Approved by the Board of Directors March 26, 2025

# ARCHITECTURAL 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 Review Committee (ARC) is authorized by our Covenants, Conditions and Restrictions (CC&R's), to review any request for a change to the exterior of the homes in the Association and to recommend that the Board of Directors approve or disapprove any request. Committee decisions may be appealed to the Board of Directors of the Association.

## I. APPLICATION

Before altering the exterior of any home in any manner, the homeowner must submit an Architectural Alteration Application form. These forms are available in the community office and online at www.Crosswoodshoa.com. The submitted form should include:

a. A description of the proposed architectural alteration.
b. A photo, if appropriate, of the area of the building involved.
c. A drawing or diagram of the alteration showing dimensions. A blueprint type drawing is not required.

The application form must be received by the office no later than the first Tuesday of the month in order for it to be considered during the next Architectural Review Committee meeting scheduled for the following Tuesday (Second Tuesday of the month).

Homeowners are encouraged to attend the committee meeting when their application will be considered.

## II. REQUIREMENT FOR PRIOR WRITTEN APPROVAL

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. Obtaining any necessary city permits and complying with applicable building codes are the responsibility of the owner.

## III. COMMON TYPES OF PROJECTS REVIEWED

Examples of the most common types of requests for alteration of units, which the Architectural Review Committee reviews, include:

1. Deck Extensions
2. Pergola 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 Décor

## IV. REQUESTS WHICH MAY BE APPROVED BY THE GENERAL MANAGER

The Board of Directors has delegated authority to the General Manager to approve the following kinds of projects so long as they comply with conditions set by the Board:

1. Garage door replacements
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
10. Outside lighting / Security lights (brightness should not interfere with neighbors.)
11. Garden windows
12. Satellite Dishes
13. Water softener units if enclosed in a wooden cabinet which harmonizes in design with the existing building or is painted to match the siding. No permission is required if the unit would be located inside the garage.
14. Front door/kitchen door conversion for unit type 7 models
15. Outdoor hand rails if the color matches the siding or the trim
16. Wheelchair ramps
17. Mini-split HVAC systems serving the second floor if the compressor unit is mounted on the ground
18. Security cameras provided that:
    a. The camera does not invade the privacy of neighbors, and
    b. The field of view of the camera does not include the front door or windows of next door neighbors.

19. Chimney caps.
20. Electrical service panels.

## V. INSTALLATION ASSUMPTION OF RESPONSIBILITY FORM

Under the CC&Rs, individual owners are responsible for any changes they or previous owners make to the home. (See Article 8.2(d)). To acknowledge this responsibility, owners are required to complete an Installation Assumption of Responsibility Form with most architectural changes.

## VI. INSTRUCTIONS FOR CERTAIN TYPES OF PROJECTS

### A. DECK EXTENSIONS AND HOT TUBS ON DECKS

1. New deck extensions will not be allowed to be constructed after 2024.

2. New hot tubs on decks will not be allowed but previously installed hot tubs will be allowed to remain. Decks were not built to handle the weight of hot tubs, and spilled or leaking water further threatens the integrity of decks.

### B. DOG RUNS

Dog runs of any kind are prohibited in Crosswoods. Many homeowners have installed gates on the decks or courtyards to enclose their pets.

### C. EXTERIOR WALL DÉCOR (IMW)

Exterior wall décor must be reviewed by the ARC and approved by the Board of Directors prior to installation except for noncommercial signs and posters not more than nine square feet in size and noncommercial flags or banners not more than fifteen square feet in size as allowed by Civil Code section 4710. If exterior wall décor will be attached permanently to the structure of the

home, the request for approval must be accompanied by an Installation Assumption of Responsibility form.

## D. 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 Review Committee.

All new garage doors will be painted by the Association the same color as the siding of the unit. A fee established by the Board 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.

## E. HOT TUB AND SPA (IMW)

1. Hot tubs and spas are allowed in the Association for installation in enclosed courtyards. An owner wishing to have a hot tub or spa must make written application to the Architectural Review 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, the power source for its operation, and facilities for its drainage.

    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 courtyard where the spa is to be installed. All construction must comply with the standards of the Crosswoods Homeowners Association as adopted by the Board of Directors. Spas may require building permits.

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

## F. HOUSE NUMBERS

The original house numbers installed by the developer are not to be removed except under the following conditions or exceptions.

1. Brass colored numbers may be substituted for black numerals on dark colored units so they will show up better. The size should be the same as the original numbers.

2. In cases where lighted house numbers are needed or preferred, a plastic unit with dark brown numerals and trim on an opaque white case has been approved by the Board of Directors.

## G. PERGOLAS

1. New pergolas (arbors, ramadas, trellises) will not be allowed after 2024.

2. The Board determined that it is impossible to accurately assess the long-term costs of maintaining pergolas and that these costs would result in an unknown financial liability to the membership in the future. Past payments by owners when installing pergolas have been inadequate to cover the costs of subsequent maintenance. Accordingly, the Board determined that new pergolas will not be allowed after 2024.

## H. PRIVACY WALLS

1. 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 association office for review by

the Architectural Review Committee and approval by the Board 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.

2. 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 recommended by the Architectural Review Committee and adopted by the Board of Directors.

## I. REMOVABLE RAMADA SCREENS (IMW)

The installation of removable ramada screens requires review by the ARC and approval by the 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).

## J. VENTS

All building and roof vents must comply with current building codes.

## K. WATER SOFTENERS

Water softeners should be located within the garage or enclosed in a wood cabinet which harmonizes in design with the existing building.

## L. WINDOWS (IMW)

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

1. Replacement windows must satisfy current Architectural Alteration Request Guidelines.
2. Owners are responsible for any maintenance to their replacement windows.
3. Interior colors are homeowner's choice.
4. Exterior colors must be in the earth tone range - (no white)

## M. SOLAR ENERGY SYSTEMS

1. The State of California has declared a policy to promote and encourage the use of solar energy systems. That policy allows reasonable restrictions on solar energy systems that do not significantly increase the cost of the system (by more than $1000) or significantly decrease its efficiency or specified performance (by more than 10%).

2. 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 shall be in writing.

3. If an application for a solar energy system 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.

4. An applicant shall notify each owner of a unit in the building on which the installation would be located of the application to install a solar energy system.

5. 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.

6. The solar energy system shall be designed in compliance with the California Building Standards Code.

7. 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.

8. The solar energy system shall comply with the Association's architectural restrictions.

9. The Owner shall engage a licensed contractor to install the solar energy system.

10. Once approved, the solar energy system specifications may not deviate from the plans approved by the Board.

11. Solar panels must be installed on the plane of roof material (flush mounted) or ground mounted.

12. 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%.

13. The trim and mounting materials for 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. Aluminum trim, if used and visible, must be anodized or otherwise color treated.

14. 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 siding 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.

15. 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.

16. 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.

17. 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.

18. 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. Notice shall be provided as an exception to title.

19. Upon removal of the solar energy system, the 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.