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**Hiddenbrooke Property Owners Association (HPOA)  
Hiddenbrooke Architectural Review Committee (HARC)  
Summary of HARC Policies & Disclosures -- Design Guidelines – Appendix B**

**Applications with checks** made payable to Hiddenbrooke Property Owners Association, Inc. may be mailed to:  
Pacific Union Property Management [jburton@pacunionpm.com](mailto:jburton@pacunionpm.com)  
3392 Mendocino Avenue p. 707-544-2005  
Santa Rosa, CA 95403  
All forms may be found at: <http://www.hiddenbrookeonline.org/hpoa/harc>  
The fee for a custom home application is \$150 and for Landscaping is \$50.

**Hiddenbrooke Architectural Review Committee and Landscape Approval Chair:** [harc@hiddenbrookehpoa.org](mailto:harc@hiddenbrookehpoa.org)

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**Hiddenbrooke Architectural Review Committee**

This five member committee and alternates are appointed by the HPOA Board to staggered, two-year terms. The Committee Year is September 1 through August 31. Volunteers for this committee should contact the HARC Chair or HPOA President. For a list of current HARC members and HPOA Board Members, please go to the web site.

**Hiddenbrooke Property Owners Association, Inc.**

This is an elected seven-member Board with staggered two year terms. Elections are held each June.

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**Summary of HARC Disclosures, Policies, and Procedures**

1. **Disclosures:** Listed on the web site are the current members of HARC and HPOA. Members of HARC and HPOA own homes in Hiddenbrooke (HB).
2. **Meetings** are generally held monthly at the Garden Room at the Hiddenbrooke Club House. Meeting times may vary. Call or email the HARC Chair at the number above to confirm meeting time, date and location.
3. **HARC Minutes:** The approved HARC minutes will be posted on <http://www.HiddenbrookeOnline.org> within one month of approval. Draft minutes can be emailed to owners upon request.
4. **CC&R Complaints** are handled by the CC&R Manager who refers HARC-related issues to the Committee for discussion and decision. Complaints should be submitted using the form on the Hiddenbrooke website under Property Owners/CC&R Information.
5. **Ethics**—HARC members, HPOA Board members and our independent contractors will at all times act in the best interests of Hiddenbrooke and respond to requests in a timely and professional manner.
6. **Assessments**—Annual HPOA assessments, HARC fees and any amounts due HPOA must be paid before HARC can issue the final approval letter for a Custom Home, Addition and/or Landscaping project.
7. **Landscape Approvals** are handled by the Landscape Manager. HARC has up to 30 days to review and approve applications, but will attempt to expedite reviews if possible.
8. **Landscape Appeals**—An application that is not approved may be appealed to the HPOA Board by sending a letter or email stating the basis of the appeal to HPOA, c/o Valley Management Services and requesting that HARC forward their file to the Board for review. The owner will be notified of the date of their hearing. The HPOA Board will make every effort to hear the appeal at the next regularly scheduled Board Meeting.
9. **Custom Homes**—The submittal process for Custom Homes is a 4-step process, which is detailed in the Design Guidelines. Custom Home applicants should deliver plans and notify HARC one week before the meeting with the name and address of the applicant and the address of the custom home site to be placed on the agenda. HARC will make every effort to process the plans received by the next monthly meeting and when possible will authorize a member of the committee to approve specific plan changes so the owner can move forward to the next submittal step. Within two weeks of the meeting, HARC will send a letter to the owner listing the items that need to be changed and/or submitted at the next step. HARC recommends that custom homeowners notify owners within 500 feet of the proposed construction before submittal step two.

10. **City of Vallejo** approved the original Hiddenbrooke CC&Rs and Design Guidelines in 1999, including the required submittal steps. However, neither HARC nor HPOA can guarantee that what is approved by HARC will be accepted by the City of Vallejo. Each Applicant is responsible for obtaining the required approvals from the City of Vallejo.
11. **Related Parties**—HARC and/or HPOA Board members who have an interest in a property being submitted for approval by HARC may not vote on that project. They may be allowed to discuss the application at the HARC meeting. If this reduces HARC to fewer than four members, the HPOA President may appoint temporary members for the duration of this project.
12. **Record Retention—HARC Approval Letters** should be kept by the applicant and provided to the next owner of the property.

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HARC wishes to call attention to the following items, which are included in the Hiddenbrooke Design Guidelines, Appendix B.

1. **Red Colored Bark, White Rock, Colored Tarps and Palm Trees** are not allowed in Hiddenbrooke.
2. **Utility Netting for Golf Course Fences:** HARC has chosen a standard type of bi-oriented poly propylene utility netting with no visible edges along the top or bottom. This allows the netting to visually disappear into the wrought iron fencing, especially if wound through fence every 4 feet or so.
3. **Fence Stain:** HARC has chosen a selection of colors within the same range in order to better coordinate with your home's exterior paint and trim colors. HARC has approved the following stain brands and colors:
  - Behr (Home Depot) Semi-Transparent Colors: Woodbridge (DP-530), Cappuccino (DP-529), Chestnut (DP-310), Sable (DP-318) Chocolate (DP-397), Tugboat (DP-535), Wood Chip (DP-532)
  - Behr Solid Color Stain: Woodbridge (DP-530)
  - Sherwin Williams (Lowes) Semi-Transparent Colors: Yankee Barn (SW 3505), Riverwood (SW 3507)
4. **Cement Guidelines**
  - a. Two car driveways can be expanded or extended subject to all the following:
    - i. Maximum total expansion not to exceed 80 square feet (width multiplied by length), and
    - ii. Width of expansion not to exceed 8'-0" wide (laterally) and,
    - iii. Length of expansion not to exceed 10'-0" length (Longitudinal), and
    - iv. No more than 30% of available "green area" can be removed on front or side yards to accommodate driveway expansion.
  - b. Three car driveways can be expanded or extended subject to all the following:
    - i. Maximum total expansion not to exceed 30 square feet (width multiplied by length), and
    - ii. Width of expansion not to exceed 3'-0" wide (laterally), and
    - iii. Length of expansion not to exceed of 10'-0" length (Longitudinal), and
    - iv. No more than 5% of available "green area" can be removed on front or side yards to accommodate driveway expansion.
  - c. All driveway expansions are subject to the following:
    - i. Driveway expansions must have HARC approval and any required City permits BEFORE work begins.
    - ii. Driveway expansions must match the existing hardscape (driveway) to appear part of the original design. This can include new surfaces for both the existing driveway and expansion.
    - iii. The expansion must be architecturally compatible and pleasing with the home and its surrounding, which may include adding more landscaping elements (bushes, plants, trees etc.).
    - iv. Subject to the 30%, and 5% restrictions above, expansions must preserve existing landscaping, as approved by HARC or new landscaping must be approved.
    - v. City of Vallejo will not allow curb cuts. Vallejo City permits are required for drainage holes.
  - d. Failure to observe these design guidelines will subject property owners to fines and the request for all work to be removed.
5. **Holiday Decorations** may be put up 15 days before the Holiday and must come down 15 days after the Holiday except December decorations may go up December 1<sup>st</sup> and must be down by January 31<sup>st</sup> or are subject to fine.
6. **Driveway Storage—Inoperable Cars and Cars without Current DMV Tags:** The CC&Rs are very clear that ALL cars are to be contained on the driveway and in the garage and that the driveway isn't for storage. We will no longer tolerate cars without current license tags or cars that can't be driven on the street to be parked in the driveway on a long term basis (more than 7 days).
7. **Mail Box Replacements** should be the same color as the original box or black, the same shape when possible, no larger than 13" wide x 23" long x 12 "high, and no smaller than 6" wide, 20" long, 10" high. Boxes on the same post should match or owner needs to submit application for HARC approval.