

CROSSWOODS HOMEOWNERS ASSOCIATION
6510-B CROSSWOODS CIRCLE
CITRUS HEIGHTS, CA 95621

ARCHITECTURAL CONTROL COMMITTEE ALTERATION
REQUEST GUIDELINES

GENERAL GUIDELINES

In as much as our town home area is a form of community living, we must live alongside each other respecting and cooperating with our neighbors. It is of the utmost importance that property owners follow the Governing documents of the Association and uniform building codes regarding changes to the exterior of our homes. The Architectural Control Committee is established by our Covenants, Conditions and Restrictions (CC&R's), to research any request for a change to the exterior of the homes in the Association and to decide for approval or disapproval of any request. The denial of any requests by the Committee may be appealed to the Board of Directors of the Association.

Before altering the exterior of any home in any manner, the homeowner must submit an Alteration Request Application form. These forms are available in the Administrative office and online at www.Crosswoodshoa.com. The Administrator can approve applications submitted for "pre-approved" items if they comply with committee guidelines. The Committee must consider all other applications. The applicant may initiate no changes of any kind until written approval has been received. Failure to secure written approval prior to beginning an alteration project is a violation of the Governing Documents of the Association and may result in the imposition of penalties by the Board of Directors. Penalties include but are not limited to, the assessment of fines and/or the restriction of privileges and restoration of building to original plan at the Owner's expense. Any city permits required are the responsibility of the owner. Examples of the most common types of requests for alteration of units, which the Architectural Control Committee reviews, include:

1. Deck Extensions
2. Ramada Construction
3. Privacy Walls
4. Additional Window or Door Installation
5. Second Story Addition
6. Rain Gutter Extensions
7. Alterations in the Courtyard, which affect the structure or the drainage of the lot
8. Solar Panels
9. Exterior Wall Decor

Other requests which may be approved by the Administrator include:

1. Garage door replacements (with no windows)
2. Exterior Door Replacement (earth tone)
3. Deck and Courtyard gate installation (solely within owner's property)
4. Replacement of existing windows (earth tone frames-no white frames)
5. Lighted house numbers
6. Screen doors including security screen doors- (no white)
7. Sun / Shade Screen installation (SMUD type only)
8. Mail slot additions
9. Solar tubes (no more than three on each side)
10. Outside lighting / Security lights (brightness should not interfere with neighbors.)
11. Garden windows
12. Satellite Dishes
13. Water softener units
14. Front door/kitchen door conversion for unit type 7 models

Neither the Architectural Control Committee nor the Board of Directors takes any position, nor do they make any determination regarding whether there are or are not any requirements for

appropriate City of Citrus Heights building permits required for any architectural changes or modifications to any townhouse. Further, the Committee and the Board take no position regarding whether a homeowner should or should not require a building permit when a homeowner applies for an architectural change. Additionally, the Committee and the Board have no responsibility to determine whether any architectural change or modification complies with any city, county- or state- building codes or any Uniform Building Code (UBC) adopted by any political jurisdiction; a homeowner requesting an architectural change assumes full and unconditional responsibility for complying with all building codes. Some of the items above require the payment of a one- time maintenance fee for the future care and repair of the items installed. These fees must be paid in advance of the start of any project.

***IMW – Requires an Installation Maintenance Waiver form to be completed.**

GARAGE DOOR REPLACEMENT (IMW)

Homeowners who wish to replace their garage doors may do so at their own expense after filing an application and receiving approval. The Association Administrator may authorize the installation of any door, which has been pre-approved by the Architectural Control Committee.

NOTE: Windows are not allowed in the garage doors.

All new garage doors will be painted by the Association the same color as the siding of the unit. A fee of \$150.00 will be charged to the homeowner for this work. The painting fee will be waived if the new garage door is installed not more than one month prior to the scheduled painting of the unit.

DECK EXTENSION

NOTE: YOU MAY NOT BEGIN THIS PROJECT UNTIL APPROVED BY THE

ARCHITECTURAL CONTROL COMMITTEE, BOARD OF DIRECTORS AND THE
PAYMENT OF ANY REQUIRED MAINTENANCE FEE IS RECEIVED.

Deck extensions are permitted to enlarge existing decks provided they are approved by the ACC and Board of Directors. A request to extend a deck perpendicular to the unit must be accompanied by a survey, performed by a licensed Civil Engineer and/or a Surveyor. The purpose of the survey is to certify that a sufficient amount of the owners' lots exists to accommodate the extension request and meet the requirements of all CC&Rs. No owner will be allowed to build in the Association common area. The alteration request must be accompanied by a drawing, which shows:

- a. The model of the unit and its location in the unit grouping.
- b. The location and dimension of the existing deck including the height of the deck surface above the ground.
- c. The location, dimension, and design of the new deck area.
- d. The location and plans for accommodating any objects which are located in the new deck area, i.e.; air conditioning units, trees, plants that must be removed, irrigation, drains, etc.
- e. The length of existing gutters over the deck and location of the downspout. f. New location of deck steps if changed.
- g. The drawing should also include details for any amenities, which are to be added such as a privacy wall, ramada, gate, benches, etc.

All approved deck and gutter extensions require the payment of a one-time maintenance fee for the future maintenance of the additional deck area. Said fee must be paid in full prior to the start of the project. All construction must conform to the standards of the Crosswoods Homeowners Association as established by the Architectural Control Committee and adopted by the Board of Directors.

RAMADA

Ramadas, (arbors, trellis) are permitted over decks and courtyards upon the approval of an application for construction by the Architectural Control Committee. Ramadas are for

installation for protection from the sun and no plant material may be grown upon them nor can they have a solid covering of any kind. Removable shade screens may be installed on the underside of the structure to increase the shading ability of the Ramada. Any owner wishing to add such a structure must make a written application to the Committee with a detailed set of construction plans. Construction plans should include:

- a) The model of the unit and its location in the unit grouping as well as an indication of the direction the unit faces.
- b) The location and dimension of the structure to be added shown from a bird's eye view.
- c) The design of the structure to be built which should indicate the size and height of the structure, the size and type of materials to be used, the manner in which the structure will be attached to the unit, as well as the direction the top pieces will be placed to provide shade.
- d) The design and plans for attachment of any removable shade screens.

All approved Ramadas are subject to a one time maintenance fee which is assessed on a square footage basis for the future maintenance of the structure. All construction must conform with the standards of the Crosswoods Homeowners Association as established by the Architectural Control Committee and adopted by the Board of Directors as well as the uniform building codes.

Removable Ramada Screens (IMW)

(Board Approved on 08/22/12) - All previously approved screens and future screens are subject to the enforcement of the current approved policy.

The installation of removable ramada screens requires approval by the ACC and Board.

1. A plan/drawing of the intended screens must be included with the alteration application.
2. Whereas there will not be an installation maintenance fee charged, Owners shall complete an Installation Maintenance Waiver prior to the installation of any screening.
3. Owners shall be responsible for any maintenance to the screens, painting of screen frames and the removal/reinstallation of screens for the completion of any scheduled repairs. Approved frames of screens shall be painted to match the ramada or earth tones (browns and tans)

PRIVACY WALLS

Privacy walls may be added to existing decks and deck extensions as a means of providing sound and sight barriers between units. Written application for the construction of a privacy wall must be made to the Architectural Control Committee for their review and approval prior to the commencement of any construction. The alteration request should include plans for construction which show the following:

- a) The model of the unit and its location in the unit grouping.
- b) The location and dimensions of the proposed structure.
- c) The age of the deck upon which the structure is to be built if known.
- d) A schedule of materials to be used.

All approved privacy wall additions are subject to a one-time maintenance fee based on the square footage of the structure for its future maintenance. All construction must conform to the standards of the Crosswoods Homeowners Association as established by the Architectural Control Committee and adopted by the Board of Directors.

HOT TUB AND SPA (IMW)

NOTE: YOU MAY NOT BEGIN THIS PROJECT UNTIL APPROVED BY THE ARCHITECTURAL CONTROL COMMITTEE OR THE OFFICE ADMINISTRATOR

Hot tubs and spas are permitted in the Association for installation on rear decks and enclosed courtyards.

An owner wishing to have a hot tub or spa must make written application to the Architectural Control Committee prior to installation of a spa or hot tub on the premises. The application should include the following:

- a) A plan which shows the model of the unit and its location in the grouping.
- b) An indication on the drawing of where the spa is to be located and the power source for its operation.

c) The model and type of spa or tub to be installed including a manufacturer's brochure with a picture of the unit and all specifications for that model.

All spas and hot tubs must be self-contained units with locking covers. There must be a gate which encloses the patio or deck where the spa is to be installed. All construction must comply with the standards of the Crosswoods Homeowners Association as established by the Architectural Control Committee and adopted by the Board of Directors. Spas may require building permits.

Upon approval of the request by the Committee or the Office Administrator the owner will be required to supply the Administrative office with a certificate of insurance and additional insured endorsement in the amount of no less than \$500,000 naming Crosswoods Association, its owners and Board of Directors as additional insured as respect to (owner's address).

WINDOWS (IMW)

Homeowners are encouraged to update their windows. However, they must complete the required paperwork in the office and receive approval from the Board prior to installation.

- a) Replacement windows must satisfy current ACC / Board Guidelines.
- b) Owners are responsible for any maintenance to their replacement windows.
- c) Interior colors are homeowner's choice.
- d) Exterior colors must be in the earth tone range-(no white)

Exterior Wall Décor (IMW)

Must be reviewed by the ACC prior to installation.

APPLICATIONS FOR SOLAR ENERGY SYSTEMS

1. Detailed plans showing the location where the solar panels are to be installed, along with the locations of wires, conduits, electrical boxes, and all other components of the solar energy system, shall be submitted with the architectural application. The approval or denial of a solar energy system application by the Board or duly appointed committee shall be in writing. If an application is not denied in writing within forty-five (45) days from the date of receipt of the application, the application shall be deemed approved, unless that delay is the result of a reasonable request for additional information.
2. Solar energy system installations shall be done in a manner to reasonably reduce visibility from the street and/or common areas, to the extent possible and allowed by law.
3. A specification sheet or brochure for the proposed solar energy system and components must be submitted with the architectural application. This information shall include the proposed color, dimensions and material of the solar panels.
4. The solar energy system shall be designed in compliance with the California Building Standards Code.
5. The solar energy system shall comply with all federal, state and local ordinances, health and safety requirements, as well as all zoning requirements and permit requirements.
6. The solar energy system shall comply with the Association's architectural restrictions.
7. The Owner shall engage a licensed contractor to install the solar energy system.
8. Once approved, the solar energy system specifications may not deviate from the plans approved by the Board or duly appointed committee.
9. Solar panels must be installed on the plane of roof material (flush mounted) or ground mounted out of view of the streets and/or Common Area as much as possible.
10. All ground mounted solar panels must be installed so that they are not visible from the streets and/or common area unless the installation results in an increase in the installation costs in excess of \$1,000.00 for photovoltaic systems or 10% for domestic water heating systems or solar swimming pool heating systems, or a decrease in the efficiency of the panels in excess of 10%.

11. Ground mounted solar panels must be screened by plants from view of adjacent homes unless the screening results in an increase in the installation costs in excess of \$1,000.00 for photovoltaic systems or 10% for domestic water heating systems or solar swimming pool heating systems, or a decrease in the efficiency of the panels in excess of 10%.
12. Solar panels shall be a color that matches or is similar to the color of the surface where they are being installed, and such color shall be subject to the approval of the Board or duly appointed committee. Aluminum trim, if used and visible, must be anodized or otherwise color treated.
13. All exterior conduits must be installed out of sight, such as in the attic or under the eaves, and/or colored to match the roof, eaves or stucco where it is not reasonably possible to conceal them. The electrical/power boxes and alterations to the Owner's existing electrical/power boxes and any other exterior system components (excluding the solar panels) must also be concealed and/or colored to blend with the structure.
14. The Owner shall be responsible for the costs of any damage to the solar energy system, the roof and structure, the lot, the Common Area, the exclusive use common area (if any), or any lots resulting from the installation, maintenance, repair, removal or replacement of the solar energy system.
15. The Owner shall be solely responsible for the cost of maintenance, repair and replacement of the solar energy system, as well as the cost of restoring the roof and structure, the lot, Common Area and exclusive use common area (if any) when the solar energy system is removed for any reason.
16. In the event that the Association must conduct maintenance or replacement or other work associated with the Owner's roof or residence, the Owner shall remove the solar energy system, as needed, to allow the Association to conduct such maintenance, repair or replacement. Owner shall be responsible for all costs associated with the removal and reinstallation of the solar energy system. In the event that Owner refuses or otherwise fails to remove the solar energy system for such maintenance, repair or replacement of the roof, Owner shall thereafter be responsible for all roof maintenance of the Owner's roof, at Owner's sole cost, and the Association shall have no further legal responsibility for maintenance of the Owner's roof.
17. The Owner shall be responsible for disclosing to prospective buyers the existence of the solar energy system and the related responsibilities in the Association's governing documents, including these rules

18. Upon removal of the solar energy system, Owner shall restore any portion of the roof and structure, the lot, Common Area, exclusive use common area (if any) and any other property affected by such removal to a condition substantially identical in material, appearance and condition to the other roofs and any other property immediately adjacent to and surrounding the affected area. Owner shall comply with all architectural standards, procedures, and requirements under the Association's governing documents, including without limitation the Declaration, prior to undertaking removal and restoration of the area where the solar energy system is installed.
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