

CHANTEMAR
H O M E O W N E R S A S S O C I A T I O N

ARCHITECTURAL GUIDELNES AND POLICIES

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1. PURPOSE AND POLICIES

The primary goals of these Guidelines and Policies are to preserve and enhance the beauty and property values of the Chantemar Community, and to provide for Homeowners' notification and opportunity to comment when they might be affected by proposed alterations to homes or landscape. In addition, these guidelines and policies will assist Members of the Association in designing and implementing plans that help meet these goals.

In the event of a conflict between this document and the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements (the CC&Rs), the CC&R's shall control. The guidelines and policies in this document are also subordinate to all Federal, State, County, and City of San Diego laws, codes, rules, and ordinances.

2. THE ARCHITECTURAL COMMITTEE

The CC&Rs establish an Architectural Committee, which makes decisions regarding external changes or alterations to structures and landscape on behalf of and for the good of the Community as a whole. The Committee shall endeavor to balance respect for privacy and individuality with a firm commitment to preserve and enhance the beauty of the community for the enjoyment of all.

2.1 SCOPE:

Before beginning any construction, alteration, or addition on their property homeowners shall submit plans to the Architectural Committee and obtain the Committee's written approval for any of the following:

- A. Any exterior alteration, addition or change to any structure, including any building, patio cover, perimeter fence or wall.
- B. Any alteration, addition, or change to the landscape or hardscape in any front yard or in any area subject to any Easement in favor of the Association.
- C. Any retaining wall or alteration of any slope, drainage pattern or drain.
- D. Any removal or installation of any planting having a mature height exceeding six (6) feet.
- E. Any body of water with a depth of 18 inches or more, including any pond, pool, spa, or hot tub.
- F. Any exterior project requiring a permit from the City or County of San Diego, other than repair, maintenance, or replacement of existing structures, equipment, hardscape, or landscape.

2.2 EXCLUSIONS:

- A. The following are pre-approved by the Architectural Committee and/or do not require submission of plans: Interior remodeling, painting, repair, or reconstruction.
- B. Repainting or staining the exterior surfaces of any structure in the same colors.
- C. Replacement of landscape with reasonably similar landscape, not exceeding six feet in height at maturity.
- D. Repair, maintenance, or like-kind replacement of any existing infrastructure, exterior structure or hardscape.
- E. Installation, alteration, repair, or replacement of any backyard landscape, hardscape, paving or sprinkler system not included in scope above.

The Board of Directors recommends, however, that homeowners inform neighbors, the Property Management Company, and the Architectural Committee in advance of any work.

2.3 UNAPPROVED WORK:

Homeowners that begin any work without written Architectural Committee approval are subject to fines as may be imposed by the Board of Directors of the Association. Work that is commenced before architectural plans are approved in writing is subject to removal at the expense of the homeowner if subsequently deemed unacceptable by the Architectural Committee.

2.4 DEVIATIONS:

If landscaping or improvements have been constructed or installed in a manner that materially deviates from the plans that were approved, the Architectural Committee will make recommendations for changes. If the ARC recommended changes are not completed within 30 days of the date when the homeowner is notified of the changes, the matter will be referred to the Board of Directors for appropriate action in accordance with the CC&R's.

2.5 NO CONTRACTS:

No sale or other contract for a property in the Association shall bind or commit the Architectural Committee to approve or disapprove of any matter within the Committee's jurisdiction. No contract shall require the Committee to act outside the timetable of its normal activities.

3. OPERATING PROCEDURES OF THE ARCHITECTURAL COMMITTEE

In accordance with Section 6.06 of the CC&Rs, the ARC shall review the Homeowner submissions and provide a written (or email) response to the submitting Owner within thirty (30) days of the Management Company receipt of the fully completed application from the Owner. Approval is not guaranteed even if all related information has been provided. The ARC shall have the right to extend this thirty-day timeline for an additional thirty (30) days upon written notice submitted to the Owner within the initial thirty (30) days of the first fully completed submittal.

In the event the ARC fails to provide a written (or email) response to the submitting Owner within thirty (30) days of receipt of the r from the Owner, [written] approval will not be required, and the requested modifications will be deemed to have been approved.

Depending on the content of an **Architectural Committee Approval Request**, the Architectural Committee may establish its resolution to the request by one of two means:

1. The committee will arrange and meet with the homeowner(s), at the homeowner(s) property, if any member of the committee feels an on-site visit would better clarify the request, or
2. The committee can communicate via electronic means to establish a resolution to the request.

The Architectural Committee will monitor, and review completed construction and landscaping to ensure compliance with these Guidelines and Policies and with the CC&R's. The Architectural Committee will also notify homeowners of corrections required and refer unresolved matters to the Board for appropriate remedial action in accordance with the CC&R's.

The Architectural Committee Chair will report all business of the Architectural Committee to the Board of Directors at each Regular Meeting of the Board of Directors.

Any homeowner, including committee members, may call a Special Meeting of the Architectural Committee by requesting a Special Meeting via email at mallison@waltersmanagement.com or contacting the Property Management Company with the request. The request must include an agenda and location for the meeting. The Architectural Committee will schedule the meeting time and date within the following 20 days of the request.

Special Meetings of the Architectural Committee will be posted on the HOA website at least 4 days in advance of the scheduled meeting.

The Architectural Committee operates in an atmosphere of constructive informality. The Committee determines its own operating rules and procedures. The committee may be assisted by a person from the Association's property management company who will perform the functions of Secretary to the Committee. If a Property Management Company employee is not present, a member of the Architectural Committee will be assigned the duties of Secretary. If voting is required by the Architectural Committee members, it shall be open and recorded.

All interested homeowners are invited to attend Special Meetings of the Architectural Committee.

Copies of the minutes from Special Meetings may be obtained on the HOA website.

4. SUBMISSION OF PLANS

Plans for any improvements requiring Architectural Committee approval may be submitted at any time. Plans must be submitted sufficiently in advance of proposed work such as to allow for Neighbor input and careful consideration by the Architectural Committee.

All plans must be submitted as described below and must be approved in writing prior to the actual commencement of work. "Informal" opinions obtained from Committee Members, during the preparation of plans or at other times, do not constitute Committee approval. Plans that do not contain all the information required below will be returned for additional information prior to review.

4.1 PLANS:

Plans submitted to the Architectural Committee are preferred in electronic format, but paper format is acceptable on a minimum of at least 8 ½ X 11 inches. If any proposed submission requires a permit from the City or County, then the plans submitted shall include the same plans as submitted to the City or County to obtain the permit. With the exception of painting and window modifications, each submission must include a plot plan drawn to scale and drawings showing:

- A. The location of any structures on the lot, with all relevant dimensions and setbacks indicated.
- B. Complete dimensions of the proposed improvements.
- C. Measurements of the proposed improvements showing their relationships to the home and lot (property) boundaries.
- D. Detailed description of materials to be used in the improvements.
- E. Drawings of elevations, footings, and aesthetic details for any construction.
- F. Planned color scheme.
- G. Plotted location of drains, trees, walls, fences, patios, patio covers, pools and spas, and associated equipment, and all other structures.
- H. Exact plants exceeding six (6) feet in height to be used, as well as their trimmed height and span at maturity.
- I. The street address, lot number, owner's name, as well as both day and evening phone numbers.
- J. Proposed start date and estimated completion date.
- K. Evidence of Neighbor Notification, if required in Section 6 of these Guidelines and Policies.

4.2 SUBMISSION:

Plans can be submitted via email [to ARCrequest@chantemar.com](mailto:ARCrequest@chantemar.com) or mailed/delivered to the Property Management Company.

4.3 INQUIRIES:

Questions about these Guidelines and Policies or about the submission or status of plans should be directed to ARCrequest@chantemar.com or to the Management Company.

5. ARCHITECTURAL SPECIFICATIONS

The following specifications constitute guidelines for submitting plans to the Architectural Committee. In general, no specification shall violate any provision of the CC&R's. Matters not covered by these specifications will be reviewed on their individual merits by the Architectural Committee.

5.1 WALLS AND FENCES:

California Civil Code Section 841 provides for sharing the cost of building and maintaining walls by owners along shared boundaries. Homeowners have the right to privacy in their homes and immediate yards. To ensure that right, construction of walls will be permitted alongside and rear property boundaries, and from those boundaries to a home's walls. The following guidelines shall be followed in connection with the construction of walls and fences:

- L. Walls along property boundaries will ordinarily be of tinted slumpstone, stucco, or a combination of slumpstone and wrought iron to conform with the established use of these materials.
- M. Where short lengths of fence are to be run between a slumpstone or stucco wall and a residence's walls, these must be of a non-combustible material. They must be designed to be unobtrusive. PVC or similar material is permitted only if the material is manufactured as a fence.
- N. Structural framing or the unfinished side of any fence or wall shall not be exposed to any public street, sidewalk, common area, or neighboring lot.
- O. Acceptable materials for the extension or repair of any wall or fence shall be the original material and color.
- P. Except as permitted in paragraph 5.1B above, no wall or fence shall be constructed of PVS material.
- Q. No double fences shall be constructed. In other words, adjacent landowners cannot construct separate walls parallel to one another.
- R. No wall or fence may be more than six feet high.

- S. H. Walls along property boundaries require the notification of the neighbors sharing the boundaries. Ordinarily, approval of adjacent neighbors will be required where a wall is to be constructed along a common boundary, except that failure to obtain such approval shall not be a barrier to the submission of plans for such a wall or to the Architectural Committee's approval of such plans.

5.2 PATIO SLABS, WALKWAYS, COURTYARDS, DECKING, MOW STRIPS

- A. Materials that are acceptable for patio slabs, walkways, courtyards, decking, and mow strips are concrete, brick, terra cotta, flagstone or wood-like appearance material.
- B. In all cases colors must be clearly specified on the plans.

5.3 OUTSIDE LIVING STRUCTURES (PATIO COVERS, GAZEBOS, ETC.)

Living structures shall be made with non-combustible materials; stucco shall be of the same texture and color of the house stucco, brick, stone, fire retardant wood work and wood-like appearance material, etc. Structures with exposed metal components are unlikely to be approved. Roofs of outside living structures that are designed to be waterproof should be covered with a roofing material that matches the house.

5.4 MISCELLANEOUS GUIDELINES

The following are policy guidelines and approval of the Architectural Committee must be obtained in every instance where an exception is sought:

- A. Air conditioning equipment shall not be visible from the street. Window air conditioning units are not allowed.
- B. No basketball hoops visible from the street or common areas are permitted.
- C. Fenced dog runs along a property boundary are not ordinarily approved. Neighbor input will be strongly considered.
- D. Exterior lighting will be approved if it is not directed or placed so as to create an annoyance to neighbors, as determined by the Architectural Committee.
- E. Pools, Spas, Hot Tubs or Ponds, and related equipment, will be considered on an individual basis.

Any pump, filter or heater installed to serve any body of water shall be sound attenuated in such a manner as to achieve a maximum sound level of 55 acoustic decibels at the property lines. Any such pump, filter or heater shall not be considered an accessory building so long as any required housing does not exceed six feet in height.

Following installation, any request by the Architectural Committee for certification by a competent testing agency that equipment satisfies the requirement above will be promptly met, at the homeowner's expense.

- F. Swings, playhouses, jungle gyms, and other playground equipment will be considered on an individual basis. They will be permitted if located unobtrusively.
- G. Rooftop appliances will not be permitted except for approved solar panels. Solar installations will be approved if they are mounted directly on the roof and are of a color, size and shape consistent with the roof line. Color should be as unobtrusive as possible.
- H. Security bars visible from the exterior on windows and doors are not permitted.
- I. Utility buildings permitted pursuant to the CC&R's must be of the same material and color as the homeowner's house.
- J. Color Scheme: Repainting and staining in the original color scheme does not require committee approval. All new painting/staining and/or color changes require approval. Swatches and samples submitted should be large enough to show the homeowner's intended color clearly.

The Committee ordinarily approves earth-tone based color schemes that blend harmoniously with the community's established patterns. Colors that are not based on earth-tones, or that are otherwise bright and gaudy, are not normally approved, e.g. bright blues, reds, yellows, pinks, greens and the like.

6. NEIGHBOR NOTIFICATION

It is the intent of the Architectural Committee to consult neighbors regarding any proposed improvements that may impact the neighbor's use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement is, however, only advisory, and not binding on the Architectural Committee's decision in any way.

6.1 DEFINITIONS: ADJACENT AND IMPACTED NEIGHBOR:

Adjacent Neighbors are all those sharing a property boundary with the home in question. Impacted Neighbors are all properties in the immediately surrounding area that would be affected by the construction of any proposed improvement, e.g. the improvement would be visible or heard by them or obstruct their view.

Impacted Neighbors are typically the three (3) homes most directly across the street.

The Association will often be a "neighbor" under the definitions above. The Committee acts in this stead for the Association.

6.2 IMPROVEMENTS REQUIRING NOTIFICATION:

The following improvements require evidence of neighbor notification to be submitted together with the plans being proposed:

- A. Fences and Walls: Adjacent and Impacted Neighbors. For fences and walls along their common boundaries, Adjacent Neighbor approval is ordinarily expected.
- B. Patio Covers and Gazebos: Adjacent and Impacted Neighbors.
- C. Antennas, Microwave and Satellite Dishes: Adjacent and Impacted Neighbors.
- D. Dog Runs: Adjacent Neighbors; dog runs are usually not viewed favorably.
- E. Pools, Spas and Related Equipment: Adjacent Neighbors and Impacted Neighbors.
- F. Any exterior construction requiring City or County building permitting: Adjacent and Impacted Neighbors.
- G. Any other improvement mentioned in 2.1 not covered in A through F above: Impacted Neighbors_

6.3 NEIGHBOR OBJECTIONS:

The intent of having neighboring homeowners sign the Architectural Committee Approval Request is to ensure that all impacted neighbors are informed of impending changes to a property. Neighbors have 10 days, from their signing of the request, to declare objections to the proposal. Objections must be submitted via email to mallison@waltersmanagement.com or mailed/delivered to the Property Management Company. Objections received after the 10-day period will not be considered by the Architectural Committee regardless of the reason for the delay.

Work that is commenced before ARC approval is subject to removal at the expense of the homeowner if subsequently the Architectural Committee, or Board of Directors if appealed, rules in favor of the neighbor's objections.

7. APPROVAL

7.1 MEANING OF APPROVAL:

Approval by the Architectural Committee does not constitute approval by and for the City or County of San Diego, nor does approval by the City or County of San Diego constitute approval by and for the Architectural Committee. Architectural Committee approval means that the plans meet the requirements of the CC&R's and the Architectural Committee, do not substantially impair the view of other properties in the Association, and are consistent and in harmony with the general plan and practice of the community.

Approval by the Architectural Committee of any application does not constitute approval of any identical or similar application from any other homeowner. Each application is considered on a case-by-case basis. Past approval or denial of any submission does not create any precedent for approval or denial of any future application.

7.2 CONDITIONS OF APPROVAL:

Approval is conditioned upon commencement of work within 90 days after approval is obtained, unless a different period of work is specified by the Applicant and Architectural Committee. Work must be pursued diligently to completion, i.e., within 6 months of approval for all home modifications or up to one year for home rebuilds. If work cannot be accomplished within this timeframe, an extension may be granted with a written request to the Architectural Committee. Revised plans incorporating any changes required by the Architectural Committee must be resubmitted and approved before any work can start. Work may start only after receipt of written approval and the satisfaction of any prior conditions related to the approval.

The Architectural Committee only approves plans as submitted. If a homeowner materially changes his scheme or design during construction, plans showing the changes must be resubmitted for approval. The fact that an earlier plan may have been approved in no way binds the Architectural Committee to future approval. A homeowner who proceeds with a materially changed design proceeds as though without any approvals at all.

7.3 NO LIABILITY:

The Architectural Committee, the Board of Directors, all members of the Association, or Owners, shall not be responsible or liable to anyone in any way for any defect in any improvement constructed in accordance with plans and specifications approved by the Architectural Committee, or for any reason of mistake in judgment, negligence or nonfeasance arising out of the approval or disapproval or failure to approve or disapprove any plans.

8. APPEALS

8.1 APPEALS BY APPLICANTS

If the ARC denies an Owner's architectural request, the requesting Owner shall have a period of 30 days to appeal the denial by the ARC to the Board of Directors. In which case the Board of Directors shall review the requesting Owner's architectural submission within forty-five (45) days of the request for Board review. Failure of the Board to review the submission within 45-days shall be deemed a decision in favor of the appellant.

There shall be no right of appeal if the Board acted as the committee and issued the original denial. (CC&Rs 6.06.04)

8.2 APPEALS BY NEIGHBOR

Neighbors visually impacted by a proposed project or whom would otherwise be negatively impacted by an approved request may appeal to the Board of Directors of any decision of the

Architectural Committee within thirty (30) days of being notified by the homeowner. The process is provided for in Section 6.06.4 of the CC&R's.

9. UNAPPROVED ALTERATIONS & ENFORCEMENT THERE OF

All exterior modifications must be approved by the ARC. (CC&Rs 6.02). In cases where improvements are made without written approval by the ARC or Board of Directors, the Board of Directors has full authority to enforce the CC&R's. It also acts to secure compliance with these Policies and Guidelines. The normal procedure is for the Architectural Committee to determine the presence of non-compliance, after providing the homeowner with a suitable period in which to take corrective action, and to refer the matter to the Board for enforcement. In these instances, non-compliance is a nuisance and is subject to the full range of remedies at the Board's disposal.

Where improvements are found to have been constructed without plans having been approved, the homeowner is requested in writing to submit such plans to the Architectural Committee for review and approval.

If such plans are not received by the Committee within a time it specifies, usually 30 days, the matter is turned over to the Board for enforcement.

10. MAINTENANCE AND REPAIR

10.1 BRUSH MANAGEMENT AND LANDSCAPE MAINTENANCE:

Each owner must plant or replant as necessary, water and maintain all areas of his property, including slopes and rights-of-way to present an attractive appearance. Banks shall be planted and maintained as an integral part of the overall landscaping.

Brush maintenance shall conform to the San Diego Municipal Code Section 142.0412.

Brush management is required in all base zones on publicly or privately owned premises that are within 100 feet of a structure and contain native or naturalized vegetation. Where brush management is required, a comprehensive program shall be implemented that reduces fire hazards around structures by providing an effective fire break between all structures and contiguous areas of native or naturalized vegetation. This fire break shall consist of two distinct brush management areas called "Zone One" and "Zone Two."

(1) Brush management Zone One extends 35feet from the dwelling structure, shall be least flammable, and shall typically consist of pavement and permanently irrigated ornamental planting. Brush management Zone One shall not be allowed on slopes with gradient greater than 4:1 (4 horizontal feet to 1 vertical foot) unless the property received tentative map approval before November 15, 1989.

(2) Brush management Zone Two is the area between Zone One and 100 feet from any dwelling structure or any area of native or naturalized vegetation and typically consists of thinned, native, or naturalized non-irrigated vegetation.

Zone One Requirements

- (1) The required Zone One width shall be provided between native or naturalized vegetation and any structure and shall be measured from the exterior of the dwelling structure to the naturalized vegetation.
- (2) Zone One shall contain no habitable structures, structures that are directly attached to habitable structures, or other combustible construction that provides a means for transmitting fire to the habitable structures. Structures such as fences, walls, palapas, play structures, and uninhabitable gazebos that are located within brush management Zone One shall be of noncombustible construction.
- (3) Plants within Zone One shall be primarily low-growing and less than 4 feet in height except for trees. Plants shall be low-fuel and fire-resistive.
- (4) Trees within Zone One shall be located away from structures to a minimum distance of 10 feet as measured from the structures to the drip line of the tree at maturity in accordance with the Landscape Standards of the Land Development Manual.
- (5) Permanent irrigation is required for all planting areas within Zone One except as follows:
 - (A) When planting areas contain only species that do not grow taller than 24 inches in height, or
 - (B) When planting areas contain only native or naturalized species that are not summer-dormant and have a maximum height at plant maturity of less than 24 inches.
- (6) Zone One irrigation overspray and runoff shall not be allowed into adjacent areas of native or naturalized vegetation or Chantemar Open Space.
- (7) Zone One shall be maintained on a regular basis by pruning and thinning plants, controlling weeds, and maintaining irrigation systems.

Zone Two Requirements

- (1) The required Zone Two width shall be provided between Zone One and the undisturbed, native or naturalized vegetation, and shall be measured from the edge of Zone One that is 35 feet from the habitable structure to the edge of undisturbed vegetation.
- (2) No structures shall be constructed in Zone Two.
- (3) Within Zone Two, 50 percent of the plants over 24 inches in height shall be cut and cleared to a height of 6 inches.

10.2 YARDS:

Yards must be kept free of weeds, dead and diseased plant material, and litter. Front lawns must be kept neatly mowed and have no dead zones. Ground cover and grass is to be kept neatly trimmed at the sidewalks. Bare soil in the front yard is not acceptable. Quality mulch (rocks, commercial chips, or bark) installed on weed barrier may be acceptable in the front yard. Composting of plant material on the front yard is acceptable.

Grass clippings and yard debris must not be deposited on any common area, or any area exposed to public view.

Two important factors in reducing fire fuel load and creating a fire safe landscape are thinning and pruning. Front and backyard landscape vegetation shall be thinned and pruned according to established city code standards. Vertical clearance between trees and shrubs are to be maintained by pruning up the tree canopy, reducing height of the shrubs or a combination thereof. Canopies of existing trees that extend to within 10 feet of any structure shall be pruned to maintain a minimum horizontal and vertical clearance of 10 feet. The ground around trees should be kept free of litter, leaves, branches, and weeds.

Landscape vegetation should not encroach upon neighboring property boundaries or interfere with proper function of neighboring solar systems or limit traffic visibility for vehicles entering city streets. Shrubs shall not encroach on the sidewalk and trees with branches over sidewalks shall be trimmed to maintain a 7-foot clearance above the sidewalk.

10.3 XERISCAPE LANDSCAPING

We live in a natural desert. Therefore, low-water-use xeriscaping is strongly encouraged. However, natural weeds and or bare soil in a xeriscape landscaping is not acceptable.

10.3 STORAGE:

Storage must be located out of view from any street, and any structure containing storage must be approved by the Architectural Committee.

10.4 TRASH:

Trash must be located out of view from any street except when it is put out for pickup. Trash should not be put out until the evening before trash pick-up, and containers shall be removed promptly within 24 hours of trash pickup.

10.5 DRIVEWAYS AND WALKS:

Driveways and walks are to be swept and kept clean and free of oil drippings and stains.

10.6 DRAINAGE:

All drainage from improvements shall be constructed to return drainage to the front street. Drainage must be cored through the curb and may not run over the sidewalk.

10.7 IRRIGATION:

Irrigation system(s) are typically required for landscaping in our climate zone. A focus toward Xeriscaping is encouraged.

10.8 MAINTENANCE OF EXTERIOR STRUCTURES:

All exterior surfaces of all structures, including the dwelling, shall be maintained structurally, and shall be kept well painted or stained.

Note that a solid coat of paint with no peeling or cracks is the single best deterrent to termites.

11. ENFORCEMENT

Violations of these guidelines and policies will be referred to the Board of Directors for enforcement action. The Board may impose the following fines for violations.

11.1 UNAUTHORIZED CONSTRUCTION OR MODIFICATION OF EXTERIOR OR LANDSCAPE:

\$100

11.2 "CEASE AND DESIST" LETTER:

\$500

11.3 FURTHER LEGAL ACTION:

Actual costs,

11.4 DAILY FINES FOR CONTINUING VIOLATIONS:

\$10 per day

11.5 FINES IMPOSED IN ACCORDANCE WITH THE CALIFORNIA CIVIL CODE, §1363

When the board of directors is to meet to consider or impose discipline upon a member, the board shall notify the member in writing, by either personal delivery or first-class mail, at least 10 days prior to the meeting. The notification shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a member may be disciplined, and a statement that the member has a right to attend and may address the board at the meeting. The board of directors of the association shall meet in executive session if requested by the member being disciplined. If the board imposes discipline on a member, the board shall provide the member a written notification of the disciplinary action, by either personal delivery or first-class mail, within 15 days following the action. A disciplinary action shall not be effective against a member unless the board fulfills the requirements of this subdivision.

CHANTEMAR

H O M E O W N E R S A S S O C I A T I O N

C/o Walters Management
Tel: (858) 576-5536

9665 Chesapeake Drive Suite 300, San Diego, CA 92123 T
[Email: cmayes@waltersmanagement.com](mailto:cmayes@waltersmanagement.com)

Request for Architectural Committee Approval

Date: _____ Lot No: _____

Owner: (Print) _____

Address: _____

Home Phone: _____ Cell or Bus. Phone: _____

Email Address: _____

Notice: The Chantemar Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the Association’s Architectural Guidelines and Policies provide that “No building, fence, wall, or other structure shall be commenced, erected, painted, repainted, refurbished, remodeled, maintained or installed upon the property nor shall any exterior addition to or change or alternation therein, be made until the plans and specifications showing the nature, kind, shape, height, materials, color, and location are approved in writing” by the Architectural Committee or Board of Directors. No work shall be done which may change existing drainage patterns. No work shall be done on any common area or neighboring property. Walls or fences along property boundaries will ordinarily be of tinted slumpstone, stucco, or a combination of slumpstone and wrought iron to conform to the established use of these materials; deviations are unlikely to be approved. Work on any landscaping or improvement that is commenced before plans are approved is subject to removal at the expense of the homeowner.

Instructions: Please submit this form and attachments to the Architectural Committee via the Management Company (address on reverse). Approval must be obtained in writing *before any work is begun on your property*. Your proposed changes may also require a permit from the City and/or County and the City may require a copy of the approval letter from the Chantemar HOA before issuance of a permit. You or your Contractor should consult with the San Diego City Department of Development Services concerning permit requirements and then obtain any required permits before beginning any construction (See <http://www.sandiego.gov/development-services>). Architectural Committee approval does not constitute approval by the City or County. Your proposed work may also require approval from any mortgagors or lien holders of your property.

1. Please provide a brief description of the proposed improvements or work to be performed:

2. Provide plans & specifications: Plans for construction of any structure must be those that will be submitted to the city to obtain the building permit. Plans not requiring a building permit must show the nature, kind, shape, height, materials, color, and location on your lot for any structure or hardscape. Plans for landscaping must show the species, locations on your lot, and expected mature size of all plantings, for anything expected to be more than 6’ tall at maturity. Your plans must include an overall plot plan showing the dimensions, setback requirements, slopes including adjoining property, and location of all structures, hardscaping, and landscaping. Plot plans are available in the library @ www.Chantemar.com.

- a. Provide color and/or material samples for any paint or stain, and any building, roofing, or paving materials. Specify colors and note any pre-approved colors.
- b. Please provide any brochures, photos, or other information that will help the Committee understand your proposed improvements.
- c. Submit 1 electronic (PDF) copy of the completed application** to the Management Company.

3. Provide the name and license number for your Builder/Contractor: _____

4. Provide the anticipated start and completion dates of the work in this request. _____

5. By signing below and submitting this request, the owner(s) of the Lot agree to the following terms and conditions:
- a) A San Diego City Building Permit will be obtained, if required;
 - b) Approval will be obtained from the holder(s) of any mortgage(s) or lien(s), if required;
 - c) I/we understand that all necessary maintenance for all proposed improvements or work, now and in the future, shall be the financial responsibility of the legal owner of the lot;
 - d) Additional maintenance due to the proposed improvements, if any, will be charged to the legal owner of the Lot by the Association;
 - e) The Association is held harmless for any interior or exterior damages resulting from proposed work;
 - f) I/we will be responsible for the actions and conduct of our contractor(s) and workers including compliance with the parking rules and all other governing documents;
 - g) Trash, debris and excess building materials in and around common areas and streets shall be cleaned up daily;
 - h) Work in progress shall not begin earlier than 7:00 AM and end not later than 6:00 PM Monday thru Saturday;
 - i) Trash or storage bins or construction equipment or materials shall not be stored on the Association's common area or private property without written consent of the Association, which shall not be unreasonably withheld.
 - j) Deviations from approved plans will be re-submitted to the Architectural Committee for approval before work is begun. This includes a new application for approval for work that extends beyond 6 months from Authorization;
 - k) Work may be periodically inspected by the Architectural Committee for adherence to approved plans;
 - l) I/we will inform the Architectural Committee of any delay of more than 30 days in anticipated completion date.

6. Obtain signatures from owners of any neighboring lots impacted by your proposed work. This includes any lots that touch or share any perimeter boundary of your lot (including the rear yard) and facing neighbors on your street.

To Neighboring Owners: By signing you are not approving or disapproving the proposed improvements. You are indicating that you have reviewed the plans and specifications. If you object, please submit your objections in writing to the Management Company at the address below within 10 days of signing this document. You understand that neighbor objections do not in themselves cause denial. The Architectural Committee may contact you to consider your objections.

SIGNATURE	PRINT NAME	PROPERTY ADDRESS	DATE
SIGNATURE	PRINT NAME	PROPERTY ADDRESS	DATE
SIGNATURE	PRINT NAME	PROPERTY ADDRESS	DATE
SIGNATURE	PRINT NAME	PROPERTY ADDRESS	DATE

Signature(s) of Legal Owner(s):

Return completed form and attachments to:
 Walters Management, Attn: Cierra Mayes
 9665 Chesapeake Drive Suite 300, San Diego, CA 92123
 Phone: 858-576-5529

Email: cmayes@waltersmanagement.com

DECISIONS:

ARCHITECTURAL COMMITTEE: Received _____ Date Approved: _____ Date Disapproved: _____ Date

 Signature of Chairperson

 Member

 Member

AUTHORIZATION FOR THIS WORK EXPIRES 6 MONTHS FROM THE ABOVE DATE OF APPROVAL COMMENTS:

Date Inspected: _____

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