D. SITE DEVELOPMENT STANDARDS**

1. Lot Coverage
  - a. As a general policy guideline, a structure shall not exceed fifty percent (50%) coverage of the buildable portion of the lot or parcel upon which it is built. Lot coverage shall be calculated as the total area of the roof less overhang, including all anchored decks.
  - b. Cantilevered portions of decks, patios and decks at grade, and swimming pools shall be excluded from lot coverage calculation.
2. Number of Stories
  - a. No structure shall exceed two stories in height.
  - b. A "story" is that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the floor level directly above an unused under-floor space is more than six feet (6') above natural grade for more than fifty percent (50%) of the total perimeter, or is more than twelve feet (12') above natural grade at any point, such cellar or unused under-floor space shall be considered a "story". If an under-floor space does not constitute a "story" under the above definition, but gives the appearance from the exterior of the structure of a full story, the Board may consider such space a "story".
3. Building Height
  - a. In no instance shall the maximum allowable building height be greater than that allowed by the applicable city of Irvine, Planning and Zoning Regulations and by the applicable edition of the Building Code.
  - b. "Building height" is the distance measured vertically between the grade at any point within five feet (5') of the structure and the highest point of the structure directly above said point. In the discretion of the Committee, chimneys may be excluded in such measurement; and height and/or mass of chimney may be reduced to the minimum allowed by code.

- c. "Grade" is the surface of the ground that excludes raised planting beds, Member installed paving or decks or platforms at grade level. If such elements preclude measurement of the structure from grade within five feet (5') of the structure, the Committee shall have the sole discretion to determine the closest point to the structure that will qualify as grade.
  - d. Accessory structures shall have a maximum height of twelve feet (12') except for sheds which shall have a maximum height of five feet (5') and doll houses which shall have a maximum height of eight feet (8').
4. Setbacks
- a. All portions of any habitable structure on a lot shall be set back a minimum of ten feet (10') from any adjacent property line, except for those portions which are an extension of the common (party) wall between units which shall be set back either zero feet (0') or not less than five feet (5') from the common wall property line.
  - b. All Accessory structures except sheds shall be set back a minimum of three feet (3') from side and rear property lines. Sheds shall be set back either zero feet (0') or three feet (3') from the side property line and three feet (3') from the rear property line.
  - c. Setbacks for visible portions of structures that are deemed, in the sole discretion of the Committee, to be part of a second floor improvement shall not be any closer than twenty feet (20') to the back of sidewalk of the subject property.
5. Easements
- a. All lots shall maintain an unrecorded easement of five feet (5') inside all property lines for utility purposes.
6. Garage
- a. Garages shall have a minimum depth of twenty feet (20'); a minimum width of ten feet (10') per vehicle; and a minimum eight-foot (8') door per vehicle.
  - b. Garages shall be for the primary use of parking vehicles.
7. Exterior Mechanical Equipment
- a. All exterior mechanical equipment, including but not limited to pool and jacuzzi equipment and air conditioning compressors, shall be adequately screened and soundproofed from adjacent properties.
  - b. Mechanical equipment shall not be located in the five-foot (5') easement.
8. Service Yard and Trash Containers
- a. Fenced service yards are required for the purpose of properly screening outside showers and service equipment from neighboring houses and from any public way.
  - b. Trash containers: All trash containers must be completely screened from view from any public way or from an adjacent residential lot within the Highlands.
9. Fences, Walls and Hedges
- a. The Committee shall concern itself with the preservation of views and architectural harmony when considering the height and location of walls and fences.
  - b. Fences or walls exceeding five feet (5') in height shall not be permitted except as provided as part of the original building plan.
  - c. Existing Association maintained fencing and walls shall not be modified by alteration, additions or color without the express written approval from the Committee.
  - d. Ornamental lawn, fences, hedges or landscape architectural features shall be reviewed and checked by the Committee or Landscape Committee for aesthetic and function to insure compatibility and consideration for adjacent property and community interests. The Committee shall have the authority to interpret compatibility of design and its potential impact on adjacent properties and the community at large.
  - e. Lattice-work, screen hedge or a thick growth of shrubs or trees with a height no greater than twelve feet (12') may be installed, erected, planted or maintained within the side and rear yards, provided such obstructions do not project into adjacent properties, public or private.
10. Accessory Structures
- a. Permitted Accessory Structures shall include only the following:



- 1) Trellises consisting of post and beam construction situated on a concrete slab or foundation with a minimum of fifty percent (50%) of the trellis area open for the penetration of light and air;
  - 2) Gazebos consisting of walls that are a minimum of fifty percent (50%) open and a roof that is either open or solid constructed on a concrete slab or footing;
  - 3) Play Structures consisting of slides, swings, monkey bars, and combinations of same;
  - 4) Sheds consisting of solid walls and roof constructed on a concrete slab or foundation;
  - 5) Doll houses that resemble a residence in appearance consisting of solid walls and roof constructed on a concrete slab or foundation;
  - 6) Sun decks not attached to the primary residence.
- b. Acceptable materials
- 1) Structural materials including any overhead portions shall be of wood construction only, with the exception of vertical support members which may be of metal, but must be completely encased by wood or approved masonry material.
  - 2) Roofing materials and top coverings (except for sun decks) shall match the roof material of the residence.
- c. Unacceptable materials
- 1) Metal structures including metal awnings.
  - 2) Crushed rock, asphalt shingles, built up roofing (except for sun decks).
  - 3) Plastic or fiberglass, flat or corrugated.
  - 4) Plastic sheeting or canvas, except that canvas is permitted for an umbrella.
11. Mailboxes
- a. Mailboxes, posts and cross-supports shall remain consistent with the original provided by the developer and shall be subject to approval.
  - b. A homeowner may install one of the following mailboxes, subject to the conditions stipulated.
    - 1) Alternative A: Match original mailbox furnished by the developer with post and cross supports as noted.
    - 2) Alternative B: as described on Exhibit G.
    - 3) Both mailboxes sharing a pole must be of the same type and installed at the same time.
    - 4) The location must remain the same.
12. Non-conforming
- a. A non-conforming structure that is damaged or destroyed by means other than the intentional act of the Member may be reconstructed in accordance with its pre-existing height and dimensions so long as no additional non-conforming portions are erected and the proposed structure meets the requirements of the Standards.
  - b. If an owner of a non-conforming structure elects to remove or remodel said structure, such owner shall comply with all the then-current building restrictions and Standards in the same manner as for any other project.

## **E. LANDSCAPE STANDARDS**

1. **Landscape Design:** It is required that landscape plans be prepared by a Landscape Architect Registered by the State of California when changes to hardscape, large trees, hedges and shrubs, or drainage are included in the application. Knowledgeable selection and proper location of the correct species of trees will enhance the property yet will not result in continuous maintenance to abate view obstructions, or intrusive root growth. Knowledgeable design of surface and sub-surface drainage systems will result in proper site drainage.
2. **Impairment of views:** View impairment shall mean impact to a member's view when all the facts and circumstances of the surrounding environment and their impact on views from a member's lot are considered.

The Committee, Landscape Committee and the Board shall have continuing jurisdiction to control the height and density of all large trees, shrubs and hedges within the Community in order to prevent the unreasonable impairment of views of other Members, and to prevent surface or subsurface intrusion of landscape materials onto adjacent properties, whether public or private. The preservation of views from neighboring Members' residences is dependent on the proper maintenance of height and thickness of all trees, shrubs and hedges. See Exhibit F.

- a. Careful consideration must be given to the selection of trees that could minimize any view blockage from other properties as the trees mature. No tree or shrub that would block a neighbor's view should be permitted to extend above the roofline of the member's residence.
- b. No trees, bushes, shrubs or other plants that would exceed the height of the dwelling structure on any lot shall be planted until the plans and specifications for the placement of any such plant material is approved. Trees located within City of Irvine property and within the Association's maintained property are exempt from this policy.
- c. Approval of said plant material may be withheld if, in the reasonable opinion of the Committee, such plant material would impede the view of any lot.
- d. The Committee, Landscape Committee, or Board may, from time to time, send written notice to any Member requiring said Member to trim, top, cut and/or remove any landscaping on his property at the expense of said Member, in order to prevent an unreasonable view impairment or intrusion onto other Members within the Highlands.
- e. The Committee shall utilize paragraph 2f, below, in making an evaluation of a potential impairment of a Member's view, and in determining the nature of remedial action to take if it finds a Member's view has been unreasonably diminished.
- f. **Procedure to Correct View Impairment**
  - 1) Members should first contact their neighbor and attempt to resolve any view-impairment issue. However, if this fails, the Member who believes their view is being impaired (complainant) should contact the Property Management ("Management") with a written description of their complaint.
  - 2) Management will then contact the Committee and assign a Committee member(s) to visit the property and make a determination as to whether a Member's view is being impaired.
  - 3) In some cases, the Committee may decide there is no impairment and, in such cases, will instruct Management to send a formal notification to the complainant announcing its decision.
  - 4) In other situations, the Committee may determine that a view impairment does exist and will instruct Management to send a formal notification to the "offending" Member directing them to complete the needed maintenance within 30 days.
  - 5) If the impairment is not corrected within 30 days, Management will send a second formal notification to the "offending" Member stating that failure to comply within the next 30 days may result in fines, a lien placed on the property, non-judicial foreclosure, and/or other enforcement actions.

- g. Resolution
  - 1) When a Member disagrees with the Committee's evaluation, they have a "right to a hearing" before the Board. Either Member (complainant or offending) can make a written request to Management for a "Right to Hearing."
  - 2) In this event, the Board will instruct the Committee to revisit the property, re-evaluate the alleged impairment, and report their findings to the Board.
  - 3) The Board will (1) evaluate the Committee's findings, (2) determine if a view impairment exists, and (3) if view impairment is found, the Board will determine what corrective actions are required to bring the property into compliance. Both complainant and "offending" Member will be notified of the Board's decision.
  - 4) In accordance with the CC&Rs, Article VII, Section 3(c), the decision of the Board is final.
- 3. Changes to Hardscape
  - a. Hardscape shall be defined as any hard building material such as but not limited to concrete, brick, stone, rock, gravel, and wood, stucco, synthetic material etc., used outside the house and within the perimeter of an existing lot. These materials will be used but are not limited to the construction of driveways, walkways, posts, walls, built-in barbecues, etc. Any changes to the hardscape of the front, side or backyard of any home shall require a Request for Approval of Architectural Change be submitted for approval prior to the commencement of work.
  - b. Paved Areas: All exterior paved areas that are visible from any public way within the Highlands or from a residential lot within the Highlands, including from second floor windows of adjacent lots, shall be of the following and subject to approval.
    - 1) Masonry units - brick, stone, tile, etc.
    - 2) Textured concrete.
    - 3) Exposed-aggregate concrete.
    - 4) Colored concrete and interlocking pavers are not encouraged, and are subject to approval.
- 4. Changes to the Softscape: Landscape shall be defined as the "Softscape". The Member is not required to submit plans for Softscape, except where trees and large shrubs are being planted.
- 5. Pools, Spas and Hot Tubs: Accessory Equipment shall be screened from the view of any residential lot and from any public way within the Highlands, with fence or wall material.
  - a. Equipment shall be located or sound attenuated in such a manner so as not to disturb the occupants of other lots.
  - b. Heaters shall be stackless or low profile in configuration.
  - c. Solar heating systems shall be subject to Committee review and approved as to location and exposure to the view from any residential lot or public way.
- 6. Recreational
  - a. The Committee shall consider the preservation of view and the maintenance of privacy to any lot when reviewing proposed outside recreational activity area. Such review shall include noise and light intrusion.
  - b. Sports Equipment including portable basketball hoops shall be placed within the perimeter of the Member's property. Placement of portable sports equipment on sidewalks or streets is not permitted in the Highlands.
- 7. Exterior Lighting
  - a. Exterior lighting shall be directed only towards the structures and landscaping on the Member's property, with care being taken to prevent glare or annoyance to adjacent or other properties.
  - b. Decorative landscape lighting will be checked to insure compatibility with adjacent property and community interests.

8. Drainage
  - a. All residences must have adequate roof and site drainage.
  - b. Run-off from slope banks behind individual properties must be contained and controlled within said property, and shall not be allowed to be diverted or flow onto adjacent properties, or be allowed to seep underground across property lines.
  - c. Site drainage shall flow to the street.
  - d. Underground conduit must go through the curb.

9. Synthetic Turf Products

- a. Front Yards, Side Yards and Rear Yards
  - 1) Pre-approved synthetic turf products. Homeowners shall submit an application indicating one of the following products:

Description	Part ID	Face Wt.	Pile Ht.	Features
SYNLawn 958	SL958	90 oz.	2.5"	Pets, Kids
SYNFescue 354	SF354	78 oz.	2"	Pets, Kids, Heat Blocking, Soy Backing

- 2) Non-pre-approved synthetic turf products. Homeowners shall submit an application for non-pre-approved synthetic turf products for front yards. Only synthetic turf products with all of the following appearance qualities will be evaluated. The Architectural Committee will evaluate applications for conformance with all of the following qualities:
  - a) Visually mimic real fescue bluegrass;
  - b) Have multi-height blades, no less than 1 ½ inches to a maximum of 2 inches;
  - c) Have tan blades added to the thatch layer;
  - d) Have a minimum face weight of 70 oz;
  - e) Indoor or outdoor carpet-type synthetic turf material is not allowed.
- b. Application Requirements
  - 1) Complete and submit the application entitled “SYNTHETIC TURF APPLICATION & AGREEMENT.”
  - 2) If one of the Association-approved synthetic turfs is used, no sample or product information is required.
  - 3) If the applicant wishes to apply to install a synthetic turf that is not preapproved, the applicant shall provide all the information under Non-Preapproved Synthetic Turf Products.
  - 4) Return completed Application and Agreements to the Community Association Manager.
  - 5) Synthetic Turf Application and Agreements without all required information will be returned to the Homeowner.
- c. Installation, maintenance and replacement requirements
  - 1) No synthetic turf shall be installed immediately adjacent to (abutting) regular turf on the same or adjoining property, including Association and City property.
  - 2) A minimum separation of forty-eight (48) inches is required between synthetic turf and regular turf on the same or adjoining property, including Association and City property.
  - 3) Installation of substrate and approved synthetic turf shall be per manufacturer’s best practices.
  - 4) Installation shall result in the tips of the turf blades pointing toward the street.
  - 5) Installation shall occur during Association-approved days and hours, per Standards.
  - 6) Drainage shall comply with Standards, Section Three, paragraph E.9. – Drainage.

- 7) Maintenance shall be per manufacturer's recommended intervals and shall include:
  - a) Hosing, cleaning, and brushing, and removal of surface debris including pet hair, excrement, trash and weeds;
  - b) Removal of bacteria, microbes, algae, mold, and fungus; deodorizing and disinfecting, especially where pets are allowed access;
  - c) Filtering contaminants from existing infill, infill replacement and leveling.
- 8) Replacement of the entire synthetic turf area will be required when, in the opinion of the Association, the synthetic turf loses its ability to hold itself in a natural, upright appearance, and/or the color fades or changes, regardless of the length of time the synthetic turf has been in service and/or the maintenance practices implemented by the Homeowner.

## **F. BUILDING MATERIAL AND COLOR STANDARDS**

### **1. Materials**

- a. Materials shall be approved by the Committee prior to application and/or installation.
- b. Exterior cover of the building walls shall be:
  - 1) Cedar wood siding and shingles;
  - 2) Brick (maximum 4" high);
  - 3) Combinations of a & b;
  - 4) Wood members shall be painted per Painting and Colors, below.
  - 5) Shingle and wood siding may not be left to weather.
  - 6) Exterior materials used on the building walls shall be continuous and consistent on all elevations of a residence in order to achieve a uniform and complete architectural design statement.
- c. Window and Door Openings All openings within wall surfaces shall be treated with trim surrounds on all sides, to match size and installation configuration of the original structure.
- d. Fascia. Fascias shall be wood. Fascias shall be same size and detail as the fascia on the original structure.
- e. Gutters and Downspouts Design all gutters as a continuous architectural design feature. Exposed gutters used as an architectural feature shall be colored to match the surface to which attached. Downspouts may be exposed or concealed. Exposed downspouts shall be colored to match surface to which attached.
- f. Walls and Fences
  - 1) Acceptable Materials
    - a) Wood fences are to match the original fence detail. All wood fences shall have wood trimmed caps as per the original fence detail.
    - b) Stucco applied to masonry.
    - c) Wrought iron bars (spacing to match existing).
    - d) VGlass Or Plexiglas panels, for preservation of view(s) or protection from wind or noise.
    - e) Continuation of exterior dwelling materials, i.e. wood siding, masonry elements.
  - 2) Unacceptable Materials
    - a) Chain link, poultry and plastic coated wire.
    - b) Aluminum or sheet metal.
    - c) Plastic rods, piping or fiberglass materials other than clear non-patterned sheet Plexiglas panels.
    - d) Plastic or canvas sheeting, other than umbrellas.
    - e) Reed or straw-like materials.
    - f) Rope or other fibrous strand elements.
    - g) Glass block.
    - h) Concrete block, plain or painted.

2. Painting and Colors: The intent of this regulation is to preserve the unique architectural characteristics of the residential lots within the Association by ensuring that paint maintenance is aesthetically compatible and harmonious.
  - a. General Requirements
    - 1) All exterior painting must conform to these Standards. Painting of any and all exterior surfaces of a home, wall, trellis, fence or adjoining structures will require the submittal by the Member of a Declaration of Conformance form for repainting. Each adjoining Member shall be required to agree on one paint scheme for each building module consisting of two adjoining homes.
    - 2) Each party shall send the approval form signed by both Members to the Property Management Company showing the colors agreed upon.
    - 3) Members are responsible for ensuring that their painting contractor applies the proper approved color to the home's body, trim, door, fence or other structure within each residential lot.
  - b. Specific Requirement
    - 1) The Declaration of Conformance for Painting a residence includes prototype sketches for each model found within the community. The applicable example, which can be found in the Section Four of these Standards, should be used to determine painting schemes.
    - 2) Paint colors used shall only be Dunn Edwards products to insure uniformity of colors within the Community.
  - c. Approved Paint Colors
    - 1) The paint schemes listed on pg. 19 are currently approved. It is recommended that each Member contact the Property Management Company for the approved paint schemes when completing the Declaration of Conformance for repainting.
    - 2) Front doors may also be natural wood. Please specify the species of the wood door and color on the Declaration of Conformance for repainting form.
3. Windows and Doors
  - a. Window and door modification, defined as a change in size, shape, and elimination of divided lite appearance shall require approval.
  - b. Shapes and configurations shall be consistent with the original design.
  - c. Windows may be recessed into a thickened wall.
  - d. Windows may project forward of the wall plane.
  - e. Projected windows forward of the wall plane shall be parallel or perpendicular to the wall surface.
  - f. Circular, bowed, and other non-rectangular shapes are not encouraged.
  - g. Head heights of windows and doors shall be consistent and shall produce an ordered arrangement and composition within the total wall surface of an elevation.
  - h. Frame colors shall be dark bronze (original color), white (vinyl windows or painted metal frames), or Bone China (painted metal or wood windows).
  - i. Glazing must be non-reflective. Mirror-like glass is not permitted.
  - j. Solar tinting must not result in reflective qualities when the windows or doors are viewed from the exterior.
  - k. Natural wood finish on wood windows is not permitted m. Screen doors, other than those that retract into the jamb, are not permitted for front doors.

4. Roofs
  - a. Introduction: The intent of this regulation is to insure that design and materials employed are consistent with prevailing appearances, quality and standards within the community. Roof construction and roof coverings for new construction, and for the remodel of, addition to and re-roofing of existing structures, shall conform to these requirements.
  - b. General Requirements: Roof construction, roof coverings and their application, shall conform to the requirements of the Uniform Building Code, current adopted edition. Partial roof installations resulting in more than one (1) roof material on a single residential roof will not be permitted. All roof installations shall be for the roof area of the entire structure.
  - c. Specific Requirements: Members wishing to re-roof their home must submit a Declaration of Compliance for roof replacement to the Property Management Company. Roof coverings applied as re-roofing, roof coverings applied over building additions and combinations thereof, may be the same as existing roof covering, provided that:
    - 1) There shall be only one approved roof covering applied over the entire roof area;
    - 2) Such roof covering be equivalent in type and aged appearance to the existing roofing;
    - 3) No roof slope shall be less than 5 ½ vertical in 12 horizontal, nor more than 6 vertical in 12 horizontal, except that nominally flat roof areas will be permitted if said flat roof area has no more visibility than flat roofs on the Plan A-Cambria and Plan C-Pacifica, or is used in a manner similar to the Plan B-Montecito garage.
  - d. Materials Subject to compliance with building code requirements for fire-retardancy, the following roof coverings will be permitted:
    - 1) Cedar Shake Heavy texture with minimum fire-retardancy per City requirements or, with upgraded fire-retardancy by adding fire-resistive material under the cedar shake;
    - 2) Monier "Cedarlite" Tile roof:
      - a) The colors shall be selected on Declaration of Compliance – Roof Replacement;
      - b) No rake tiles are permitted;
      - c) Rake flashing is encouraged;
    - 3) No other roof coverings will be permitted, except nominally flat roofs, where permitted by these Standards. shall have a Class 'A' fire rating and shall be consistent in appearance with the sloped areas of the roof.
5. Roof vents, Chimney Flashing, Sheet Metal: All roof vents shall be colored to match the dominant roofing materials. All exposed sheet metal shall be colored to match material or surface being flashed.
6. Skylights: Skylight domes may be flat or dome-shaped. The domes shall be clear or bronze transparent in color. White domes are not permitted. The flashing around the outside of the skylight shall match the color of the roofing material.
7. Antennas: Television Dish Antennas shall not exceed 40" in diameter and should be located in a manner to be as inconspicuous as possible. No other type of antenna shall be permitted on any lot or parcel which is visible from any property within the Highlands or from a public way.
8. Solar Equipment: Solar energy systems, which utilize reasonably effective solar technology, may be installed on a residence, but the appearance and location of the system and installation thereof shall require prior written approval. The Committee will set forth in its criteria and reasonable requirements as to the materials to be used in a solar energy system and the location of such system on the residence as each request is made, on a case-by-case basis. In any event, no equipment other than solar collector panels shall be permitted to be installed on the roof of a residence.
9. Veneer Stone: See Exhibit H for criteria concerning the application of veneer stone to a residence.

10. Outlooker Beams: Outlooker beams are an exterior design feature that must be retained during maintenance and repair of the exterior of the residences. Removing damaged wood at beam-ends is permitted. The repaired beam length should have a minimum finished length of 6” to 10” from the face of the fascia board; maintaining the original length is preferred. Ends of outlooker beams are to have a ¾ to 1 inch chamfer.
11. Painting and Color Revisions (Approved by Board of Directors, December 5, 2013)
- a. Body Colors, Window Trim and Corner Board Trim
- 1) Adjoining members can repaint with an approved Current Body Color, or with an approved New Body Color. Adjoining members *must* use the same paint color.

CURRENT BODY COLORS		NEW BODY COLORS	
DEC722	Baja White (w)	DE6150	Gourmet Honey
DEC724	Spanish White (w)		
DEC773	Heather (c)	DE6228	Play On Gray
DEC774	Shady (c)	DEC770	Drifting
DEC752	Birchwood (w)	DEC750	Bison Beige
DE6213	Fine Grain (w)	DE6214	Pigeon Gray
DEC738	Travertine (w)	DE6137	Tan Plan
DEC748	Oyster (w)	DEC757	Rincon Cove
DEC719	Coral Clay (w)		
DEC751	Ash Gray (c)		
DEC795	Gray Pearl (c)		

b. Fascia and Approved Accent Trim

- 1) DEW339 Bone China

c. Wood and Stucco Fences

- 1) DEC751 Ash Gray  
2) DEC752 Birchwood

d. Wrought Iron Fences

- 1) DEA187 Black

e. Front Door Options

- |                              |                                    |
|------------------------------|------------------------------------|
| 1) DE6383 Bank Vault         | 13) DE6314 Dark Pewter (new)       |
| 2) DEA189 Black River Falls  | 14) DEC755 Cocoa (new)             |
| 3) DE5747 Stone Bridge       | 15) DEA149 Spiced Berry (new)      |
| 4) DE6348 Draw Your Sword    | 16) DE6028 Dark Ruby (new)         |
| 5) DEA187 Black              | 17) DEC756 Weathered Brown (new)   |
| 6) DEC779 Woodlawn Green     | 18) DE6321 Soot (new)              |
| 7) DEC705 Burnt Crimson      | 19) DE6014 Dark Chocolate (new)    |
| 8) DEW339 Bone China         | 20) DE6034 Raisin In The Sun (new) |
| 9) DEW341 Swiss Coffee       | 21) DE6084 Roxy Brown (new)        |
| 10) DE6328 Anchor Gray (new) | 22) DE6280 English Forest (new)    |
| 11) DE6055 Wild West (new)   | 23) DE6063 Black Walnut (new)      |
| 12) DE6231 Shaker Gray (new) | 24) DE6125 Carved Wood (new)       |

f. Paint Application Requirements

- 1) Adjoining members must complete one (1) Declaration of Compliance - Exterior Painting, which includes a completed Paint Application Illustration for their specific home.



## **SECTION FOUR - APPLICATION FORMS**

- A. DECLARATION OF CONFORMANCE  
ROOF REPLACEMENT
  
- B. DECLARATION OF CONFORMANCE  
EXTERIOR PAINTING
  - 1. Cambrira Model
  - 2. Montecito Model
  - 3. Pacifica Model
  - 4. Miramar Model
  
- C. DECLARATION OF CONFORMANCE  
MISCELLANEOUS
  
- D. MODIFICATION TO RESIDENCE  
MINOR REVIEW PROCESS
  
- E. MODIFICATION TO RESIDENCE  
MAJOR REVIEW PROCESS
  
- F. ADJACENT NEIGHBOR  
ACKNOWLEDGEMENT
  
- G. APPLICATION FOR VARIANCE
  
- H. SYNTHETIC TURF APPLICATION & AGREEMENT

**HIGHLANDS COMMUNITY ASSOCIATION**  
**DECLARATION OF COMPLIANCE**  
**ROOF REPLACEMENT**

A homeowner who wishes to replace his existing roof with a new roof may use this form. It is a declaration by the homeowner that they have examined the Highlands Architectural Standards and that they promise to perform the designated work in strict accordance with those Standards.

This Declaration covers the replacement of an existing roof with the following material (circle which applies). All work will be performed in accordance paragraph 4, page 19 of the Highlands Architectural Standards, and as summarized below.

Monier Cedarlite Ironwood	Wood Cedar Shakes
Monier Cedarlite Heartwood	
Monier Madera Heartwood	Membrane Roof

**SUMMARY OF SPECIFIC REQUIREMENTS**

1. Roof coverings applied as re-roofing, roof coverings applied over building additions and combinations thereof, may be the same as existing roof covering provided that :there shall be only one approved roof covering applied over the entire roof area and such roof covering be equivalent in type and aged appearance to the existing roofing.

2. Roof shape shall not be less than 5-1/2 vertical in 12 horizontal nor more than 6 vertical in 12 horizontal except that flat roof areas will be permitted if said flat roof area has no more visibility than flat roofs on the Plan A - Cambria and Plan C - Pacifica, or as used similar to the Plan B - Montecito.

3. CedarLite Tiles: No rake tiles permitted

4. Wedge-It: To minimize breakage of installed tiles, the homeowner may use "Wedge It" foam pieces under the CedarLite tiles. The edges of Wedge-It shall be concealed.

5. Cedar Shakes shall be heavy texture with minimum fire-retardancy per City of Irvine requirements or with upgraded fire-retardancy by adding fire-resistive material under the cedar shake.

6. Nominally flat roofs shall have a Class "A" fire rating and shall be consistent in appearance with the sloped areas of the roof.

7. If, for any reason, the roofing fails to comply with the Architectural Standards, the homeowner agrees to immediately make all necessary corrections determined by the Architectural Review Committee

**HOMEOWNER SUBMITTING DECLARATION**

_____	_____
name	phone number
_____	_____
address	model
_____	_____
signature	date

Highlands Community Association

Received by \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED DECLARATION TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**

Email: architectural@keystonepacific.com

HIGHLANDS COMMUNITY ASSOCIATION

DECLARATION OF COMPLIANCE - EXTERIOR PAINTING

1. A Homeowner planning to repaint their residence, and their Adjoining Neighbor who may not be planning to paint at the same time, shall complete this Declaration prior to the commencement of painting.
2. By signing this Declaration, the Homeowner declares that he/she has examined the Highlands Consolidated Architectural Standards (Standards) and he/she promises to perform the work in strict accordance with the Standards, this Declaration and with the Paint Application Illustrations REGARDLESS HOW THE HOME WAS PAINTED BY THE CURRENT OR PREVIOUS HOMEOWNER.
3. THE HOMEOWNER SUBMITTING THIS DECLARATION SHALL SELECT THEIR FLOOR PLAN AND ELEVATION TYPE AND PAINT APPLICATION SELECTION FROM THE PAINT APPLICATION ILLUSTRATIONS; AND SHALL SIGN AND ATTACH SIGNED ILLUSTRATION TO THIS DECLARATION.
4. THE HOMEOWNER SIGNING THIS DECLARATION AGREES THAT IF THEIR HOME IS CURRENTLY NOT IN COMPLIANCE WITH THE PAINT APPLICATION GUIDELINES, THAT THE RE-PAINTING OF THEIR HOME COVERED BY THIS DECLARATION WILL RESULT IN COMPLIANCE WITH THIS DECLARATION AND WILL COMPLY WITH THE APPROPRIATE PAINT APPLICATION ILLUSTRATION FOR THEIR HOME.
5. The Standards stipulate that each adjoining property owner shall agree on one paint color for the body of each building module. The Adjoining Homeowner hereby agrees to paint the body of his home the same color as noted below.
6. If both homes agree to paint their homes a different color from the existing color, both homes must be re-painted within 90 days of the completion of the first home, unless otherwise agreed to in writing between both homeowners and the Architectural Committee. **Adjoining members must use the same paint color.**
7. All colors to be Dunn Edwards paint, selected from approved paint colors list in the Standards.
8. If, for any reason, the exterior painting fails to comply with the Architectural Standards, the homeowner agrees to immediately make all necessary corrections determined by the Architectural Review Committee.

COLOR SELECTION (To Be Completed By Homeowner)

**Body Color** \_\_\_\_\_ **Fascia and Trim:** Bone China-DEW339

**Front Door Color** \_\_\_\_\_

**Wood Fences and Gates, And, Stucco Walls (Check One):**

Ash Grey-DEC751  Birchwood-DEC752

**Metal Fences:** Black

COLOR APPLICATION (Refer to Paint Application Illustrations)

**Body Color** – Apply Selected Body Color To All Surfaces and Trim As Indicated On Paint Application Illustrations.

**Bone China** – DEW339

Apply Bone China To Trim Only As Indicated on Paint Application Illustrations.

**OPTIONS** – The Homeowner May Apply Bone China To Any, Or To All, Of The Areas Indicated As Options In The Paint Application Illustrations.

HOMEOWNER SUBMITTING DECLARATION

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

\_\_\_\_\_  
Address Model

\_\_\_\_\_  
Signature Phone

ADJOINING HOMEOWNER AGREEING TO DECLARATION

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

\_\_\_\_\_  
Address Model

\_\_\_\_\_  
Signature Phone

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**  
**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**  
 Email: architectural@keystonepacific.com

Highlands Community Association Architectural Standards Adopted on August 25, 2004 and amended on July 27, 2005, Declaration of Compliance: Exterior Painting updated on June 24, 2009.

Approved by Board of Directors on December 5, 2013 , amended January 28, 2016

# CAMBRIA - PLAN A

## Shingles – Standard Application [Base Color Scheme]

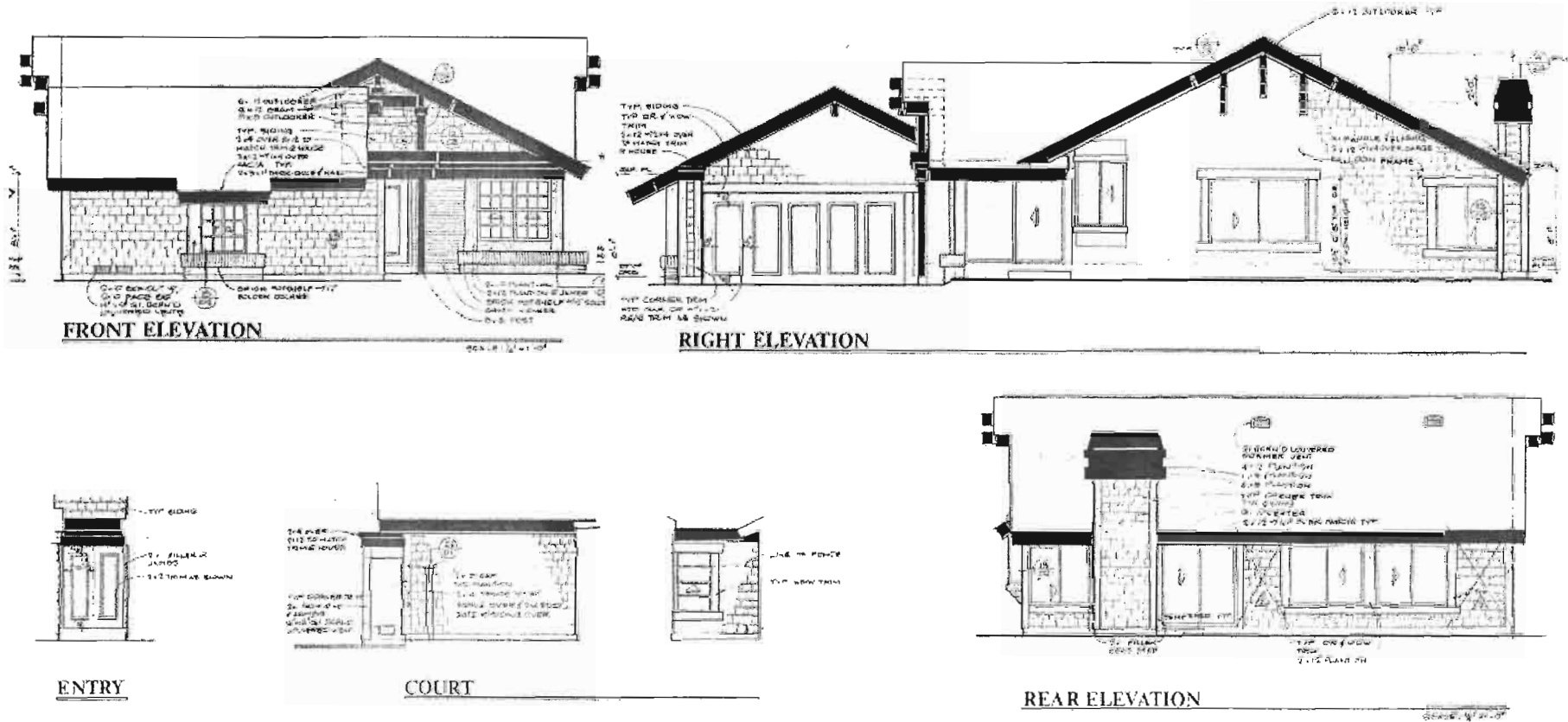
**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

- = Bone China: Apply Bone China To Trim Only As Indicated Below
- = Body Color: Apply Body Color To All Other Surfaces and Trim

**HOMEOWNER SUBMITTING DECLARATION**

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

Address \_\_\_\_\_



**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**  
**Architectural Desk**  
**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

## CAMBRIA - PLAN A

### Shingles – Standard Application + OPTIONS

**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

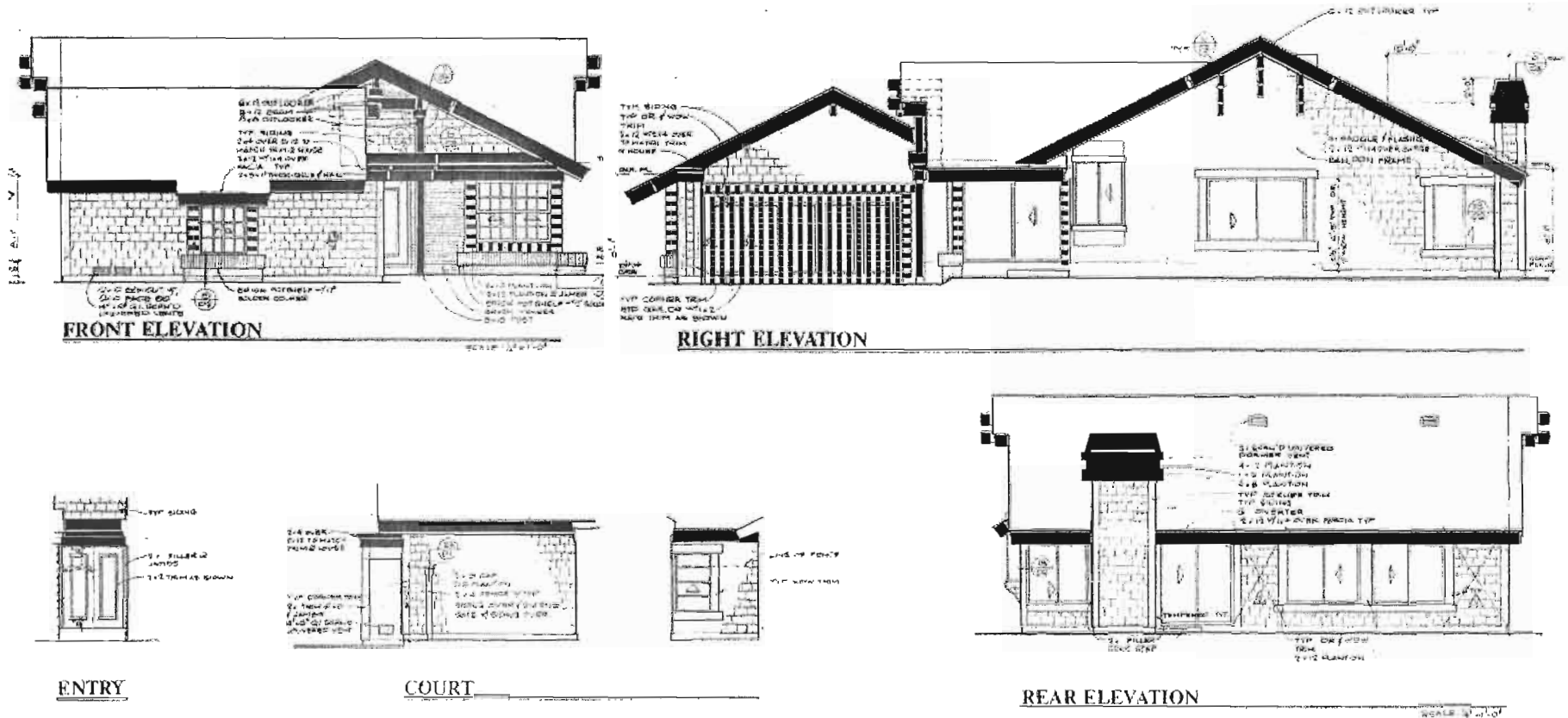
- = Bone China: Apply Bone China To Trim Only As Indicated Below
- = Body Color: Apply Body Color To All Other Surfaces and Trim
- = Options: Homeowner May Apply Bone China To Any, Or All, Of The Areas Indicated As Options By This Symbol

**HOMEOWNER SUBMITTING DECLARATION**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_



# CAMBRIA - PLAN A

## Siding – Standard Application [Base Color Scheme]

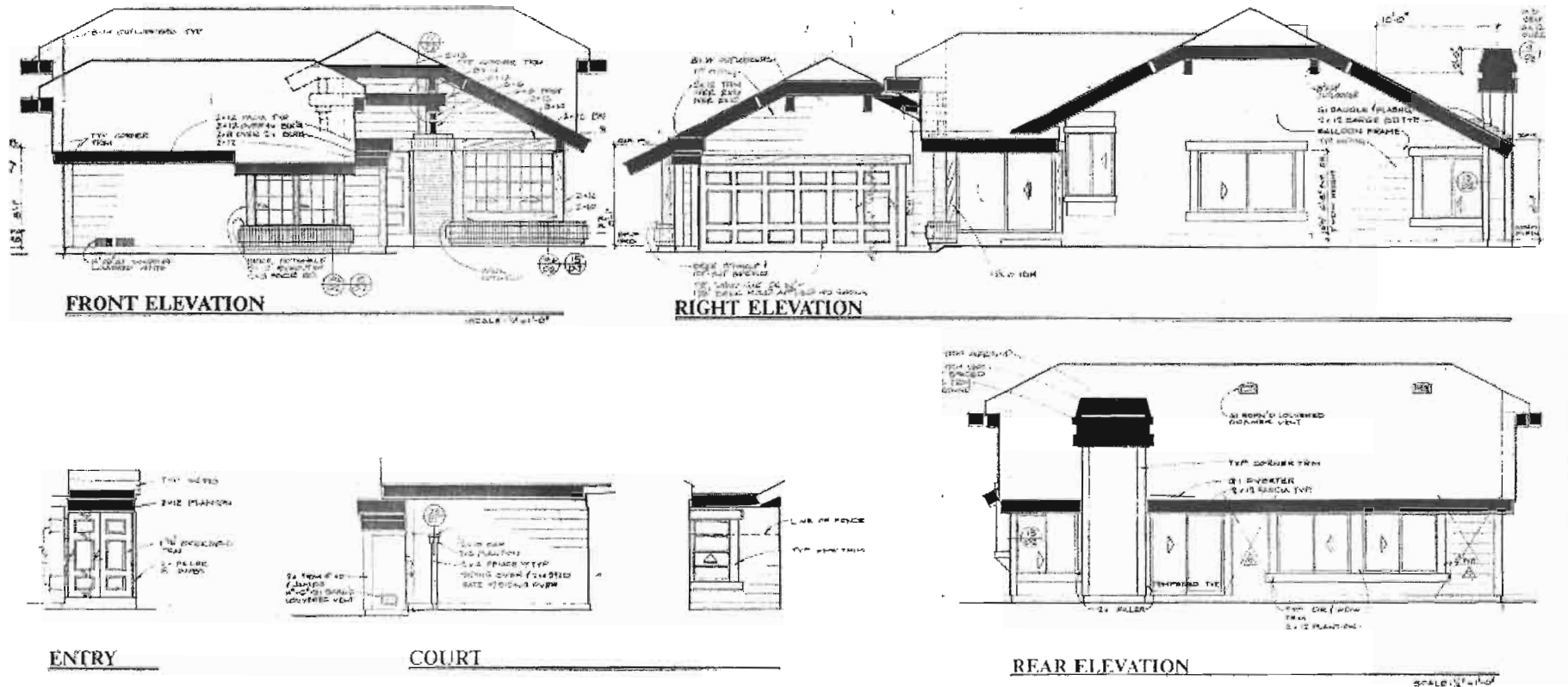
**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

- = Bone China: Apply Bone China To Trim Only As Indicated Below
- = Body Color: Apply Body Color To All Other Surfaces and Trim

**HOMEOWNER SUBMITTING DECLARATION**

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

Address \_\_\_\_\_



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**Keystone Pacific Property Management**  
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 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

# CAMBRIA - PLAN A

## Siding – Standard Application + OPTIONS

**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

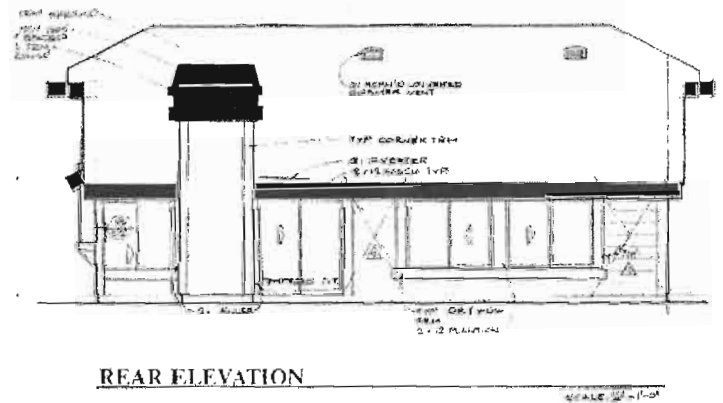
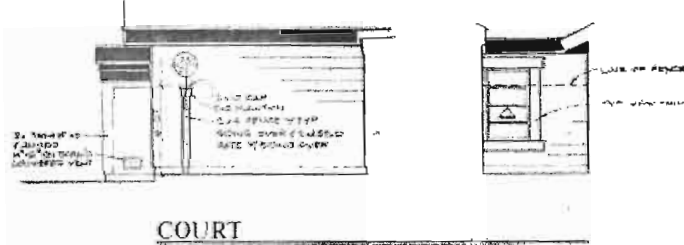
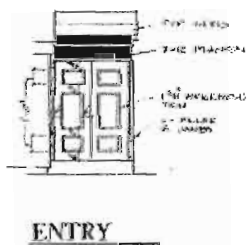
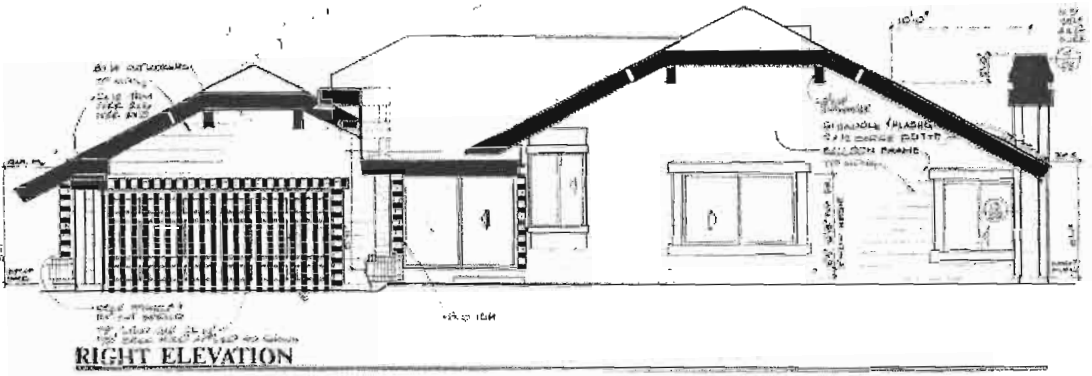
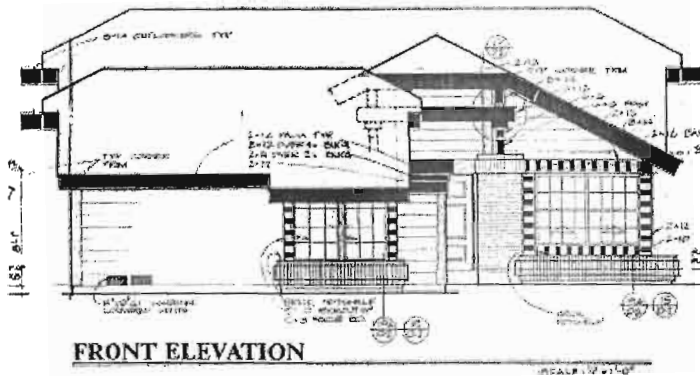
- = Bone China: Apply Bone China To Trim Only As Indicated Below
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- = Options: Homeowner May Apply Bone China To Any, Or All, Of The Areas Indicated As Options By This Symbol

**HOMEOWNER SUBMITTING DECLARATION**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_



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 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)





# MONTECITO - PLAN B

## Shingles – Standard Application

### [Base Color Scheme]

**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

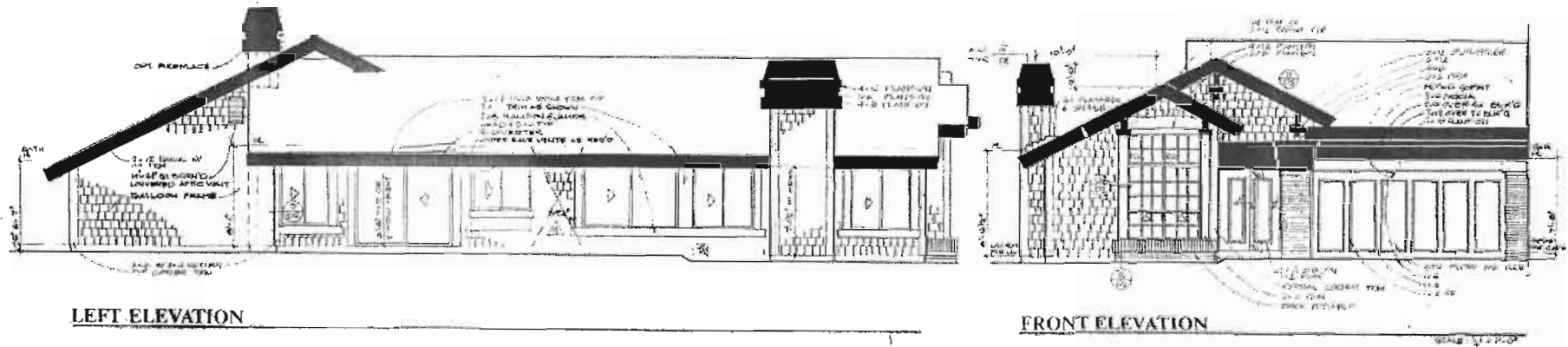
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim

**HOMEOWNER SUBMITTING DECLARATION**

Signature \_\_\_\_\_

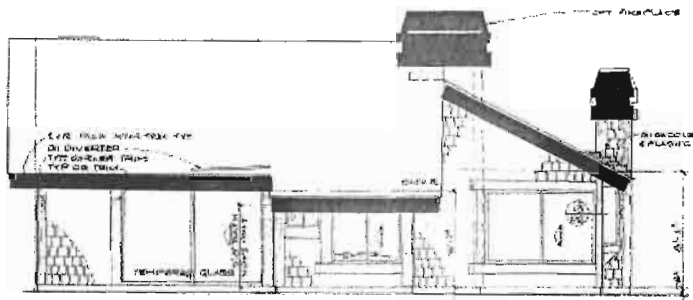
Date \_\_\_\_\_

Address \_\_\_\_\_



LEFT ELEVATION

FRONT ELEVATION



REAR ELEVATION

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**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
**Email: architectural@keystonepacific.com**



# MONTECITO - PLAN B

## Shingles – Standard Application + OPTIONS

### LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:

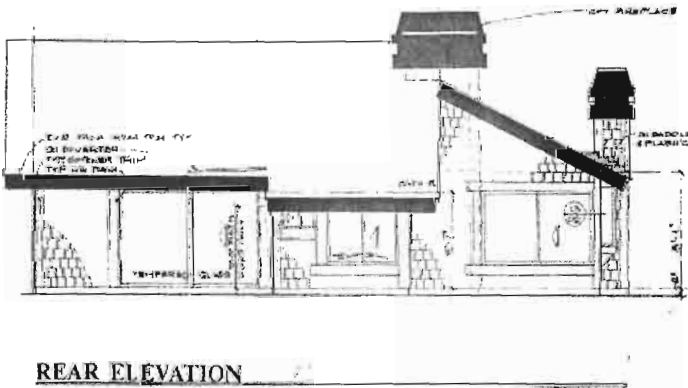
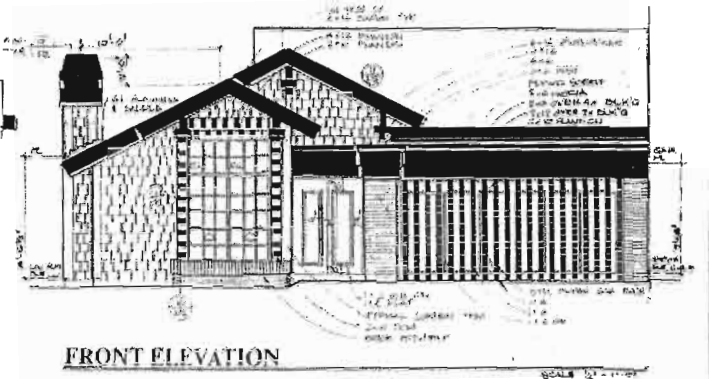
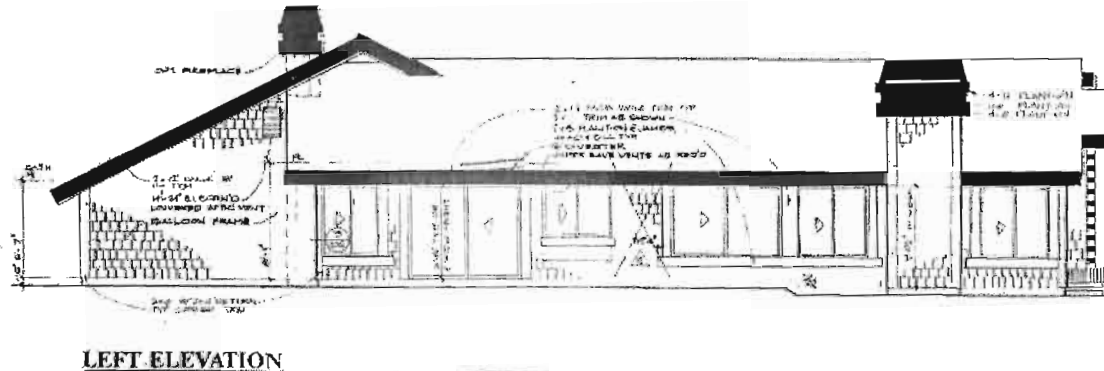
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim
-  = Options: Homeowner May Apply Bone China To Any, Or All, Of The Areas Indicated As Options By This Symbol

### HOMEOWNER SUBMITTING DECLARATION

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_



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**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine CA 92606**



**Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)**

# MONTECITO - PLAN B

## Siding – Standard Application

### [Base Color Scheme]

#### LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:

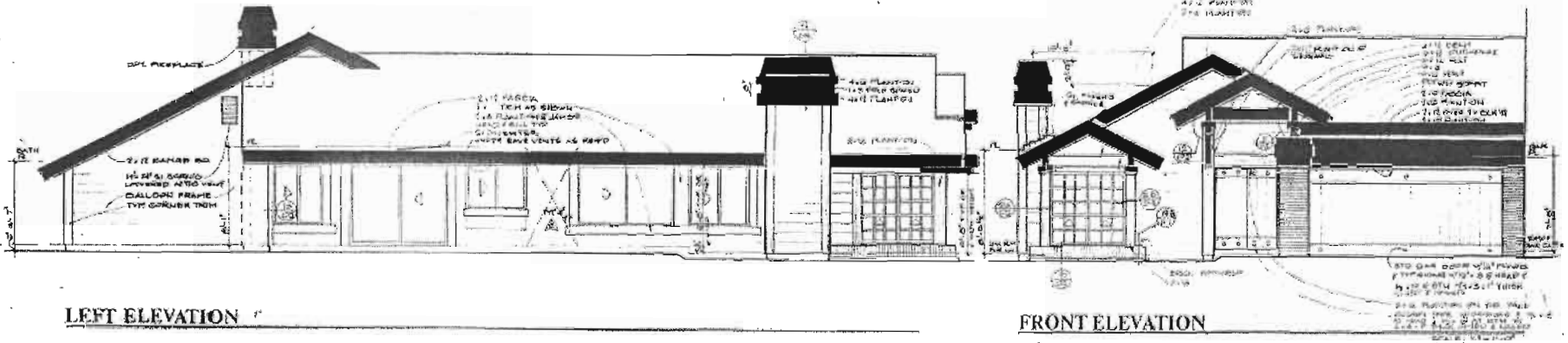
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim

#### HOMEOWNER SUBMITTING DECLARATION

Signature \_\_\_\_\_

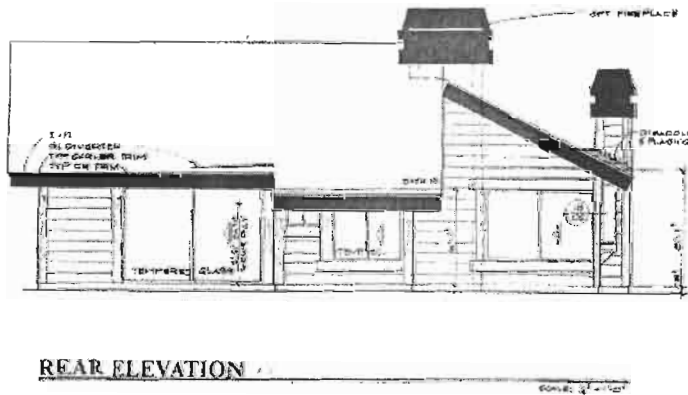
Date \_\_\_\_\_

Address \_\_\_\_\_



LEFT ELEVATION

FRONT ELEVATION






REAR ELEVATION

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**Email: architectural@keystonepacific.com**

# MONTECITO - PLAN B Siding – Standard Application + OPTIONS

### LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:

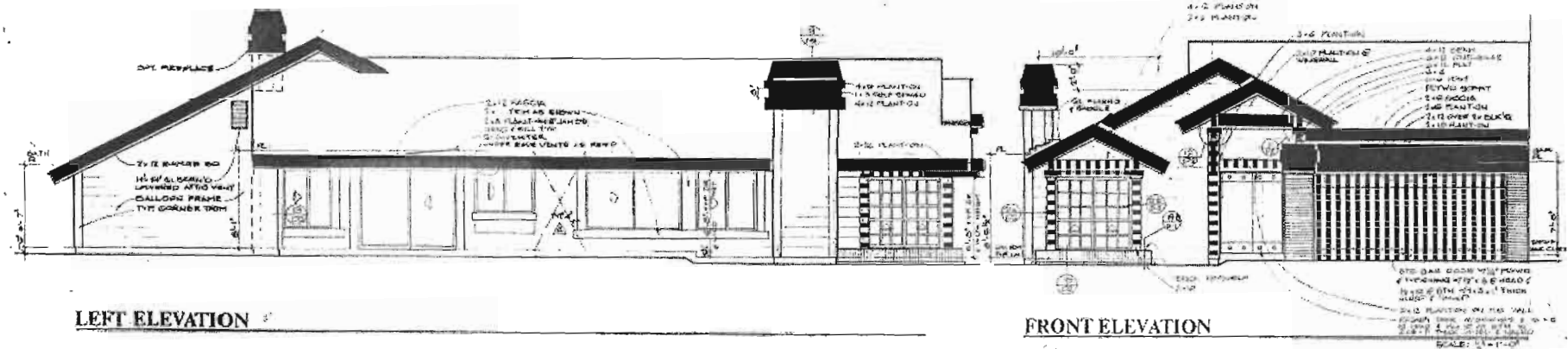
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
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### HOMEOWNER SUBMITTING DECLARATION

Signature \_\_\_\_\_

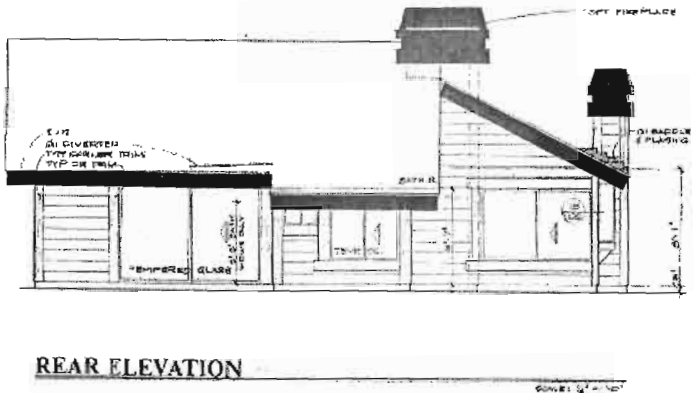
Date \_\_\_\_\_

Address \_\_\_\_\_



LEFT ELEVATION

FRONT ELEVATION



REAR ELEVATION

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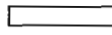
**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**  
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**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
**Email: architectural@keystonepacific.com**

# PACIFICA - PLAN C

## Shingles – Standard Application

### [Base Color Scheme]

#### LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:

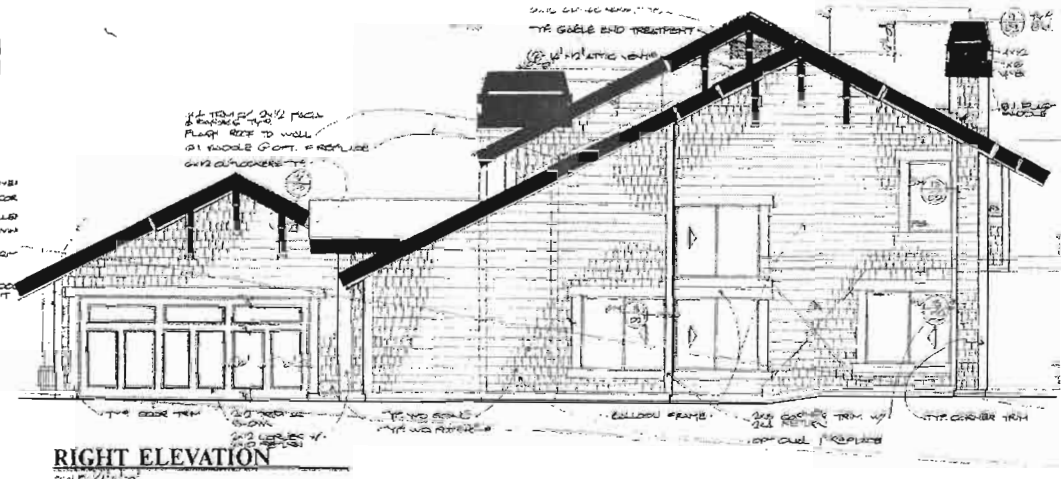
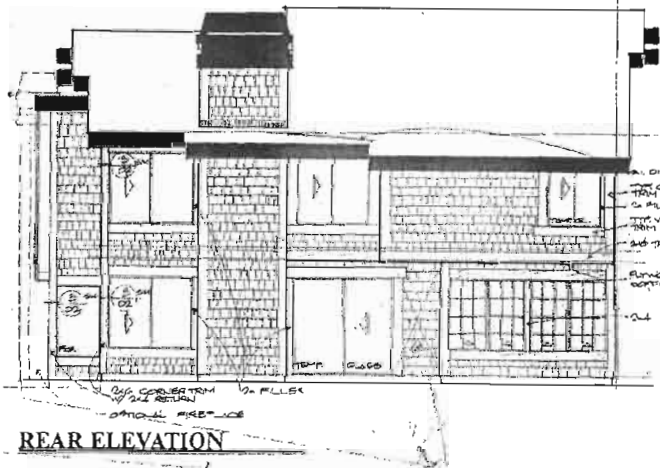
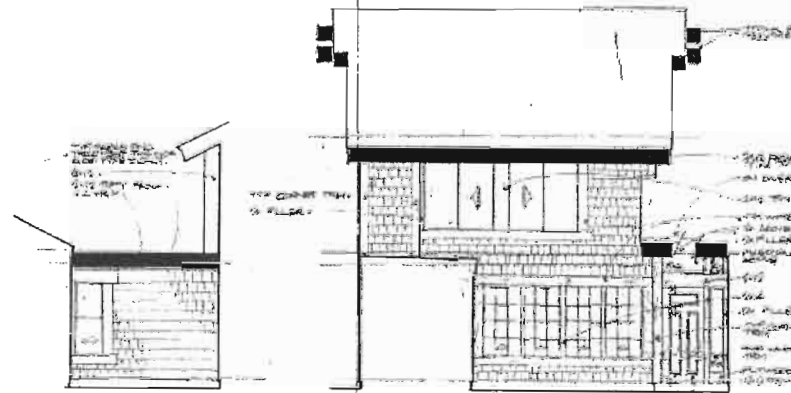
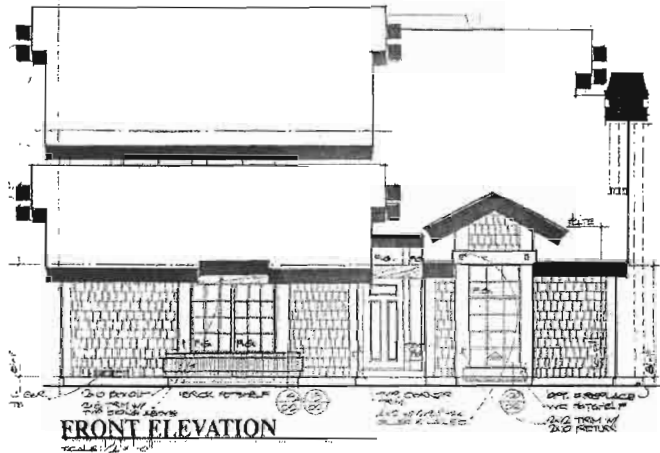
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim

#### HOMEOWNER SUBMITTING DECLARATION

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_



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**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

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**Keystone Pacific Property Management**  
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 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

# PACIFICA - PLAN C

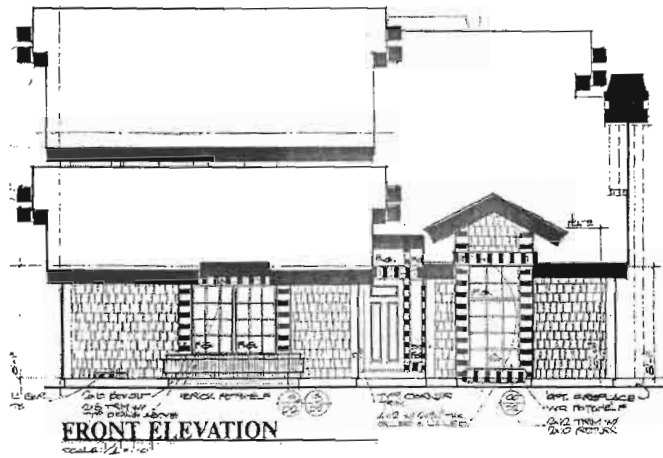
## Shingles – Standard Application + OPTIONS

- LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**
- = Bone China: Apply Bone China To Trim Only As Indicated Below
  - = Body Color: Apply Body Color To All Other Surfaces and Trim
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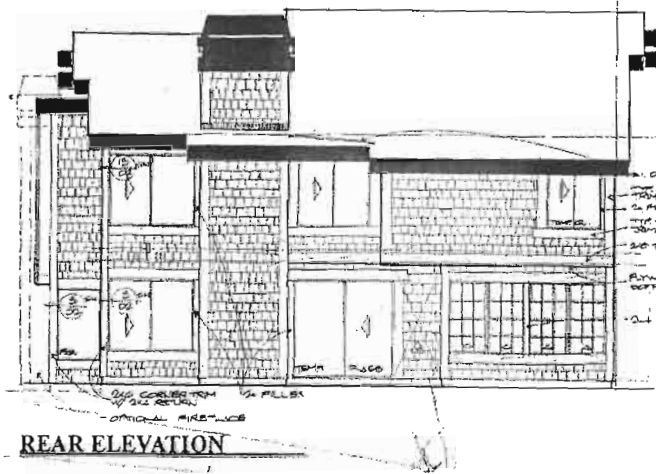
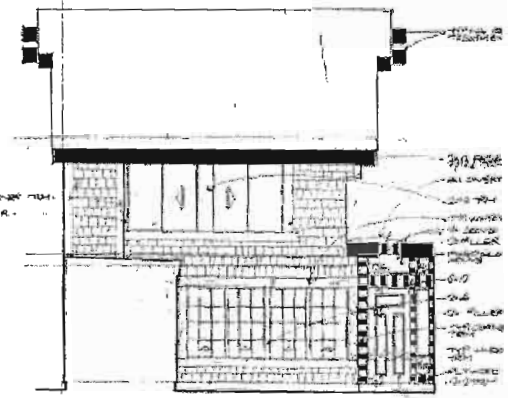
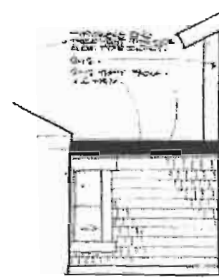
**HOMEOWNER SUBMITTING DECLARATION**

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

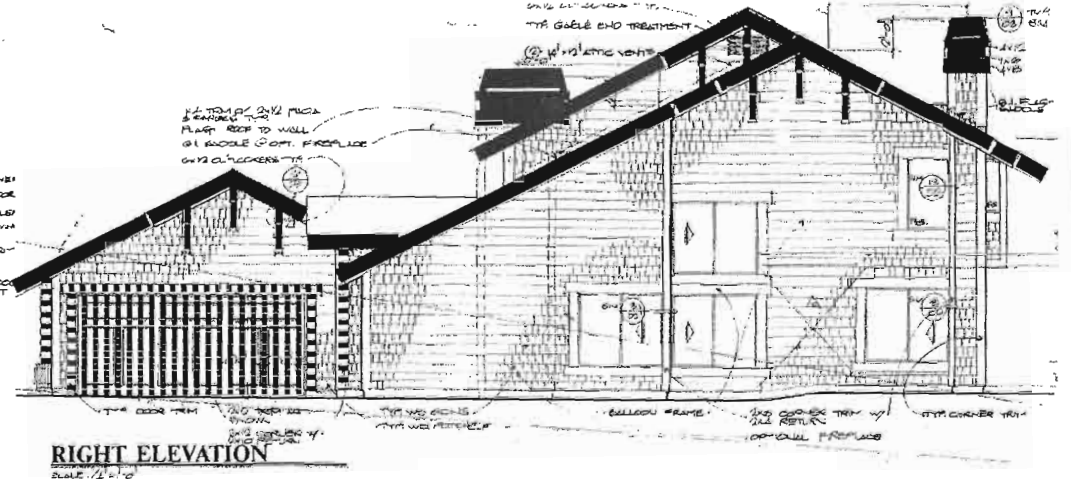
Address \_\_\_\_\_



**FRONT ELEVATION**  
SCALE: 1/2" = 1'-0"



**REAR ELEVATION**




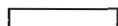
**RIGHT ELEVATION**  
SCALE: 1/2" = 1'-0"

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**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

**PACIFICA - PLAN C**  
**Siding – Standard Application**  
**[Base Color Scheme]**

**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

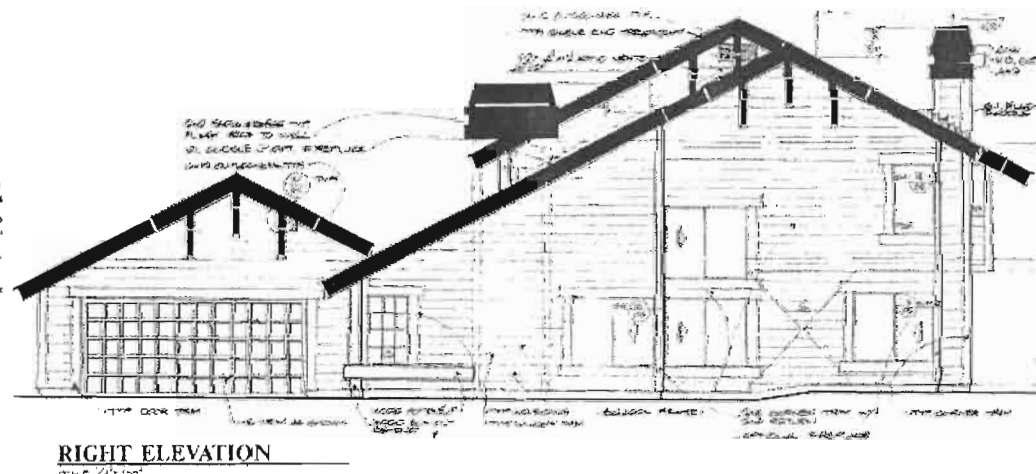
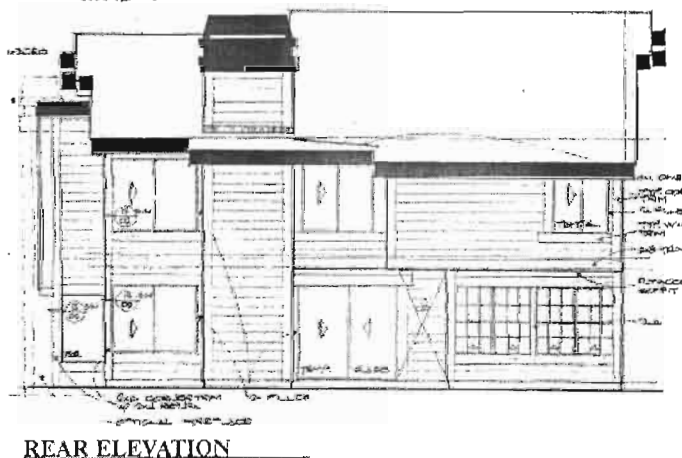
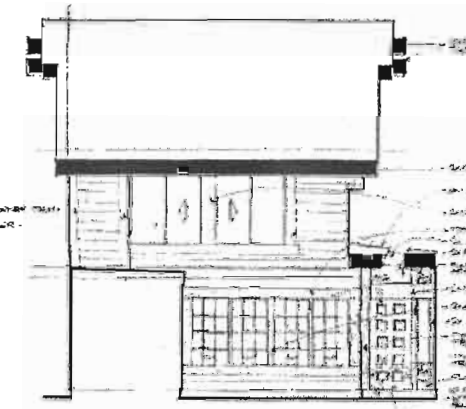
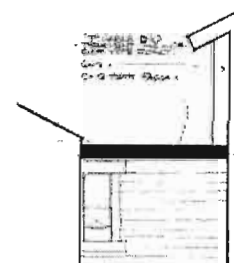
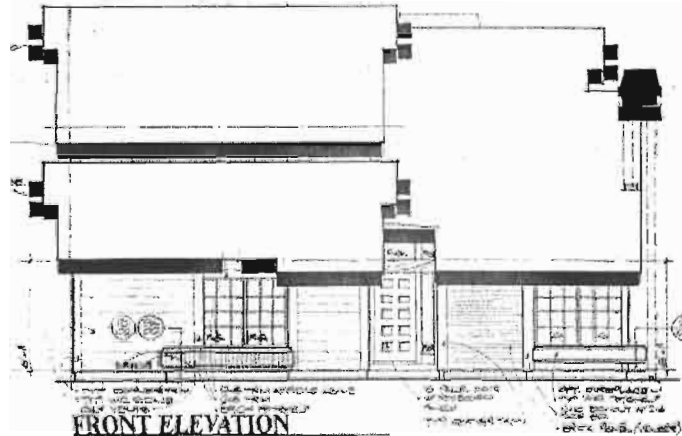
-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim

**HOMEOWNER SUBMITTING DECLARATION**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_



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**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)

# PACIFICA - PLAN C

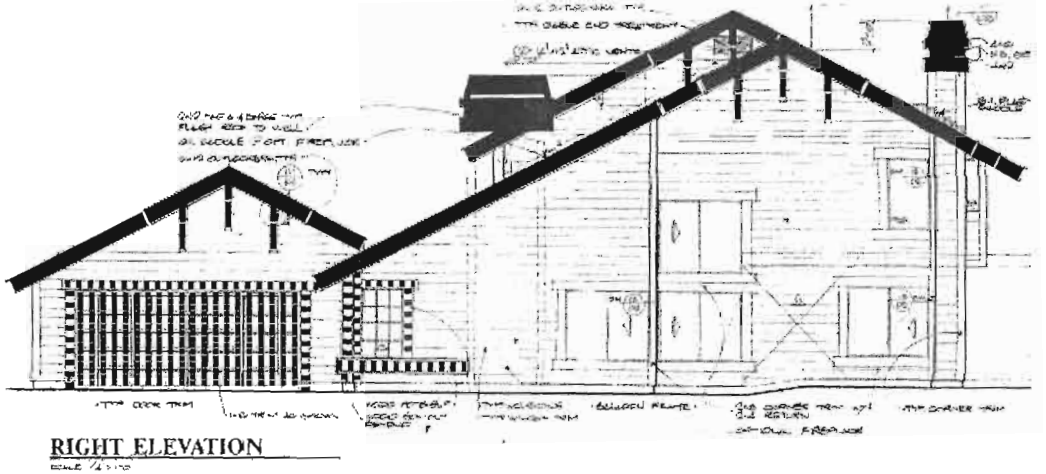
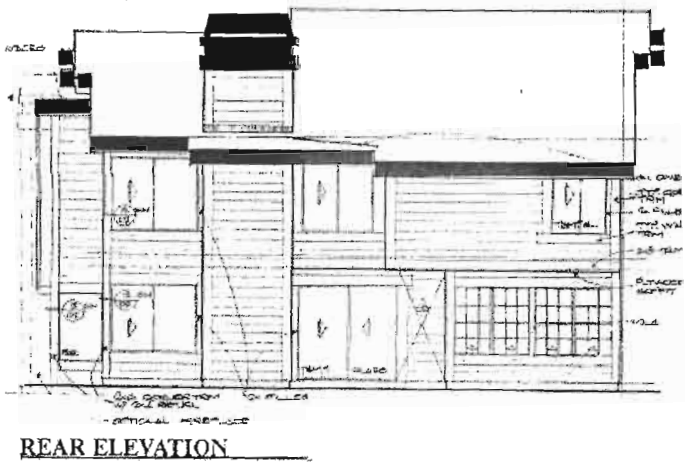
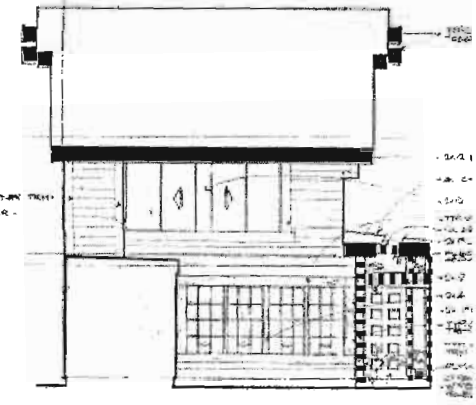
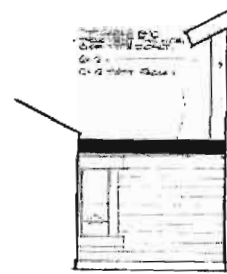
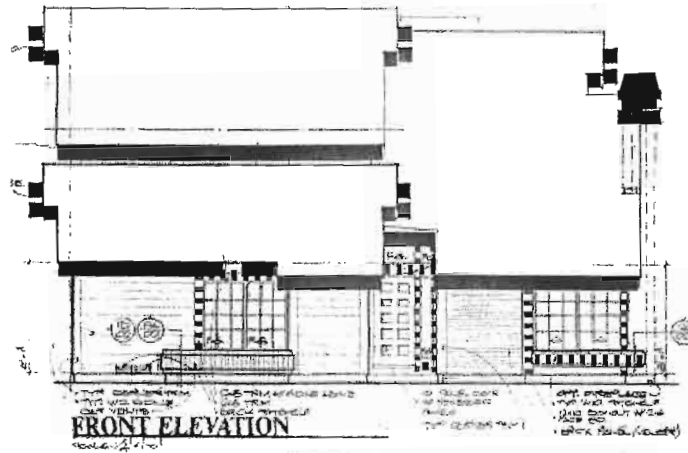
## Siding – Standard Application + OPTIONS

- LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**
- = Bone China: Apply Bone China To Trim Only As Indicated Below
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**HOMEOWNER SUBMITTING DECLARATION**

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

Address \_\_\_\_\_

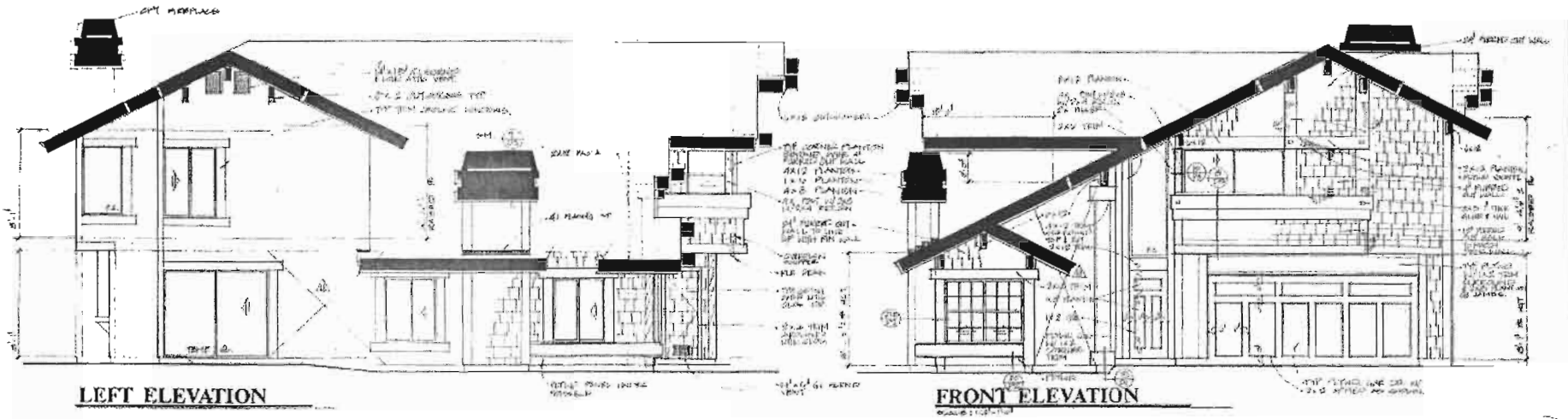


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**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
 Email: [architectural@keystonepacific.com](mailto:architectural@keystonepacific.com)



**MIRAMAR - PLAN D**  
**Shingles – Standard Application**  
**[Base Color Scheme]**



**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**  
 ■ = Bone China: Apply Bone China To Trim Only As Indicated Below  
 □ = Body Color: Apply Body Color To All Other Surfaces and Trim

**HOMEOWNER SUBMITTING DECLARATION**

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

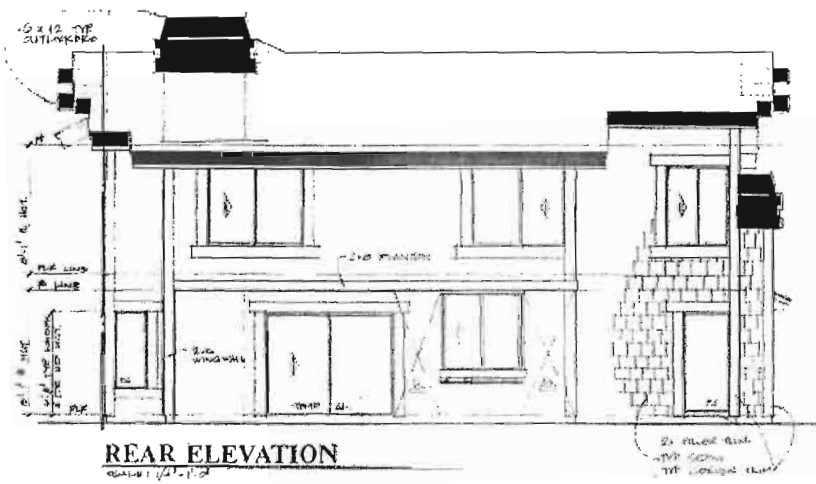
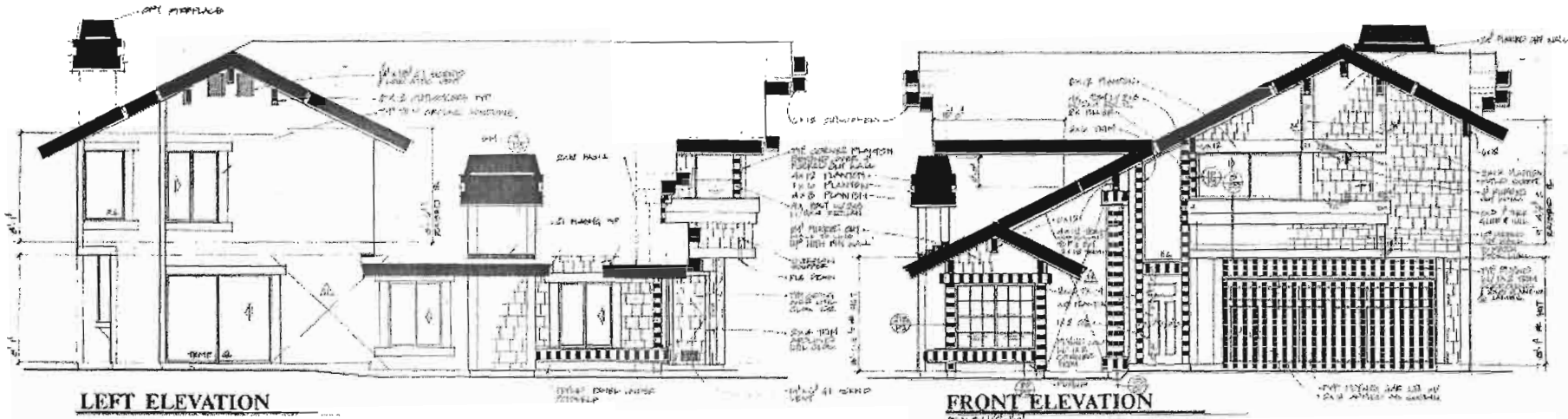
Address \_\_\_\_\_

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**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**  
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**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
**Email: architectural@keystonepacific.com**






# MIRAMAR - PLAN D

## Shingles – Standard Application + OPTIONS



**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

-  = Bone China: Apply Bone China To Trim Only As Indicated Below
-  = Body Color: Apply Body Color To All Other Surfaces and Trim
-  = Options: Homeowner May Apply Bone China To Any, Or All, Of The Areas Indicated As Options By This Symbol

### HOMEOWNER SUBMITTING DECLARATION

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

\_\_\_\_\_  
Address

ALL RIGHTS AND PRIVILEGES RESERVED

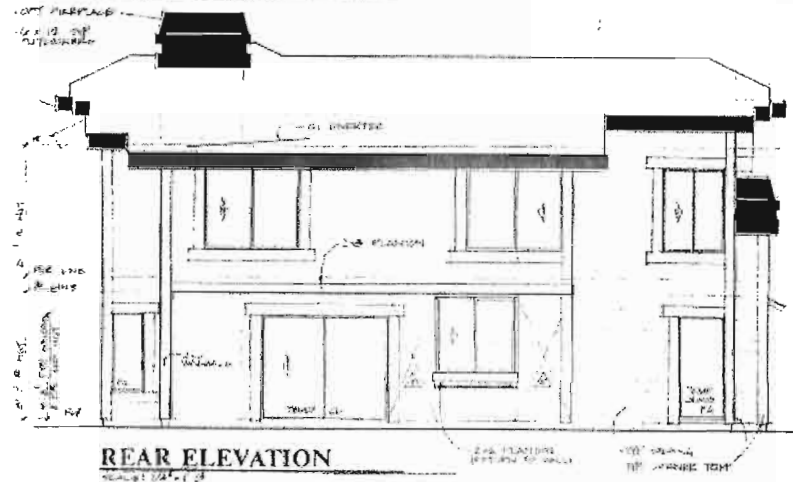
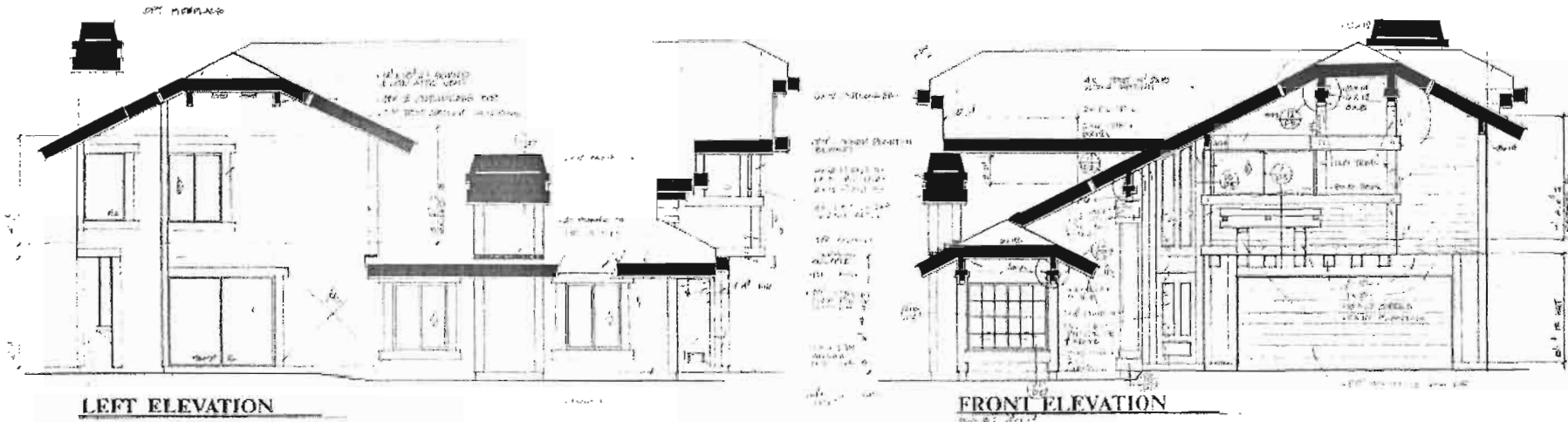
**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**  
**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine CA 92606**  
**Email: architectural@keystonepacific.com**

# MIRAMAR - PLAN D

## Siding – Standard Application

### [Base Color Scheme]



**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**  
 [Thick black line] = Bone China: Apply Bone China To Trim Only As Indicated Below  
 [Thin black line] = Body Color: Apply Body Color To All Other Surfaces and Trim

#### HOMEOWNER SUBMITTING DECLARATION

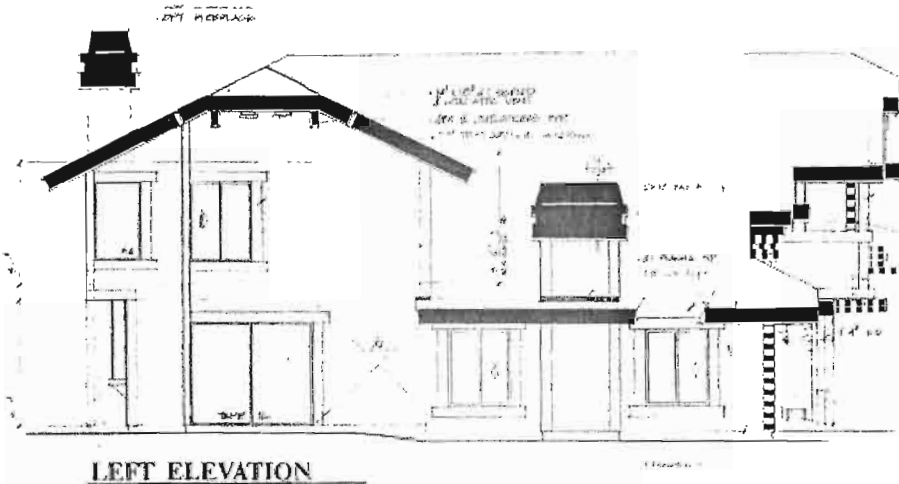
\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Address

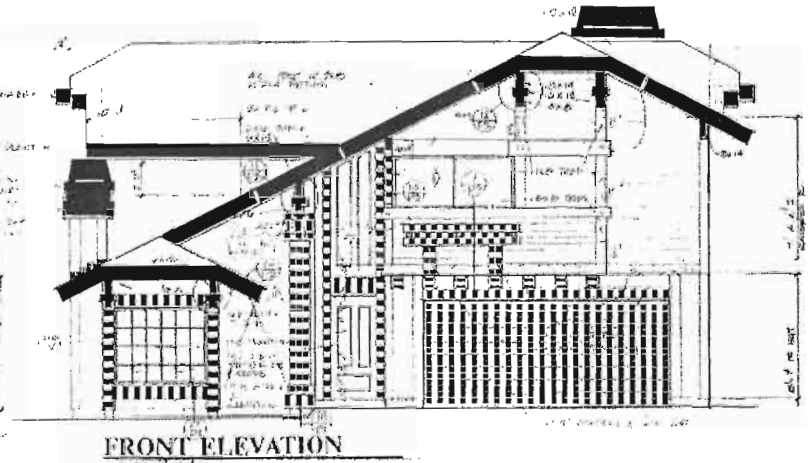
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# MIRAMAR - PLAN D

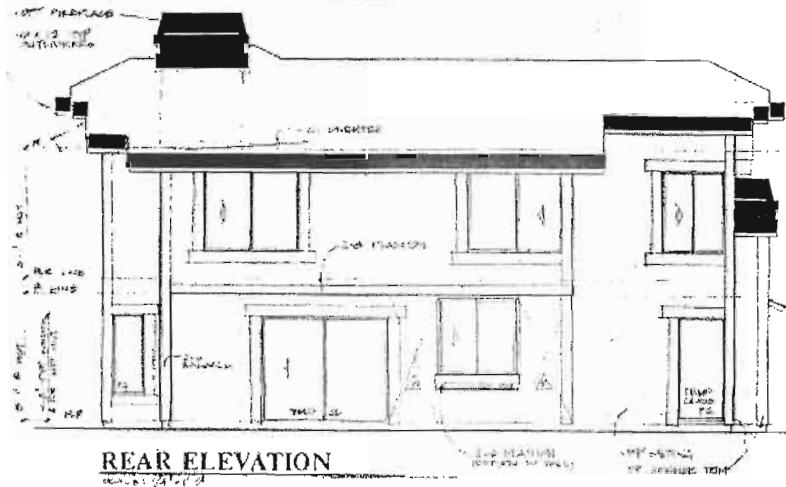
## Siding – Standard Application + OPTIONS



**LEFT ELEVATION**






**FRONT ELEVATION**



**REAR ELEVATION**

**LEGEND & KEYNOTES TO HOMEOWNER AND PAINTER:**

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-  = Body Color: Apply Body Color To All Other Surfaces and Trim
-  = Options: Homeowner May Apply Bone China To Any, Or All, Of The Areas Indicated As Options By This Symbol

**HOMEOWNER SUBMITTING DECLARATION**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine CA 92606**

**Email: architectural@keystonepacific.com**

**HIGHLANDS COMMUNITY ASSOCIATION**  
**DECLARATION OF COMPLIANCE**  
**MISCELLANEOUS**

A homeowner who wishes to repair and/or replace designated elements of his home may use this form. It is a declaration by the homeowner that he has examined the Architectural Standards and that he promises to perform the designated work in strict accordance with those Standards. Check and/or circle the appropriate items for the intended activities

- ( ) REPLACE WINDOWS/DOORS IN AN EXISTING OPENING WITH NO CHANGES TO THE SHAPE, OR DESIGN.

Type of Window/Door: Casement Sliding  
Awning Other

Material/Finish: Wood/Painted Aluminum/Vinyl  
Aluminum/annodized

Color: Match Body/Trim Bone China  
Bronze White

- ( ) REPLACE GARAGE DOOR IN EXISTING OPENING

Type of Door: Full panel Sectional

Material/Finish: Wood/Painted Steel/Painted

Color: Match Body/Trim Bone China

Amended January 28, 2016

- ( ) REPLACE DRIVEWAY IN EXISTING LOCATION AND WITH SAME DESIGN

Concrete Finish: Salt Broom

Steel trowel Exposed aggregate

Edges/Borders: None Brick/Paver Stone

If, for any reason, the improvements performed under this Declaration fail to comply with the Architectural Standards, the homeowner agrees to immediately make all necessary corrections determined by the Architectural Review Committee

HOMEOWNER SUBMITTING DECLARATION

_____	_____
name	date
_____	_____
address	model
_____	_____
signature	phone

Highlands Community Association

Received by \_\_\_\_\_  
Date \_\_\_\_\_

<p><b>MAIL COMPLETED DECLARATION AND EXHIBIT TO:</b> <b>Architectural Desk</b> <b>Keystone Pacific Property Management</b> <b>16775 Von Karman Ave., Suite 100 Irvine, CA 92606</b> Email: architectural@keystonepacific.com</p>
--

**HIGHLANDS COMMUNITY ASSOCIATION**  
**REQUEST FOR APPROVAL OF**  
**MODIFICATION TO RESIDENCE**  
  
**MINOR REVIEW PROCEDURE**

RESIDENCE SUBMITTING APPLICATION

Address \_\_\_\_\_

Date \_\_\_\_\_

Model \_\_\_\_\_

Owner Name \_\_\_\_\_

Phone Number - \_\_\_\_\_

Owner's Signature \_\_\_\_\_

DESCRIPTION OF PROPOSED CHANGE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amended January 28, 2016

ADJOINING RESIDENCE ACKNOWLEDGMENT

(Your signature is only an acknowledgment that you are aware of a proposed change to your neighbor's home. Your signature does not constitute approval of the proposed change.)

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's signature \_\_\_\_\_

**HIGHLANDS COMMUNITY ASSOCIATION**  
**ARCHITECTURAL COMMITTEE**

EFFECTIVE DATE OF APPLICATION \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

REASON:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Highlands Community Association

Received by \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**

Email: architectural@keystonepacific.com

**HIGHLANDS COMMUNITY ASSOCIATION  
REQUEST FOR APPROVAL OF  
MODIFICATION TO RESIDENCE  
MAJOR REVIEW PROCESS  
to be used for the following (check one)  
( ) CONCEPT REVIEW ( ) FINAL REVIEW**

RESIDENCE SUBMITTING APPLICATION:

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's  
signature \_\_\_\_\_ Date \_\_\_\_\_

DESCRIPTION OF PROPOSED CHANGES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT CHECKLIST

- ( ) FEE HAS BEEN PAID
- ( ) ADJOINING RESIDENCE IMPACTS
  - ( ) NO IMPACTS
  - ( ) PARTY WALL, OTHER MODIFICATIONS REQUIRED

BY \_\_\_\_\_ DATE \_\_\_\_\_

Amended January 28, 2016

**ADJOINING RESIDENCE ACKNOWLEDGEMENT**  
(no impacts on adjoining residence, party wall is not modified)

Your signature is an acknowledgement that you are aware of a proposed change to your adjoining neighbor's home which does not require any modifications to your property. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**ADJOINING RESIDENCE APPROVAL**  
(impacts adjoining residence, and/or party wall is modified)

Your signature is an acknowledgement that you are aware of a proposed change to your neighbor's home which requires some modifications to the party wall or other portions of your property, and that you approve of the modifications to the party wall or other portions of your property.

Unless a legally enforceable agreement is entered into between adjoining lot owners to provide otherwise, as a general rule, adjoining owners are entitled to joint use of a party wall, and each owner is responsible for the repair and maintenance of the party wall in proportion to each owners use. Prior to modifying or altering a party wall, and prior to consenting to a neighbor's alteration of a party wall, the Association recommends that legal counsel be consulted concerning the rights and responsibilities of the current and future lot owners of the affected properties.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**  
**Keystone Pacific Property Management**  
**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**  
Email: architectural@keystonepacific.com

**HIGHLANDS COMMUNITY ASSOCIATION  
ADJACENT NEIGHBOR ACKNOWLEDGEMENT**

**to be used for the following (check one)**

CONCEPT REVIEW  FINAL REVIEW

**ADJACENT RESIDENCE ACKNOWLEDGEMENT**  
(shares portions of a common property line with the applicant)

Your signature is an acknowledgement that you are aware of a proposed change to your adjacent neighbor's home. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**ADJACENT RESIDENCE ACKNOWLEDGEMENT**  
(shares portions of a common property line with the applicant)

Your signature is an acknowledgement that you are aware of a proposed change to your adjacent neighbor's home. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

Amended January 28, 2016

**ADJACENT RESIDENCE ACKNOWLEDGEMENT**  
(shares portions of a common property line with the applicant)

Your signature is an acknowledgement that you are aware of a proposed change to your adjacent neighbor's home. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**ADJACENT RESIDENCE ACKNOWLEDGEMENT**  
(shares portions of a common property line with the applicant)

Your signature is an acknowledgement that you are aware of a proposed change to your adjacent neighbor's home. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address \_\_\_\_\_ Model \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Owner's signature \_\_\_\_\_ Date \_\_\_\_\_

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**

Email: architectural@keystonepacific.com

**REQUEST FOR VARIANCE**

**NOTICE OF REQUESTED VARIANCE**

Plans have been submitted to the Association that require a variance before architectural approval can be granted. The Applicant is hereby requesting consideration of a variance as stated below. As the proposed improvement may affect the Association's interests, the Request for Variance, when properly completed, will be published in the Association Newsletter as notification to the membership of the Request. If you wish to ask questions, oppose or support the variance request, or express any other position with respect to the request, you should submit your comments in writing to the Association's Management Company.

This Variance will be discussed at the next regularly scheduled General Meeting. Please contact the Association's Property Management Company for the date, time and location.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Irvine, CA 92603

Amended January 28, 2016

THE SPECIFIC VARIANCE THAT HAS BEEN REQUESTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE APPLICANT'S REASON FOR THE VARIANCE REQUEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans and this completed form are available for review in the Highlands Property Management Company office. If you wish to review the plans, you should do so in advance of the hearing.

Date of Request: \_\_\_\_\_.

**MAIL COMPLETED DECLARATION AND EXHIBIT TO:**

**Architectural Desk**

**Keystone Pacific Property Management**

**16775 Von Karman Ave., Suite 100 Irvine, CA 92606**

**Email: architectural@keystonepacific.com**



HIGHLANDS COMMUNITY ASSOCIATION  
SYNTHETIC TURF APPLICATION & AGREEMENT

**HOMEOWNER'S DECLARATION:**

By completing, signing and submitting this Application for the installation of synthetic turf, the Homeowner declares that (1) he/she agrees to comply with the requirements the Synthetic Turf Products section of the Standards, (2) he/she has examined the Standards available at [www.myhoa.com/highlands](http://www.myhoa.com/highlands) or by calling the Community Association Manager, and (3) he/she agrees to comply with the Standards and the requirements of this Application.

**SYNTHETIC TURF SELECTION**

- Front Yard, Side Yard and Rear Yard (check one): \_\_\_\_\_ SYN<sup>Lawn</sup> 958 \_\_\_\_\_ SYN<sup>Fescue</sup> 354 \_\_\_\_\_ Other Product: \_\_\_\_\_ (product submittal required)

**INSTALLATION, MAINTENANCE AND REPLACEMENT**

- No synthetic turf shall be installed immediately adjacent to (abutting) regular turf on the same or adjoining property, including Association and City property.
- A minimum separation of forty-eight inches (48") is required between synthetic turf and regular turf on the same or adjoining property, including Association and City property.
- Installation of substrate and approved synthetic turf shall be per manufacturer's best practices
- Installation shall result in the tips of the turf blades pointing toward the street
- Installation shall occur during Association-approved days and hours, per Architectural Standards
- Drainage shall comply with Architectural Standards, Section Three, Drainage
- Maintenance shall be per manufacturer's recommended intervals and shall include
  - Hosing, cleaning and brushing, removal of surface debris including pet hair, excrement, trash, weeds
  - Removal of bacteria, microbes, algae, mold and fungus; deodorizing and disinfecting especially where pets are allowed access
  - Filtering contaminants from existing infill, followed by infill replacement and leveling
- Replacement of the entire synthetic turf area will be required when, in the opinion of the Association, the synthetic turf loses its ability to hold itself in a natural, upright appearance, and/or the color fades or changes, regardless of the length of time the synthetic turf has been in service and/or the maintenance practices implemented by the Homeowner

**SUBMITTAL REQUIREMENTS**

- All applications shall include a plan diagram indicating where the synthetic turf is proposed to be installed, including property lines, dimensioned separation between synthetic turf and any grass, regardless of which residential lot the adjacent grass is located
- Signatures from adjoining and adjacent neighbors
- Product submittal requirements of any non-pre-approved synthetic turf product:
  - Minimum 12"x12" sample, color brochure and specifications with the following information:
  - Face weight (min. 60 oz.), blade color(s), multi-height blades, tan blades added to the thatch layer, product thickness not less than 1 ½ inches to a maximum of 2 inches
- Return completed Application & Agreement and product information to the Community Association Manager.

**HOMEOWNER SUBMITTING APPLICATION**

**ADJOINING (attached) NEIGHBOR**

**ADJACENT NEIGHBOR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION FIVE - EXHIBITS**

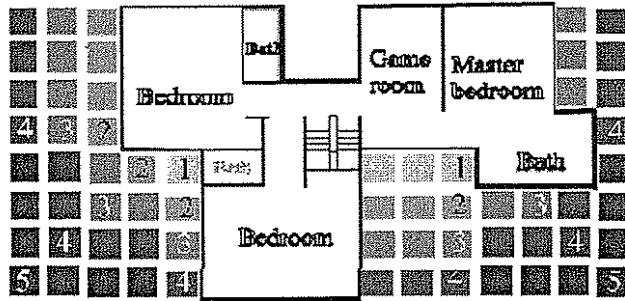
- A. SECOND STORY ADDITIONS EVALUATION
- B. SECOND STORY EVALUATION EXAMPLE
- C. CONCEPT REVIEW FLOW CHART
- D. ARCHITECTURAL CHARACTER EVALUATION
  
- F. LANDSCAPE MAINTENANCE POLICIES
- G. OPTIONAL MAIL BOX
- H. VENEER STONE APPLICATIONS



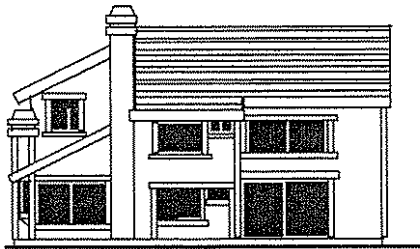
## Exhibit B

### Example

The example is a second story addition of 1500 square feet to a Montecito model.

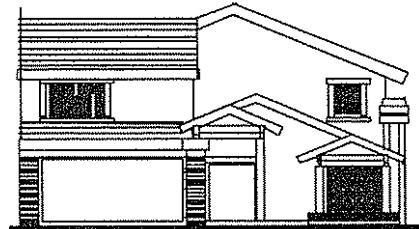


Wall locations



Rear Elevation

$$V_r = 5(4)(1) + 5(3)(1) + 15(2)(1) = 65.00$$



Front Elevation

$$V_f = 20(1)(1) = 20.00$$



Side Elevation

$$V_s = 20(4)(1)(1.33) + 5(2)(1)(1.0) + 5(3)(1)(1.0) + 5(4)(1.5)(1) = 161.40$$

### Numerical evaluation

Wall segment value = (wl) x (wf) x (rf) x (ff)

where

wl = wall length in feet

wf = wall ranking factor on a scale of 0 to 5

rf = roof form factor

ff = fenestration factor on side elevation only

A summation of its evaluation units

front elevation (Vf) = 20.00

side elevation (Vs) = 161.40

rear elevation (Vr) = 65.00

Total evaluation units = 246.40

A total of 300 or less indicates this alternative is in compliance with Association policies and is eligible for the abbreviated concept review procedure.

### Wall Locations Factor

The 2nd story of the example covers 20' of #1 on the front elevation, 20' of #4, 5' of #3 and 5' of #2 on the side elevation, and 15' of #2, 5' of #3, and 5' of #4 values on the rear elevation.

### Roof Forms Factor

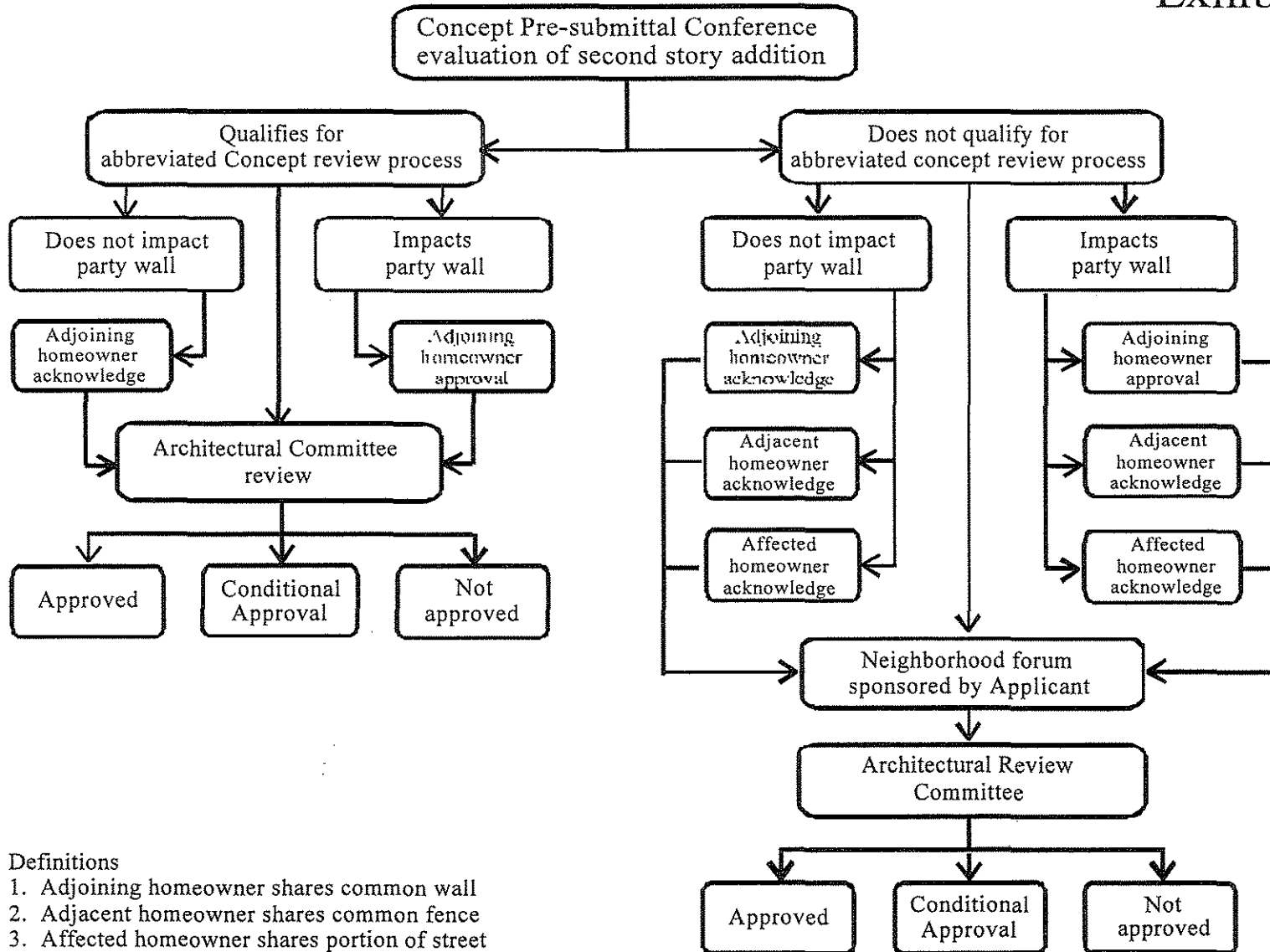
The roof factors include 1.0 (shed roof) on the front elevation, 1.0 (shed roof) and 1.5 (gable roof) on the side elevation, and 1.0 (shed roof) on the rear elevation.

### Fenestration Factor

Fenestration on the side elevation is 33% of the wall for a factor of 1.33. High windows may be omitted from the calculation

## Example of second story impact evaluation

# Exhibit C



**Definitions**

1. Adjoining homeowner shares common wall
2. Adjacent homeowner shares common fence
3. Affected homeowner shares portion of street

## Exhibit D

### Architectural Considerations

#### Roofs:

Primarily gable roof forms, and intersecting gable roof forms, with a nominal 6" in 12" pitch, and a limited use of flat roofs

#### Walls:

Uniform full-height application of wood siding, shingles or brick, with no wainscote applications

#### Windows:

Divided lites on windows visible from the street, either recessed or popped out for emphasis

#### Trim:

Rough cut 2x8 with head and sill extended beyond jamb approximately 4"

#### Shapes:

Linear and rectilinear, with no curves, arches, or circle forms

#### Features:

Brick pot shelves, pop-out or recessed windows, uniform application of materials

#### Colors:

From approved Palette only, with same color applied to body and trim, as illustrated on paint schedule

### Planning Considerations

#### Variable Massing:

Variety of setbacks and building heights to create interest along street

#### Edges:

Low roof elements at front and side yard setbacks to expand sense of open space, reduce shadows on neighbors

#### Integration:

Treatment of both units as a single building in both massing and architectural elements

#### Spatial:

Reinforcement of open space between modules, by physical dimension as well as forms

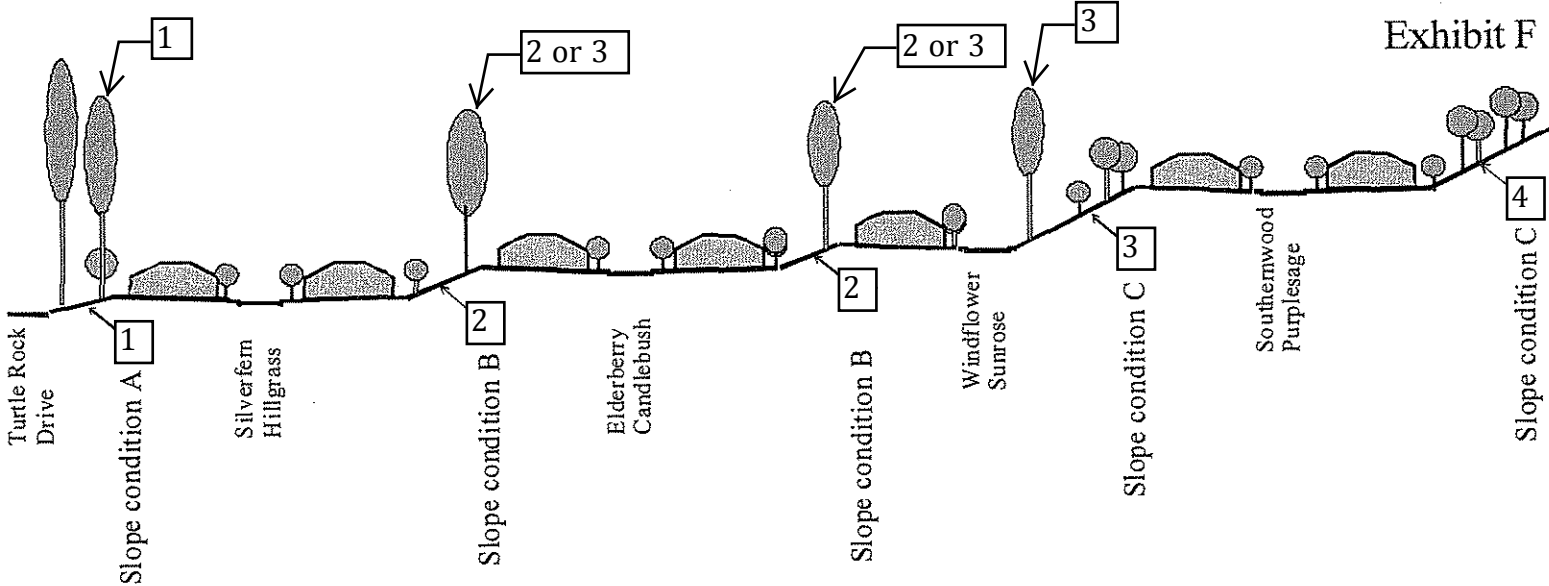
#### Visual:

De-emphasis of garage by use of side entry drive, separation of driveways to minimize impact of pavement

#### Setbacks:

Restriction on proximity of second story elements to front yard and side yard setbacks

## Architectural Character Evaluation



**Slope ownership and maintenance conditions**

- Condition A: Association owned and maintained
- Condition B: Privately owned and maintained
- Condition C: Privately owned, Association maintained

**Landscape maintenance policies**

- 1** Turtle Rock Theme Landscaping provides a strong visual edge to the community. Not subject to individual view obstruction considerations.
- 2** Homeowner trees and shrubs should be trimmed to match roof height.
- 3** Association maintained trees are not subject to individual view obstruction considerations.
- 4** Significant canopy desired to define edge of community. No views are blocked

**Maintenance Policies Concerning Slope Bank Landscaping and View Impairment**

## Mailbox Standard

## Exhibit G

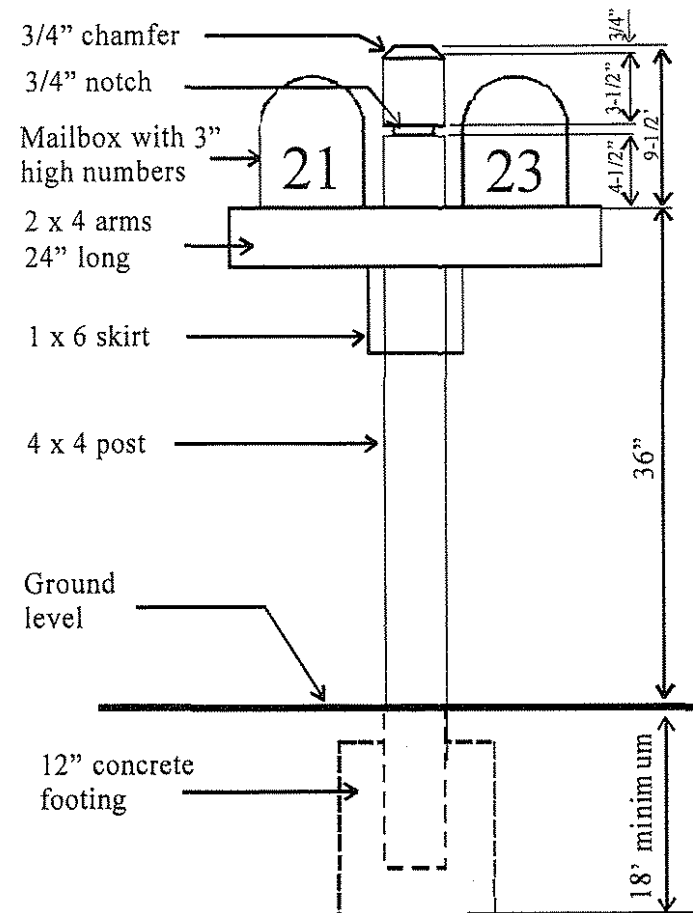
Wood post shall match original design, painted Dunn Edwards SP40 Ash Grey. Position of post shall remain in original location.

Your mailbox must match the original or may be the option described below. Note that both mailboxes on a post must be of the same design and color.

Optional mailbox is model Westchester available from Streetscape Inc.,  
15641 Product Lane, Suite 7,  
Huntington Beach, California 92649  
Call (714) 898-4842 and ask for Scott.

Address number shall be 3" high solid brass, and flag kit shall be brass. Costs are \$146.15 each including taxes if shipped, or \$134.15 if picked up at the manufacturer. A 50% down payment is required, and delivery is 4 weeks after order has been placed. Installation can be arranged for orders of 20 or more for \$20.00 each. The post is not included.

Note: Costs and arrangements noted above are subject to change over time.





## Veneer Stone

Veneer stone may be applied on vertical wall surfaces under the following conditions:

1. Scope of application
  - a) It shall be applied over or as a replacement for an existing masonry surface;
  - b) It shall cover all the previous or existing masonry surfaces;
  - c) It shall not be applied to any other wall surfaces.
2. Approved materials, patterns and colors  
 Veneer stone shall be selected from the following options which are manufactured by Culturestone (www.culturestone.com) or call 1-800-235-1727.
 

<u>Polygonal or Mosaic pattern</u>	
Bucks County Dressed Fieldstone	Charlemagne Dressed Fieldstone
<u>Squared Stone pattern (blind)</u>	
80% Bucks County Southern LedgeStone	80% Charlemagne Southern LedgeStone
20% Bucks County Dressed Fieldstone	20% Charlemagne Southern Fieldstone
<u>Long Stone Random Range pattern</u>	
Bucks County Limestone	Charlemagne Limestone
3. Natural stone applications  
 A natural stone may be substituted for an application of manufactured veneer stone if:
  - a) The natural stone already exists on the homeowner's lot in a significant application that is visible from the street
  - b) The natural stone's color, stone size, grout joints and pattern of installation are similar to one of the designated alternatives listed in (2) above
  - c) The Architectural Review Committee shall be the sole judge of the factors outlined above

## Exhibit H

### Approved patterns



Polygonal or Mosaic



Squared Stone



Long Stone Random Range