

ARCHITECTURAL STANDARDS AND GUIDELINES SEA RIDGE CONDOMINIUM ASSOCIATION

Sea Ridge Architectural Standards and Guidelines establish the association's policies and procedures for alterations, modifications, and improvements to an owner's property, common areas and exclusive use common areas, providing additional details that may or may not be found in the CC&Rs, Bylaws, or our Rules & Regulations. (Article 5, First Restated & Amended Declaration of CC&Rs, September 2014)

These Architectural Standards have been established to safeguard the Association from potential liability, protect your investment, and to maintain and enhance the aesthetic quality of our Sea Ridge community.

Some specific purposes of the guidelines are:

- To aid homeowners in developing exterior improvements and structural changes that are in harmony with the immediate neighborhood and community as a whole
- To assist homeowners in maintaining a well-kept community in order to protect and enhance the economic property values, aesthetic quality, and overall desirability of our homes
- To ensure interior modifications or improvements do not jeopardize the safety or soundness of the structure or impair any of the easements established by the Declaration
- To increase homeowners awareness and understanding of the CC&Rs and applicable resolutions of the Association Board
- To assist homeowners with obtaining approvals for alterations and improvements

As mandated by the Association's CC&Rs, any modifications you wish to make to the exterior of your home or landscaping must go through an **Architectural Review Process** prior to you starting any work. The standards address improvements for which homeowners will most often submit applications to the Architectural Committee. Requests are reviewed by the Committee on an individual basis. Previous approval of an alteration does not waive the right of the Committee to withhold approval of any similar proposals subsequently submitted. These standards are not intended to be all-inclusive or exclusive, but rather to serve as a guide to identifying improvements permissible in the community.

In general, the following alterations require prior written approval of the Architectural Committee:

- > alterations to the exterior, including landscaping in the common areas
- > any structural alteration that would impact the integrity of the interior
- > any interior alteration that would be visible from the exterior of a building
- > alteration to any of the common elements encroaching upon a unit, including but not limited to pipes, heating and cooling systems, vents, or plumbing within the walls

Please note that proceeding with an alteration before receiving written approval puts you and your property at risk for being in violation of our governing documents. You could then face the cost of removing or modifying the alteration to comply with the Architectural standards, along with possible fines. In addition, some items may require a building permit from the City of Dana Point.

THE APPLICATION PROCESS

A. General Information

No installation, change, improvement, add-on, or alteration to the exterior of any unit may be commenced without prior written Architectural Committee approval. This includes, but is not limited to, the replacement of exterior doors or windows, addition of awnings, patio or fence renovations, and installation of satellite dishes or antennas as well as external elements of air-conditioning units.

No interior change shall be made prior to Architectural Committee approval that has implications for structural integrity and/or significant changes to interior utilities.

You are required to submit plans/drawings, materials, color, and anything that will assist the Architectural Committee in making a decision to approve or deny your project.

City permits and inspections may be required for structural modifications. The homeowner is responsible for contacting the building department and obtaining required permits at his sole expense.

Before embarking on any project, you may wish to contact the Architectural Committee Chair, the Property Manager, or the City Building Department to determine what approvals or permits are necessary.

B. Procedure

I. Submission: After you have studied the Guidelines, complete and submit your application when required using the Property Improvement/ Architectural Application Form. (Exhibit A)

- One application must be submitted for each planned project.
- Be sure that your application is complete and clear. The completed Neighbor Awareness Form should also be attached along with city permit applications when applicable.
- Applications must include sufficient details in order for the Committee to make an informed decision and efficiently process each request. Include drawings and detailed plans or specifications, providing information regarding dimensions, materials, color, location, and any other relevant factors.
- Rental unit residents may only submit an application through the property owner.

Architectural Applications should be mailed or delivered to the Architectural Committee through the Manager for the Association at the following address:

Architectural Committee
Sea Ridge Condominium Association
c/o Seabreeze Management Company
ATTN: Community Manager
26840 Aliso Viejo Parkway Suite 100
Aliso Viejo, CA 92656

The Review Process: The Architectural Committee usually meets on the first Monday of the month.
They may meet electronically or more frequently at their sole discretion.

- At the review meeting, applications received from the Property Manager are discussed.

- Upon conclusion of the discussion, the Committee will vote to recommend approval or rejection of your application, or to recommend approval with modifications or stipulations.

- Your application will be returned to the Property Manager within ten days after the meeting.
- You will be given a decision within 45 days after the Committee has received a completed application. Please allow time for this in your renovation planning.

Criteria: The following criteria represent the general standards that the Committee uses in reviewing and evaluating applications for structural or design change:

1. Validity of concept – basic idea is sound and appropriate in its surroundings
2. Design compatibility –similarity in style, quality of workmanship, use of materials, color, construction
3. Location & impact on neighbors – access, view, ventilation, drainage, noise, etc.
4. Timing – construction schedule does not create a nuisance or safety hazard

III. Appeals Procedure: If you disagree with the disapproval and explanation of your application, you may submit a request to the Board of Directors to reconsider the Architectural Committee's denial.

- To initiate the appeals procedure, the applicant must submit a written request to the Board via the Association Management Company within 30 days of the written denial.
- The date, time, and location of the meeting at which the request is to be considered will be established and the homeowner will be given notice to attend this meeting.
- The Board shall render its decision at the next scheduled Board meeting following the receipt of the request for reconsideration and shall transmit its decision to the owner within 15 days of its decision. All Board decisions on appeals will be final.
- If no appeal is submitted within 30 days from denial, the decision of the Architectural Committee will be considered to be final.

IV. Completion:

- The alteration is to be completed within 180 days after the starting date indicated on the application
- Upon completion of the alteration, the "Notice of Completion Form" is to be submitted by the owner and the work will be inspected and signed off by the Committee.
- The Committee's right to inspect the work and notify the owner of any non-compliance shall terminate 60 days after receipt of the completion notice. If non-compliance notice is not given within this time frame, the work shall be considered approved.

V. Variance: Renovations that are beyond the scope of authority of the Architectural Committee will be forwarded to the Sea Ridge Board of Directors for consideration of a variance approval.

- The Board has no authority to allow you to do something that is prohibited by the Declaration.
- A change in the unit footprint whether by room additions, expansion of patio area or balcony, or by any other means to increase unit size, is considered an encroachment into the association common area, is prohibited by our governing documents, and cannot be given Board approval.
- The Board shall be entitled to allow reasonable variances in order to overcome practical difficulties, avoid unnecessary expense, or prevent unnecessary hardships, provided that requests for variances are submitted in writing, a hearing with 10 days notice is given along with the 30 day comment period, and the variance will not have a negative effect within the development.

C. Additional Information

I. Enforcement: When a complaint is received, a lack of maintenance is observed, or a violation of the guidelines is apparent, the homeowner will be contacted and asked to correct the problem or submit an application within 30 days. Without corrective action, legal action, demolition or fines may be initiated.

II. Owners Responsibility: Should approval be granted for an alteration or change of an element that has been the Association's responsibility, the owner assumes future responsibility, signs a covenant to be recorded, and is obligated to notify future owners of this agreement.

III. City Approvals: Many structural changes require city review and permits. It is the homeowner's responsibility to obtain all necessary approvals and permits required by the City of Dana Point. City authorities should be contacted prior to beginning any work in order to verify what procedures must be followed. City approval does not preclude the need for Architectural Approval and vice versa.

IV. Construction Standards: Homeowners may be required to use qualified and licensed contractors, carrying both worker's compensation and general liability insurance policies, and to identify contractors prior to the commencement of the work.

- Construction must be completed within 180 days after the starting date indicated on the application. Please contact the Property Manager for an extension if the alteration cannot be completed within that time frame.
- All construction activities shall be performed as promptly and as diligently as possible.
- Construction must not unreasonably disturb neighbors.
- Construction work is only permitted between the hours of 7:00 A.M. and 6:00 P.M. (or dusk), Monday through Saturday. Construction work is not permitted on Sundays or legal holidays. Only emergency work as necessary is allowed outside these hours. Should City of Dana Point regulations become more restrictive, those hours would prevail.
- Construction sites must be maintained in a neat and orderly fashion. Timely trash removal is the responsibility of the contractor.
- Building materials may not be stored on streets, walkways, or on property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment.
- Owners are responsible for ensuring that contractors follow any applicable Sea Ridge policies and procedures. This includes parking regulations.
- Construction must not interfere with the drainage pattern of the owner's property, that of his/her neighbors, or common area.

V. Fees: Although there are no fees for Architectural Applications, any costs associated with Architectural approval – i.e. experts, attorneys,, engineers, consultants, management, recording - or any other associated fees or costs the Association incurs to review or analyze the submittal will be required to be paid by the Homeowner.

Depending on the scope of requested architectural modifications, homeowners may be required to record a Covenant, running with the property, so that future owners of the property are made aware of their responsibilities. Payment for attorney fees and recording costs for processing Covenants is the responsibility of the homeowner.

GUIDELINES FOR EXTERIOR ALTERATIONS & MAINTENANCE

Selected topics are addressed in these guidelines. However, they will not cover every alteration and situation that may occur. These regulations are not intended to supersede or modify the CC&Rs. They are subject to modification, addition, or deletion as the need may arise. If you are unsure whether or not an alteration is allowable or whether an application is required, please contact Property Management at 800.232.7517.

DESIGN STANDARDS: To maintain consistency within our community and safeguard the improvements in which the Association has invested considerable resources and money, owners and residents are required to abide by the Architectural Guidelines.

Criteria for approval of improvements include and require at a minimum:

- a) Substantial uniformity of color, location, type, and design in relation to existing units in Sea Ridge
- b) Comparable or better quality of materials as used on or in the property
- c) Ease of maintenance and repair
- d) Adequate protection of the property, the Association, and the Owners from liability and liens
- e) Preservation of Owners' sight lines

Items to note prior to considering renovations:

Exteriors of any building shall conform to the material, colors, character and detailing as established on existing units within the development.

Improvements shall not encroach upon another Unit or the Common Elements.

Owners are responsible for any damage to the exterior surfaces caused by the installation/removal of attachments to the structure. Owners will be billed an amount equal to having an exterior area restored.

Each owner is responsible for keeping his/her unit and improvements in good order and repair.

Alterations Performed Without Required Approval

Any alterations made without Architectural Committee approval will subject the Homeowner to a fine. The Homeowner may also be required to undo the work and restore the unit to its original condition. In addition, the Association assumes no future maintenance or other responsibility for unapproved alterations, nor for any damage resulting from the unapproved alterations. Homeowners are cautioned that all unapproved alterations must be disclosed to any new buyer upon sale of the unit. The Homeowner may be held responsible for any damage or needed repairs to the affected areas necessitated by and directly attributable to the unapproved alterations.

Right of Entry

Pursuant to Article III, Section 3.06(b) of the Sea Ridge CC&Rs, the Association has the ability to enter your property and correct any violation of these rules after notice of the issue and a reasonable time to correct the problem has passed. The costs to the Association for taking any such action will be borne by the Homeowner.

IMPROVEMENTS REQUIRING APPROVAL

Air Conditioning. Any plans for air conditioning installation must be submitted to the Architectural Committee for approval. (See separate document - Exhibit B. Air Conditioning Installation Guidelines)

- For air conditioning installations at ground level, considerations will include, but may not be limited to, screening, location, and specific proximity to neighbor's living spaces.
- Adding a new component such as air conditioning will require a permit from the City of Dana Point to insure current code requirements are met.
- Air conditioning units must meet the noise standards for the City of Dana Point that require noise levels not to exceed 55 decibels (dB) between 7am – 10pm or 50dB from 10 pm – 7am.
- No air conditioning unit may be installed on the roof of any structure.
- All air conditioning compressors, condensers, and other equipment shall be concealed within such screening as may be deemed appropriate by the Architectural Committee in order to obscure them from the view of other residents in Sea Ridge.
- Compressors are to be located on builder-designated pads and are to be of an appropriate size.
- Window air conditioners may be considered for approval. They must be portable, rust-free and properly installed & maintained. Noise levels, visibility, drip factors, etc. are also assessed.

Antennae/Satellite Dishes: The rules covering satellite dish and antennae installation have been approved by the Board of Directors to conform to FCC (Federal Communications Commission) requirements as well as ensure safety and consistency with the architectural policies of Sea Ridge.

Plans and specifications for your antenna must be submitted to the Architectural Committee for approval. The review process will consider size and type of antenna, make and model of antenna, location, reasonable screening and concealing options, signal quality, cost of compliance, among other factors. (See separate document - Exhibit C: Satellite Dish Installation)

All satellite dish, MMDS and DBS antennas must be one meter (39.4 inches) or less in diameter. There may be other requirements at reasonable cost and without interfering with a reasonable signal for installation of satellite dish/antenna. It is advisable to check with the Architectural Committee or Property Management Company for details prior to installation to avoid having to remove or relocate the satellite dish or antenna.

Homeowners will incur all costs relating to damage caused by any device placed on Association property, including the roofs and building structures.

Location

- Antennas or satellite dishes will be permitted only on property over which the applicant has exclusive use or control. You may not place an antenna or satellite dish, nor mount or bolt guy wiring on roofs, eaves, and exterior walls, nor on the property of another Homeowner.
- To the extent feasible, antennas or satellite dishes should be installed in locations that are not visible from the street, Common Area, recreation areas and neighbors' property. Reasonable steps may be required to minimize the impact of the installation. The Homeowner is responsible to pay the costs of requested screening and/or concealment where required.

Installation

- The satellite dish/antenna is to be installed in a professional workmanship manner.
- The installation is to be completely sealed and waterproofed to prevent any water seepage or insect/vermin access to the building.
- Installation must conform to all building and electrical codes as well as manufacturer installation requirements and be in compliance with the City of Dana Point laws and ordinances.
- Free-Standing installations are preferred. In some instances, non-penetrating dish mount clamps may be approved.
- Care shall be taken to prevent installation from damaging the integrity of the structural, electrical, plumbing, and mechanical systems of the building. Owners are responsible to repair any damage to the common area.
- Antennae must be properly located and installed to receive an acceptable quality signal. You are advised to ensure that good reception is possible before obtaining and installing any equipment.
- Every attempt should be made to minimize the wiring visible from the Common Areas including minimizing the length of the exposed wiring, concealing the wiring by following corners, trim, and window frames. Cables should be secured to the house in an inconspicuous manner.

Maintenance

- The Homeowner is responsible for maintaining the equipment, wiring, and mounting framework.
- As needed for painting, maintenance or repair of the common areas by the Association, the owner shall remove the equipments so the maintenance or repair work may be performed and reinstall the equipment after the Association work is complete. The removal and reinstallation shall be performed by the owner and at no cost or delay to the Association.
- Antennae and satellite dishes already in place may remain “grandfathered.” Equipment may be required to be repositioned at the owner’s sole expense when service is terminated, the property is transferred, or the antenna is removed for building maintenance, weather damage, or Acts of God.

Awnings/ Sun Control Devices. Permanent awnings or other sun control devices require an application and approval of the Architectural Committee.

- The application must include a description of the device (dimensions, materials and color) and a site plan depicting the location. Include the Manufacturer’s literature (if available) as well as a description of the method of support and attachment to the structure.
- Sun-control devices are to be compatible with the architectural character of the home and may not adversely affect views, light, or natural ventilation of neighboring properties.
- The awning material, color and style requested must be approved by the Architectural Committee. Provide a sample to facilitate review of the application.
- Only solid color awnings are permitted. Stripes or other patterns are not allowed.
- Awning material should be of durable acrylic material, such as Sunbrella or equivalent. No aluminum or fiberglass awnings will be approved.
- Awning must have a retraction capability & should be retracted when not in use for extended periods.
- Awning frames with bright shiny colors such as natural aluminum, gold or silver and the like are not allowed. Supporting frames must be painted or otherwise match the trim or dominant house color.

- Awnings must be maintained in presentable condition. Heavily weathered, deteriorated, unsightly or damaged awnings must be replaced or removed by the Homeowner.

Barbeque Grills. Permanent barbeque grills must be granted Architectural approval.

(Ref. CC&Rs, Section 7.11)

- Permanent brick or cement barbecue grills should be placed on the patio and as far as practical from structures and adjacent property lines.
- Barbecue structures and outdoor kitchens must be free standing and cannot be attached to the Condominium Building.
- Use of a barbecue grill must be in accordance with county and city fire codes that regulate placement, size, and ventilation requirements. Spark arrestors may be required.

Decks & Balconies. Decks & balconies are Common Area elements. The Association's responsibility and concern is the maintenance and repair of the structural components while owners are responsible for maintenance of the surface areas. (Ref: CC&Rs, Section 6.01(b) and Civil Code §4775)

- Improvements visible from outside the dwelling unit require approval.
- No balcony or deck covers or lattice work, wiring, or installation of air conditioning, water softeners, or other machines shall be installed on the exterior of the buildings or be allowed to protrude through the walls or roofs without prior written approval having been secured.
- Homeowners are responsible for costs incurred to repair damage, including water damage, caused through willful or negligent acts of themselves, their family, guests, or tenants. Plants may be kept on a bench or wheeled plant dolly as long as the draining water falls into a basin and not on the deck/balcony floor. Planters may be hung on clips but cannot be nailed or permanently attached in any way. Plants are not allowed directly on any wood area.
- To reduce hazard liability, nothing shall be placed upon a balcony, railing, or deck that would adversely load or impact the structural integrity of the area or may cause possible injury to anyone standing below.
- Proper care must be taken to ensure an attractive and lasting deck/balcony surface. The recommended cleaning method for these surfaces is the use of an outdoor vacuum or broom.
- Trex decks may not be painted. A semi-annual cleaning with a composite deck cleaner is recommended by the manufacturer. Sanding of composite decking is not recommended.
- Permanently affixed floor coverings are prohibited and will not be permitted to be installed over balcony or deck floor surfaces. Rugs or indoor/outdoor carpeting are not allowed as they capture moisture, retard drying, and may lead to mildew and mold problems.
- Decks and balconies are to be aesthetically pleasing to the neighborhood. Each unit owner is to keep those portions of the unit which are visible from the Common Areas free from debris. Storage or unsightly clutter is not allowed. Furniture is to be of a type or design for outdoor use and is to be well maintained.

Doors. Individual homeowners are responsible for the maintenance and replacement of their entry and overhead garage doors. The Association is responsible for the repair and painting of utility doors as well as pedestrian garage doors (C&Rs Section 6.01(c) and Section 6.02(b)).

Front Entry Doors

The front entry is an important part of one's home and of the appearance of the community as a whole. In that they are partly a reflection of the individuality of the homeowner, entry door styles allowed have some flexibility in their design as long as they are in harmony with the architectural character of the building and of Sea Ridge in general.

- Entry door replacement may be undertaken without Architectural Committee approval.
- Entry doors may be replaced as they were originally designed or with other options. Doors may be constructed of wood or other materials, have either painted or stained finishes, and may be designed with or without glass.
- Replacement front doors must match the prevailing style of doors in the community. Ornately detailed or door styles inconsistent with the neighborhood are not permitted..
- The cost of design and installation of replacement entry doors is the responsibility of the homeowner.
- A Home Improvement Application need not be submitted for homeowners who paint and maintain their front door in any of the approved colors.
- Paint color selections are from Dunn Edwards and include both Standard & Premium color choices:
Standard: Swiss Coffee (DE W341), Porous Stone (DE 6220), Desert Gray (DEC 760)
Premium: Parisian Night (DE A184), Garnet Evening (DE A147), Cavernous (DE 6364)

Garage Doors

The original garage doors on all of the homes are wood. Many have already been replaced due to weather damage and wear. The use of metal roll-up doors to replace the original wood tilt-up doors was previously approved. Please ensure your choice of replacement door is allowed in the community.

- Garage doors are the responsibility of the owner of each unit. They must be properly maintained and be kept clean and in good condition.
- Homeowners may replace garage doors for their units at their own expense.
- Roll-up garage doors made of 24 gauge steel in an almond color are pre-approved and do not require an Architectural Application. Window styles are optional.
- Any other garage door styles will need to be submitted for review and approval of the Architectural Committee.
- Garage doors must be in the approved almond color. The paint color from Dunn Edwards for garage doors is Rice Bowl (DE 6170).
- Metal doors have a baked-on finish and do not require painting. If such doors are to be painted, appropriate preparation and a high quality, acrylic, latex exterior paint should be used.

Screen Doors/Security Doors

- Owner installed secondary doors, regardless of location, require that an application be submitted. A brochure showing the style and color selection should be provided for review. Approval will be granted by the Architectural Committee on a case-by-case basis.
- The design may be at the homeowner's discretion but must be in keeping with the residence.
- Secondary door color should match the color on the existing primary entry door to best harmonize with the color palate of the residence. White or black screen doors are also allowed.

- Screen or security doors should not detract from or alter the appearance of the entryways and must be kept clean and in good condition.

Sliding glass doors must be consistent with the adjacent windows. See “Windows” section for further information.

Drainage. There shall be no interference with the established drainage patterns of any unit, neighboring properties, common areas, or common facilities, unless an adequate alternative provision is made for proper drainage and is first approved in writing by the Architectural Committee.

Exterior Painting. Painting the exterior of any structure a color different from that approved for the Association is not permitted. Approved paint colors are available on the Sea Ridge website and from Dunn Edwards Paint in San Juan Capistrano. Touch-up repainting of existing colors is permitted. (See Exhibit D for the Color Scheme Map)

Three color schemes have been approved for Sea Ridge going forward. These are:

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|-----------|----------------------------------|---------------------------------|
| Scheme F: | Muslin (DE 6227) for stucco | Play on Gray (DE 6228) for wood |
| Scheme H: | Porous Stone (DE 620) for stucco | Flintstone (DE 6221) for wood |
| Scheme L: | Fine Grain (DE 6213) for stucco | Pigeon Gray (DE 6214) for wood |

Paint colors for surfaces other than the stucco and siding of the buildings are:

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| Trim, Railings on Patios, Wrought Iron Gates - | Swiss Coffee (DEW 341) |
| Overhead Garage Doors- | Rice Bowl (DE 6170) |
| Patio Fences & Stairs - | Color of wood of the designated color scheme |
| Pedestrian Garage Doors, Utility Doors - | Paint to match adjacent stucco or wood siding surface |
| Front Entry Doors - | Standard or Premium Color per owner selection |

Note: Stained finishes on custom entry doors may remain as designed.

Fences. Fencing shall conform to the design and performance standards established for Sea Ridge when repair and maintenance of fences were taken over by the Association on February 1, 2002.

- Alterations to existing fencing must be reviewed by the Architectural Committee. Modifications or replacement must be in harmony with the style, color, and materials of others in the community.
- Three styles of fences are currently approved. Closed vertical slat solid fence designs are preferred for patio/privacy fencing. Fences are to be board on board with vertical slats, and may range in height from a minimum of 3 feet to a maximum of 6 feet. Owners may elect to add glass to the tops of 3 foot fences. Some balconies may have rail and spindle fence designs.
- The bottom of the fence should be 1 $\frac{1}{2}$ - 2 inches above the ground, not allowing wood to touch the ground. Nails and screws should be galvanized and posts set a minimum of 2 feet in concrete underground.
- The board portion of the fence is to match the siding color and the cap will match the trim color of each group of homes. Use of this color palette gives our homes a distinctive appearance.

- To insure longer life, fences will be painted inside and out. Homeowners that choose to leave their fences natural on the interior must treat with Thompson's or Behr waterproofing on the interior, natural portion, a process that must be repeated once a year to be effective in preserving the structure. Fences that are not maintained and later require painting by the Association will be painted inside and out. Additional costs for this will be billed to the Homeowner.
- Fences exceeding 3 feet high are required to have permits from the City of Dana Point. City building regulations do not allow fences of more than 6 feet in height.
- Other fence material may be considered for approval by the Architectural Committee. With the goal of keeping fences as uniform as possible, decisions regarding fence installation are made on a case by case basis. Previous decisions do not necessarily set a precedent for future determinations. Applications may be denied that damage the aesthetics of the development.
- Any damage caused to Association fences will be repaired at homeowner cost. Homeowners can help prevent problems by making sure sprinklers are not spraying on the fence, keeping large plants and bushes at least one foot away from the structure, and ensuring that no plants are placed on railings or fence tops.
- Chain link, basket weave, barbed wire or other type of wire fencing is not allowed. Lattice panels to extend fence height are also prohibited.

Fire Features. There shall be no exterior fires except barbecue fires contained within receptacles and outdoor fire pits that have been granted Architectural Committee approval.

(CC&Rs, Section 7.11)

Fire features include exterior fireplaces, fire pits, fire tables, chimineas, built-in barbeques and similar structures. All are regulated by city, county, and state codes related to their size, placement, fuel source, and ventilation. The City of Dana Point may require spark screens and it is important to stay updated on burn ordinances, burn bans, or hazardous conditions warnings that may be issued for our area.

Residents should contact the fire department to ascertain if a specific device is approved for use on their patio prior to submitting an application to the Association. Safety and maintenance regulations may apply along with setback requirements and other conditions and/or restrictions.

Garden Décor & Lawn Ornaments. All exterior decorating must be tasteful. The definition of "tasteful", by design, is subjective and is to be determined at the sole discretion of the Board of Directors.

An approved Architectural Application is required for any statuary, bench, fencing, trellis, fountain, or other **sizeable** item in Common Areas. Items that are considered to be an eyesore or nuisance or that may pose a risk will not be allowed. The Association reserves the right to require removal of items that are not in compliance.

Exterior decorative lawn objects such as small figurines, garden statues, garden flags, etc. may be placed in the front yard of a residence without prior approval provided that the object is of a neutral color/material and that the number of objects shall not exceed six. Items found to be inappropriate are subject to removal.

Wall type fountains may not be attached to any structure.

Gates. The Association shall be responsible for the repair and painting of entry gates, (but not including custom/owner owned gates), as well as those located adjacent to the Restricted Common Area patios and yards. (Ref: CC&Rs, Section 6.01(c))

Any changes or additions to the gates must have prior Architectural approval. Gates must be kept clear at all times. Touchup painting of gates is permitted and encouraged.

Gate Screening to retain small children and pets is permissible without prior approval, providing the visual appearance is not unsightly and the screening materials blend in and enhance the surroundings.

- Gate screening materials are to match the color of the gate and cannot exceed the gate height. Removable gate screens are recommended.
- Acceptable screening materials include metal mesh, decorative iron, clear plexiglass, and the like. Materials such as chicken wire, plastic, bamboo, fabric, and bender board are not allowed.
- Installation must be with galvanized screws or rivets on the inside; not visible from outside the gate.

House Numbers. House numbers shall be displayed on all properties. An application is required to change the color and/or style of the house numbers.

Landscaping. The landscaping outside the boundaries of each unit are Common Area elements that are controlled and maintained by the Association. Changes to the current landscaping may not commence or be maintained until plans & speculations have been submitted to and approved in writing by the Committee. (Ref; CC&Rs Section 5.01 and Section 6.01).

The Landscape Committee works with the Architectural Committee to help review proposed landscaping changes by homeowners and serves as liaison with our landscape maintenance contractor. Their goal is to preserve and enhance the common area landscaping in order to reflect the qualities of the community.

To the extent that a requested improvement will change the appearance of the Common Area, Committee approval is required. Among other things, consideration will be given to the aesthetic aspects of the landscape design, the impact of views from other residences, and reasonable privacy rights. The proposed landscaping may not detract from the attractiveness of the common area, may not cause a nuisance, and maintenance may not become a burden on the Association.

Any changes or additions to the landscaping around individual units, other than the planting of annuals, must be approved by the Committee. Owners are responsible for the consequences of all landscape material they install. The use of drought-resistant, low water usage plant material is encouraged.

Any damage caused to community property by the homeowners' landscaping on their patios shall be the responsibility of the homeowner.

Contact the Landscape Committee for recommended plant material. Note that vines that attach themselves to structures, trees such as ficus with invasive root systems, and aggressive plant species such as asparagus ferns, pampas grass or similar are not permitted.

Outside Installations. No balcony, patio, or deck covers or lattice work, wiring, or installation of air conditioning, water softeners, or other machines shall be installed on the exterior of the buildings of the project or be allowed to protrude through the walls or roofs of the buildings unless the prior written approval of the Architectural Committee is secured. (Ref: CC&Rs. Section 7.10)

Patios. The patio and yard of each unit is designated as an “exclusive use” or “restricted common area,” Each unit owner shall maintain, repair, replace, and restore the exclusive use common areas appurtenant to or serving his unit, at his sole cost and expense, and to keep those portions visible from the Common Areas free from debris. (Ref: CC&Rs Section 6.02(a), Section 1.43)

Ground level patio improvements made of decking material, brick, stone, or cement require approval. Applications for patios must include a site plan showing size, location, description of materials to be used, and other details, such as stairs, steps, lighting and all other built-in items.

No patio covers or lattice work, wiring, or installation of air conditioning, water softeners, or other machines shall be installed on the exterior of the buildings or be allowed to protrude through the walls or roofs of the buildings unless the prior written approval of the Architectural Committee is secured.

The landscaping installed must, in general, be compatible with Common Area landscaping and present an attractive appearance for the property. Obstruction of views, required maintenance, ultimate height and spread with respect to adjacent structures and lot lines should be taken into consideration.

The Board of Directors reserves the right to direct any homeowner to remove, trim or cutback any landscaping contained in the owner’s patio. The homeowner is responsible for any damage caused to community property by landscaping in the patio.

Proper care must be taken to ensure the patio remains attractive and does not pose any health or safety hazards. All weeds, rubbish, debris or unsightly materials of any kind must not be allowed to accumulate. Patio furniture is to be of a type or design for outdoor use and be well maintained.

Skylights. The Association maintains the flashing around the skylight as part of its roof maintenance responsibilities, but not the skylights themselves. (Ref: CC&Rs Section 6.01(c))

Skylights are not the Association’s responsibility. Each homeowner is responsible for the maintenance, repair, and/or replacement of skylights when needed, including skylight frame or glass failure. If your home has its original skylight, it should be inspected as it may need to be repaired or replaced to avoid damage to your unit. No one except the Association or its contractors are permitted on roofs without written approval for roof access. You may also need a building permit and you are responsible for obtaining it through the city. Skylight replacement or repair requires a home improvement application.

Exact replacement of existing skylights will be approved. Modifications that conform to the architectural standards of our property may be considered. Skylights must have a bronze frame to match the color standard throughout Sea Ridge. Glass tinting applications will be considered for approval but mirror-look finishes are not allowed.

Additional skylights may only be applied for preceding the re-roofing of the buildings. After that they will not be authorized.

Solar Energy Systems. Sea Ridge Association policies relating to the installation, operation, and maintenance of solar energy systems within the community are in accordance with our CC&Rs and California Civil Code. (Ref: CC&Rs, Article V. California Civil Code 714, 714.1)

California law permits associations to impose reasonable restrictions on solar energy systems without significantly impacting the system's cost or performance efficiency. "Significantly" means a cost increase of more than \$1000 or a 10% decrease in efficiency.

All solar energy systems require an Architectural application. Fully dimensional plans showing the particulars of the installation, materials, specific location, and elevation perspectives are required. Solar systems must be professionally installed and in accordance with applicable building, electrical, plumbing and related codes.

As an owner in a condominium association, you own only a "share" of the roof and of your restricted use common area. This complicates the ability of the Association to allocate these common areas for solar installations. Current law is not clear on this matter for condominium associations.

Applications for solar installations will be considered for approval on a case-by-case basis. Should approval be granted, the following standards will apply:

- 1) The Association may specify an approved system.
- 2) The Homeowner will be responsible for the repair and maintenance of the solar system.
- 3) Any roof penetrations after roof replacement shall be the responsibility of the homeowner.
- 4) Indemnification will be required from both the Owner and the installer for any loss or damage caused by the installation, maintenance, or use of the solar energy system.

Note: We advise against signing a contract or purchasing a solar system prior to getting approval from the Association. Separate guidelines to specifically address solar energy systems may be developed and apply should this be warranted by sufficient interest shown by members of the community.

Storage Sheds and Other Structures.

No outbuilding, tent, shed, gazebo, or other temporary building or structure may be placed upon any portion of the properties, either temporarily or permanently, without Architectural Committee approval.

Rubbermaid or other similar types of small sheds or storage bins are allowed and do not require approval when placed in the rear yard so as not to be visible from the street or other units.

Trellises. A trellis is defined as a framework of open latticework used as a screen or support for plants.

Trellises are to be self-supporting and cannot be attached to structures. Exposed surfaces shall match the existing color of the structure or the trim color. A floral trellis used to support a shrub does not require prior approval.

Any resultant stucco or surface damage and required repairs, or any damage done to the vines and trellises to accomplish the maintenance or painting are the sole responsibility of the homeowner.

The use of trellises and arbors as part of a fence or patio cover requires approval and will be reviewed on a case-by-case basis. Trellis covers are not permitted on the front decks of units.

Walkways.

New front entry walkways shall be constructed from cement, rock, slate, or other natural materials that are compatible with the home décor, style, and color. Applications must specify dimensions, materials to be used, and color. A Covenant will be required.

Maintenance and repair of alterations to walkways are the responsibility of the homeowner.

Walkway lighting must be of an inconspicuous size and design. Only low-level lighting is allowed. This restriction does not apply to security or floodlights. Prior approval is not required.

Water Supply Systems.

No individual water supply or water softener system shall be permitted in any Condominium Unit unless such system is approved by the Architectural Committee and is designed, located, constructed and equipped in accordance with the requirements, standards and recommendations of any applicable water district, the Orange County Health Department, and all other applicable governmental authorities.

Windows. Each Owner is responsible for replacement of glass, screens, doors and windows, including the hardware and door/window sills. (Ref: CC&Rs 6.02)

One of the highest returns on investment of home improvements is replacing your old windows.

Homeowners who wish to replace the windows in their units must submit an Architectural Application. Requests for white vinyl replacement windows have generally been approved.

When windows and sliding door frames are replaced, the color of all frames visible on one side of the unit must match. Reflective materials that create a mirror effect from the outside are prohibited.

Window Coverings. Only curtains, drapes, shutters, or blinds may be installed as permanent window covers. No window shall be covered with aluminum foil, newspaper sheet, flag or other material not designed for use as a window cover. Exterior window treatments are not permitted.

The following items DO NOT require prior approval. See the relevant topic above for specifics.

Annuals: Annuals planted for color in the common area that follow the Landscaping Guidelines are allowed.

Entry Doors & Overhead Garage Doors: Replacement of entry doors and overhead garage doors should be in harmony with the character of the community.

Decorative Lawn Ornaments: Small, unobtrusive decorative items are allowed in the common area.

Exterior Lighting: Walk lights, landscape lighting and security lights are permitted provided they do not cause objectionable glare or brightness to neighbors and drivers. The style and color of exterior lighting shall coordinate with existing lighting and/or style of the unit. Overly ornate fixtures are not allowed.

Flagpole Bracket: One flagpole bracket may be attached to the exterior surface of the unit.

Gate Screens: Screening materials for small children and pets should be attractive and in keeping with the decor of the unit.

Hanging plants are allowed only when hung from a bracket attached to the building eaves. Use heavy gauge chain and screw hooks to prevent damage to the plants and to the building.

Holiday Lighting: Temporary decorative holiday and festive lighting shall be installed no earlier than one month prior to use and must be removed within one month after the holiday or function. Light clips designed for this purpose should be used to hang holiday light displays rather than tacks, staples, or nails, which are not permitted.

Mailboxes: Homeowners may replace original mailboxes to be compatible with the style of the units.

Touch-up Painting: Common area elements may be re-painted in the approved colors and textures.

Trellises: Trellises to support plants are to be self-supporting and cannot be attached to the structures.

The following are prohibited:

Basketball Backboards

Clotheslines if visible from the common area

Compost piles

Dog Runs

Neon/Flashing Lights or Displays

Storage Sheds

Storage of any kind visible from the common area or other units

View obstructions

Unacceptable materials, i.e. plastic webbing, split bamboo, reed or straw-like materials

Unsightly items, i.e. weeds, rubbish, debris

EXHIBITS

- A. Property Improvement/Architectural Application
- B. Air Conditioning Installation Guidelines
- C. Satellite Dish Installation Guidelines
- D. Map Showing Paint Palettes

CONTACT INFORMATION:

Seabreeze Management Company
26840 Aliso Viejo Parkway Suite 100
Aliso Viejo, CA 92656

Architectural Committee Chair

Dan Kerkoff
dankerkhoff@cox.net

Landscape Committee Chair

Rosemarie Allaire-Bosson
roseallaire@gmail.com

City of Dana Point www.danapoint.org

Community Development, Building and Safety
33282 Golden Lantern, Suite 209
Dana Point, CA 92629
949-248-3594

Notes from City of Dana Point***Residential Bathroom Renovation***

Bathroom renovations generally require a building permit. A bathroom renovation includes the removal and/or relocation of vanity cabinets, sinks, tub & showers, replacement/changes to the lighting, or removal & replacement of the wall board. The replacement of the toilet, towel bars, mirrors, paint and floor coverings, where no other work is included, is considered a maintenance item and no permit is required for these items.

Residential Kitchen Renovations

Kitchen additions, alterations or renovations require a Building Permit. At a minimum, a legible floor plan drawing is required for permitting.

A kitchen renovation includes, but is not limited to, the removal and/or relocation of base cabinets, counter tops, sinks, dishwasher, installed appliance, changes to the lighting, removal & replacement of any wall board, modifications to the structural elements of the dwelling and changes to the electrical, mechanical, and plumbing systems. Removal and replacement of the base cabinets and counter top will require compliance with the electrical outlet location requirements of the code.

Sample Indemnification Clause

The owner who causes an improvement to be made, regardless of whether the improvement is approved by the Architectural Committee or Board of Directors, shall be responsible for the construction work and any claims, damages, losses, or liabilities arising out of the improvements. The Owner, and not the Association, is responsible for determining whether any improvement is in violation of any restriction imposed by a governmental authority having jurisdiction over any portion of the Property.

The owner shall hold harmless, indemnify, and defend the Association, and its officers, directors and committee members, from and against any expenses, claims, damages, losses, or other liabilities, including without limitation attorney's fees and costs of litigation arising out of: 1) any improvement which violated any governmental law, codes, ordinances, or regulations, 2) the adequacy of the specifications or standards for construction of the improvements, and 3) the construction of the improvements.