

VILLA LA JOLLA

ARC Guidelines

Revised

January 18, 2018

Villa La Jolla

ARCHITECTURAL GUIDELINES

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Villa La Jolla

Condominium Association

ARCHITECTURAL GUIDELINES

January 2018

PREAMBLE

Our Management Company shall provide copies of the Guidelines to all new owners. Non-occupant Owners or their property management companies are to provide copies to their renters upon move-in.

An Architectural Committee (the "Committee") shall be appointed by the Board or the Board may act as the Committee. The Committee and Board utilize the Guidelines to review and make decisions regarding proposed architectural modifications to units within La Jolla Village Condominium Association.

The Guidelines clarify steps that Owners must take before making modifications to their units. It discusses "dos and don'ts" for specific items such as the installation of central air conditioning, connection of satellite dishes, placement of plants on balconies and much more. It establishes rules for the Architectural Committee and finally provides forms Owners must use to get the process started.

The Guidelines are clear that no building, fence, wall, balcony, patio or balcony screen, cover, tent, awning or other structure or improvement may be constructed, nor may any exterior addition or alteration be made until plans and specifications describing the nature, shape, dimensions, materials and location of the same are submitted to the Committee and given written approval by the Board.

Residents who violate La Jolla Village standards for alterations or additions (intentionally or unknowingly) may be subject to substantial fines and be required to remove improvements and restore their units to their original condition at their own expense.

Although this guide provides a comprehensive overview, Owners are encouraged to refer to [Article 7 of our CC&Rs for more information.](#)

THE APPROVAL PROCESS

1. APPLICATION AND DRAWINGS:

- Owners must submit a completed Architectural Request Form along with drawings, dimensions, specifications, color samples, placement information (and brochures when possible) to the Committee through the Management Company at least forty-five (45) days prior to the start of work. The Board may waive this time requirement if circumstances warrant.
- Non-owner residents may not apply for modifications without the express written consent and authorization of the unit Owners.
- Prior to submitting plans to the Committee, the Owner shall be responsible for consulting with local governmental entities to determine whether or not the intended project is permissible.

2. COMMITTEE REVIEW AND BOARD ACTION:

- Upon receipt of completed Architectural Request Forms (along with drawings, dimensions, specifications, color samples, placement information, etc. as required) the Board shall respond in writing within 45 days by taking one of three actions:
 - Approval
 - Approval "with conditions," or
 - Disapproval
- Should Board approval for a project conflict with compliance with governmental regulations, governmental regulations shall prevail.
- Any agent appointed by the Committee or the Board may, with reasonable notice, conduct an on-site inspection before rendering its decision.
- Should the Board fail to respond to a Request within 45 days, the Owner may send written notice via certified mail to the Board (in care of the Management Company) advising the Board that the Applicant will deem the plan approved if not disapproved within 45 days from the receipt of said certified letter.
- Should a plan be disapproved, the Board shall include in its written response a description of why the plan was disapproved.

- Should the Board issue a “conditional approval”, no work may be started until all conditions have been met and written authorization to continue be granted by the Board.
- Once plans for an improvement have been approved, no modifications may be made to those plans without a separate submittal, review and approval.
- Should a project require County-issued permits or other official documentation, Board-approval shall not be granted until such documents are presented.
- Upon completion of a project the owner must notify the Board through the Management Company. The Board or Committee shall perform a final inspection to determine that all work is compliant. Only after the final inspection shall a project receive ratification by the Board.
- The Association Secretary or the Management Company shall keep complete records of all Architectural Requests and the actions taken on them by the Committee and the Board.

3. DECISIONS OF THE BOARD

Decisions of the Board resulting shall be considered final.

CONDITIONS FOR APPROVAL

1. MODIFICATIONS TO EXTERIOR ELEMENTS:

Modifications to the exterior of units are allowable only by approval in writing by the Board.

- Examples of exterior elements: Common Area buildings, structures or improvements built or maintained by the Association, all exterior walls, walkways, external light fixtures, balconies and patios including objects secured or attached to them such as balcony screens, covers, tents, awnings, etc.
- Proposed additions or alterations to exterior elements:
 - Must meet applicable building codes
 - Must be done with building permits as required by the County
 - Modifications and replacements must be done using materials, colors and styles consistent with those established as acceptable by the Association.

- Authorization of any work not completed within ninety (90) days from commencement may be rescinded by the Board.

2. MODIFICATIONS TO INTERIOR ELEMENTS:

Generally, modifications to the interior of units are allowable without application to the Committee.

- Examples of modifications to interior elements that require submittal to the Committee and approval by the Board are: roof structures, load bearing walls (other than cosmetic), doors, door frames, etc.
 - All Work must be performed by licensed and bonded contractors who maintain general liability Insurance and workers compensation insurance until the job has been completed.
 - Should costs of the project exceed \$1,500 both Owners and contractors must provide Villa La Jolla Condominium Association with releases from all liability from all providers of labor and materials.
 - Modifications and replacements must be done using materials, colors and styles consistent with those established as acceptable by the Association.
 - After work has begun and until work has been signed off as complete and compliant, agents of the Committee or Board may with reasonable notice, enter a unit to conduct inspections.
 - Once completed, additions/modifications must be maintained in good condition. In the event of conspicuous neglect or deferred maintenance, the Board may demand removal and restoration of the unit to its original condition at the Owner's expense.
 - The Committee reserves the right to rescind the Authorization of any work that is not completed within ninety (90) days from commencement, without an extension granted by the Board.

SPECIFIC ITEMS

1. AIR CONDITIONERS:

- Wall Unit conditioners may be installed only with submission of an application and prior written approval by the Board and are subject to specifications on file. Applications must include drawing of A/C unit location and where the wiring is going to be run.

- All wiring & venting must be concealed (not visible from common areas).
- Installation of central air or window air conditioners is not permitted.
- Must be installed by a licensed contractor.
- Must be installed against the building on patio or balcony.

2. WASHER AND DRYER UNITS:

- Interior installation of washer/dryers including stackable washer and dryer is permitted with prior approval of the Board of Directors and evidence of an approved final inspection report. There are six (6) laundry facilities conveniently located throughout the community.

3. WATER HEATERS:

- If an existing interior water heater fails and replacement is necessary, the new water heater should be relocated to the exterior storage unit.
- A professional plumber will need to replumb before relocating the new water heater into the storage unit.

4. ANTENNAS AND SATELLITE DISHES:

- These rules apply to the installation of direct broadcast satellite antennas of one meter or less in diameter designed to receive video programming service via multipoint distribution service.
- Owner/Resident whether owner or renter, is allowed to install individual satellite dishes only to the extent designated by local, state or federal law and locations designated by the Association within the prescribed methods also designated by the Association.
- Satellite dishes may only be installed inside the owner/resident's private area over which the owner/resident has exclusive control. This must be accomplished by pole/tripod mounting within the discretion of the Association. No mounting or roof installation is allowed. No attachment to any structure within the community is allowed. No drilling into structures to run cable is allowed. All cable installation must be non-intrusive.
- Owner/resident needs to be aware that the Unit may not be in a proper location to receive satellite broadcast signals even if they install a satellite dish. Prior to installation owner/resident should check with an insured, qualified and reputable company to determine if they are able to receive adequate signals at the Unit.
- Resident shall notify the General Manager and the Unit owner if he/she is renting prior to any installation. Said notifications shall be in writing. Such notice shall include a description of the location, the contractor's pertinent information and the method of installation.
- No installation may be performed in a manner that causes permanent damage to the Unit or building in any way. The dish must be removed at the end of occupancy by the

owner/resident and the installation is returned to pre-installation condition.

- All installation must be performed in such a manner as not to cause legitimate safety concerns. These would include but not be limited to, danger of falling, trip hazards or damage to the building or proximity to any utility lines.
- Owner/resident is responsible for any injury or damage to persons or property caused by his/her satellite dish. Owner/Resident must purchase and maintain liability insurance for the use of a satellite dish which insurance must name the Association as an additional insured. Owner/resident shall provide the Association with proof of insurance upon request.
- All installations must be performed in complete compliance with all applicable statutes, rules and regulations. If permits are required it is the responsibility of the owner/resident to secure such.
- Failure to abide by the provisions of this section regarding satellite dish installation will result in a \$200 fine, removal of the dish at the Unit owner's expense and the expense of repairs costs to return the unit to original condition.
- No portion of the installation policy may be waived by the Association or changed verbally and any such change will only be effective when in writing, signed by the Board.

5. ATTICS:

- Attic space is the collective property of all owners, not the individual owner.
- No trespassing is allowed in the attic space.
- Attics cannot be used for storage.

6. AWNINGS AND SHADES:

- No canvas or aluminum awnings shall be allowed to be attached to or around windows, patios and/or balconies.
- No sunscreens or shades may be permitted.

7. DOORS, DOOR FRAMES, LOCKS AND HARDWARE:

- Maintenance repair and replacement of exterior Entry doors, door frames, locks and hardware are the responsibility of the owner.
- Replacement or modifications to the above, however, require prior submission to the Committee and approval in writing by the Board to maintain the aesthetics of the community.

8. FENCES:

- Fences are Common Area and their maintenance is the responsibility of the Association.
- Fences may not be altered as to height or area enclosed.

- Fences may not be removed or painted.

9. EXTERIOR FRONT AND BACK LIGHTING FIXTURES:

- Exterior front Fixture is the responsibility of the Association and back Lighting Fixtures are homeowner-controlled and are the responsibility of the owner.
- Replacement of or modification of these fixtures requires prior submission to the Committee and approval in writing by the Board.

10. SCREENS (DOOR AND WINDOW):

- Most white security doors or screen doors shall be considered acceptable.
- Screen doors must be maintained in good condition by the Owner.
- The Board may require that window screens or screen doors that are unsightly or in poor condition be removed and that the door frame are to be restored to its original condition at the Owner's expense.
- Only appropriate window coverings may be used, such as drapes, curtains, and blinds (all must be neutral in color). Aluminum foil, newspaper, bed sheets or similar material are not acceptable. Screens must be in place at all times on the exterior of the unit.

11. SLIDING PATIO AND DECK DOORS AND WINDOWS:

- Sliding door frames, tracks and flashings must be maintained in good condition by the Owner. For ground level units, sliding glass doors need to have a plastic underlayment installed to prevent electrolysis.
- Color and style of replacement sliders and frames require prior submission to the Committee approval in writing by the Board.
- Windows must be retro fitted with existing frame intact and flange to be cut to match existing window. If framing is removed, foam must be applied to the interior prior to trimming. Then the interior of the window must be sealed with polyurethane sealant. Anodized white metal (anodized lasts longer – no chipping) and Dual- pane is acceptable. Dual glazed – ¾" overall or more and energy efficient / lightly tinted glass is acceptable.
- Retro windows are not approved as they are too bulky or heavy looking. Construction type of metal framing is required.
- Applications must include Contractor's name and license number that will be performing the work.
- Obtain signatures from your immediate neighbors. They simply need to be aware of the proposed change and aware of the near future construction to be scheduled.
- Provide the Board with brochures, pictures, etc. of the type of windows you are proposing to have installed.

12. UMBRELLAS:

- Patio umbrellas that are maintained in good condition and of a size deemed appropriate by the Board shall be permitted on decks and patios.
- The Board may require that umbrellas that are broken, torn, faded or otherwise unsightly be removed.

13. WALKWAYS, PATIOS AND BALCONIES ON SECOND FLOOR LEVEL:

- Carpeting or door mats that are rubber-backed may not be used on walkways or balconies of second floor units. Rubber is known to damage the waterproof coating applied to these surfaces.
- Plants of appropriate size are permitted in ground-level patios.
- Plants of appropriate size are permitted on second floor balconies but with important restrictions.
 - All plants must be potted in containers and elevated by putting them on raised plant stands or plant stands with casters. This is to protect the waterproof surfaces of the balconies and to allow easy access for cleaning and maintenance.
 - The placement of plants on walkways, front porches and balconies must allow for a clearance of at least thirty-six inches (36") to assure access in case of fire or other emergency.

GUIDELINES FOR THE COMMITTEE

The Committee shall meet as necessary to perform its duties. A majority vote of the Committee after a quorum has been established with at least one member of the Board of Directors present shall constitute a decision.

The Board is responsible for oversight of the Committee, the architectural review process and the strict adherence to these Guidelines. All recommendations of the Committee are subject to the approval, disapproval or amendment of the Board.

Should the Guidelines and the CC&Rs conflict, the CC&Rs shall prevail.

1. The objectives of the Architectural Committee are to:
 - Assist the Board in maintaining the architectural harmony of Villa La Jolla Condominiums Association.
 - To protect property values by preserving a well-maintained Development

2. The Committee shall be composed of:
 - Three to five owners, none of whom shall be required to meet any particular qualifications.

- Each must be a Member in good standing of the Association.
- At least one must be an active Member of the Board of Directors.

3. The Committee's duties shall be:

- To propose Architectural Guidelines to the Board.
- To make recommendations to the Board on proposals or plans submitted by homeowners who wish to make additions or modifications to their units.
- To recommend to the Board whether or not the prevention or removal of any unauthorized construction be ordered. (In such cases, the Board may exercise all available legal and equitable remedies of enforcement).
- To perform other duties assigned by the Board.

4. Decisions of the Committee:

Upon receipt of completed Architectural Request Forms from owners along with required drawings and/or evidence of permits, the Committee shall take one of three actions:

- Recommend that the Board approve the plan
- Recommend that the Board approve the plan with conditions or
- Recommend the Board disapprove the plan

5. General Guidelines of the Committee

- The Committee shall place a priority on issuing recommendations that protect the personal safety of residents and the avoidance of structural damage to buildings
- The Committee shall strive to avoid recommendations that cause unreasonable increases in cost or create undue delays to Owners.
- The Board may not adopt rules that prohibit or restrict compliance with water efficient landscape or local governmental ordinances.

6. Delegation of Duties:

The Board may delegate any of its responsibilities to licensed architects or other qualified persons who shall have full authority to act on behalf of said Committee in all matters so delegated.

7. Precedents:

The approval by the Board of any plan shall not be deemed to constitute the setting of a precedent for the approval of similar future plans. Each application shall be considered on its own merits.

8. Interpretation of Rules:

Should ambiguity exist within this document or should there be a need to “interpret” the meaning of terms within this document, the Committee itself shall recommend to the Board the appropriate meanings and determine the proper procedures to be followed. The Committee shall also determine whether any amendments need to be made to resolve further ambiguity or disagreement. Such recommended changes shall be subject to approval of the Board.

CHANGES TO THIS DOCUMENT

Additions, deletions or clarifications to these Architectural Guidelines shall ultimately be determined by the Board of Directors. Any changes shall take into consideration the precepts set forth by the Civil Code, applicable local governmental regulations and by Villa La Jolla Condominium Association CC&Rs.

All changes shall be made in accordance with California law, by Board vote and be documented in the Board's minutes. Approved changes shall be added to “The Guidelines” in a timely manner and updated versions of the Guidelines shall be distributed to the membership as required by California law.

VILLA LA JOLLA CONDOMINIUM ASSOCIATION
ARCHITECTURAL REQUEST CHECKLIST

- _____General description of scope of work included
- _____Type of materials to be used included
- _____Builder/Contractor name included
- _____Builder/Contractor state license # included
- _____Builder/Contractor copy of permit obtained included, if required
- _____Contractor's insurance information included
- _____Drawing, photograph or sales brochure illustration included
- _____Specifications and dimensions included
- _____Location of Air Conditioner/Furnace inside and outside included
- _____Adjacent owners' review and sign-off included

VILLA LA JOLLA CONDOMINIUM ASSOCIATION ARCHITECTURAL
REQUEST FORM
AUTHORIZATION FOR INTERIOR OR EXTERIOR ADDITION OR ALTERATION
PAGE 1

Date: _____ Lot No: _____
Name: (Print) _____
Address: _____
Home Phone: _____ Bus. Phone: _____

Management Use Only
Job No: _____
Date Received: _____
To Arch. Comm. _____
Approved: _____
Denied: _____
Sent to owner: _____
Completion Date: _____
Final Inspection: _____
Comments: _____

General description of scope of work:

Primary type of materials:

Specify pre-approved colors: (See Homeowners Information page)

Builder / Contractor: _____ State License #: _____
Contractor's Insurance Information _____
Permit Information _____

Releases of liability from all suppliers of labor and materials.

ATTACH A DRAWING, PHOTOGRAPH, OR SALES BROCHURE ILLUSTRATION, COMPLETE WITH SPECIFICATIONS AND DIMENSIONS OF DESIRED ADDITION OR ALTERATION, RELATIVE TO THE LOCATION ON YOUR Unit.

Signature of Legal Owner: _____

Return completed form to:
Villa La Jolla Condominium Association
C/O GENERAL MANAGER
8540 VIA MALLORCA
LA JOLLA, CA 92037
(858) 455-7824

