

## **APPENDIX B**

### **Guidelines for Homeowners**

#### **1. Approval Process for New Homes, Additions, Remodels and Ancillary Structures**

##### **STEP I**

Preliminary Review: An Owner or Builder (Applicant) will submit a preliminary set of Plans to HARC and HARC will schedule a review meeting by the Chair and at least one other member of the Committee. The purpose of the preliminary approval procedure is to allow an Owner or Builder proposing to construct Improvements an opportunity to obtain guidance concerning design considerations before expending substantial sums for plans and other exhibits required to apply for final approval. The Preliminary architectural submittal must contain two sets of plans that include all exterior elevations, the floor plans, a schematic site plans with the footprint of the house, conceptual color and material selections, other pertinent features of property and the filing fee. It is recommended that residents contact HARC prior to submitting small projects, non-like-kind plant replacement, tree replacement, house and yard repairs, door or window replacement, etc.

- a. **HARC recommendation:** Within fourteen (14) days of the preliminary review, HARC will forward a letter to the Applicant outlining comments, observations, changes, additional information and recommendations. The Applicant will generate a revised set of plans that address HARC's review. If HARC is satisfied with the revised Plans, Applicant may proceed to Step II.
- b. **Consulting Architect:** After reviewing the revised Plans, HARC may require the Applicant to forward the plans to HARC's outside consulting architect for further review and comments and to determine if HARC's comments were adequately addressed. This outside architectural review will be at the expense of the Applicant. The consulting architect will forward comments and recommendations within twenty- one (21) days of receipt of the plans. Applicant will make any changes and resubmit to HARC a final set of plans per Step II.

##### **STEP II**

- a. **Detailed Architectural Submittal:** Applicant will submit to HARC two detailed set of Plans for a final review ten days prior to next scheduled HARC meeting. The submittal will include the following:

- i. Site plan with house, grade, setbacks, driveways, fences, retaining walls, mailbox location, solar panels, any proposed gates,
- ii. Floor plan and roof plan
- iii. Exterior elevations with materials and colors called out
- iv. Material board with samples of colors per the manufacturer, exterior finishes, trim, windows, doors, roofing materials, exterior lighting, house numbers, mailboxes and all other design features
- v. A proposed construction schedule.

**b. Detailed Landscape, Irrigation System and Water Runoff Program:**

Applicant will submit two sets of detailed Landscape and Irrigation plans that include:

- i. Planting plan showing number, size and species of all proposed trees, shrubs, plants and ground cover.
- ii. Irrigation plan showing all irrigation heads, valves, piping and controller locations
- iii. Construction plan showing grading, drainage, pools, spas, water feature, arbors, shade structures, walls fences and other proposed site amenities.
- iv. Elevations and/or details of any proposed arbors and shade structures, walls, fences and any other site amenities
- v. The site plans must include a water runoff program in accordance with California State law
- vi. Plans must be drawn to scale. Builder: 1' = 20". Owner: 1/8" = 1'
- vii. All plans must include a legend for every element.

**STEP III**

**HARC will either approve, approve with conditions or deny the submittal.**

- a. If approved, the applicant will submit the approved or conditionally approved plans to the City of Vallejo Planning Division for unit plan review.

- b. If denied, applicant will revise the plans to the satisfaction of HARC or withdraw the project.
- c. Once HARC and the Planning Division have fully approved the plans, Applicant may submit construction documents to the City of Vallejo Building Department for building permits. Applicant's architect or designer must review any soils report requirements prior to the commencement of the construction drawings.
- d. If the Applicant does not obtain HARC approval within six (6) months of the initial submittal they will have to resubmit subject to the then current guidelines and fees.

## **2. Submittal Requirements for any Improvements and Enhancements to an Existing House or Yard.**

- 1. Projects must be submitted ten (10) days prior to the HARC meeting for review by committee members to verify that the submission is complete or if additional information is needed.
- 2. Projects will not be reviewed or scheduled for approval until the HARC Application Fees are received and the submittal is determined to be complete.
- 3. The following are minimum requirements for submission materials (electronic preferred) where applicable:
  - a. HARC application
  - b. HARC application fee
  - c. Site Plans with dimensions of the property and project, setbacks from property lines and easements noted. For large projects an 11 " x 17" site plan is recommended but not required. Electronic 8" x 11" copies are required for the HPOA files.
  - d. Project elevations with heights and size clearly noted, colors and materials noted with samples. Pictures are encouraged.
  - e. In order to determine the amount of hardscape versus vegetation, calculations indicating the total amount of concrete, artificial turf, pavers and

lawn/ planting are to be included for all existing and proposed hardscape.

These may be noted on plans or on a separate calculation sheet

- f. Sample pictures of examples are acceptable for elevations and plant arrangements.
  - g. Provide plant lists and sizes (gallons) to be planted. Plans should show locations of plants accurately with mature sizes shown on the plan. Dimensions for large shrubs and trees are recommended to speed up review and approval.
4. As noted above, it is recommended that residents contact HARC prior to submitting small projects, non-like-kind plant replacement, treereplacement, house and yard repairs, door or window replacement, etc.

### **3. Project completion deadlines:**

Project must be completed as follows:

- a. Minor projects and solar installation not needing Committee review must be completed in a timeframe determined by the Chairperson
- b. Projects not needing City permits such as landscaping, painting, patios must be completed within a reasonable length of time but in no event longer than six (6) months. The timeline will be included in the approval letter.
- c. Projects needing City permits such as patio covers, trellises, gazebos, pools, hot tubs must be completed within twelve (12) months of approval
- d. Large additions and new homes must be completed with two (2) years of approval.
- e. If projects are not completed within the specified timeframe, Owners will need to apply for an extension by paying another Application fee and complying with any rule or review changes or requirements.
- f. Failure to comply with the set timeframes will be considered a CC&R violation and subject to further action.

#### **4. Repainting of house:**

House painting – HARC has always had a policy that Owners may repaint their home without HARC approval if the new color is the same as the existing color. However, because the original colors often fade over time and/or the manufacturer and name of the original colors are difficult to determine or obtain, a new policy is set forth as follows:

- a. Submit a HARC application for any painting of your house. If it is determined the colors are the same or similar to the existing colors, no review will be necessary. If a review is required, a \$50.00 fee will be collected, and the application will be reviewed at the next HARC meeting
- b. Provide “brush out” samples of each color and indicate where on the house it will be used.
- c. Upon request by HARC, apply a swatch of each paint color on the actual surface to be painted.
- d. Provide a current photo of the house and the neighboring houses.
- e. A HARC representative will review your application to determine if the application needs formal review.

#### **5. Xeriscape:**

Due to the extended drought in California, HARC has received numerous applications to replace lawn with xeriscaping which is defined as landscaping or gardening plans that reduce or eliminate the need for supplemental water for irrigation. HARC continues its goal of maintaining a green and park like atmosphere.

1. HARC will accept applications to replace lawn with xeriscaping provided the applications meet the following criteria:
  - a. The proposed landscape/xeriscape plan should include plants and ground cover that is naturally found in Northern California such as Mediterranean or Alpine Designs

- b. Residents are to avoid Desert Designs. Cacti and palms are prohibited.
- c. Under no circumstances will rocks of any kind be allowed except as a decorative accent. No rocks are to be used as a border around the perimeter of the front yard.
- d. Dry creek beds should not be the main feature of the yard. They should only be used when part of a natural drainage system. If used, the width of the bed should range from 24 to 40 inches, with an interior stream of 12 to 18 inches and 10 to 12 inches deep. Plants should be grouped along the edge to soften the appearance and sides should be mounded. Large boulders may be used as accents.
- e. Natural redwood bark, bark chips, shredded bark, mulch, peat moss or an equivalent are the only ground covers allowed
- f. The number and size of plants are to be such that sixty percent (60%) of the yard will be covered within twenty-four (24) months. Depending on availability, five-gallon plants are recommended in the prominent areas of the yard.
- g. Topography or a variation in height is encouraged to add interest.
- h. Applicants are to follow the existing Guidelines regarding color of rock, bark and plants
- i. Site plans are to be provided subject to the most current submittal requirements.
- j. Preliminary plans are to be reviewed prior to the final submittal. This might require a site visit by one or more of the committee members.

## **6. Artificial turf:**

HARC will now accept applications to install artificial in front and back yards subject to the following:

- a. The product must be of a very high quality that simulates real grass. A sample of the turf must be submitted along with the application and landscape plan.

- b. In-ground plants or shrubs must make up forty percent (40%) of front yards and thirty percent (30%) of back/side yards.
- c. Proof of a ten-year transferable warranty must be submitted along with the application with a signed copy upon completion of the installation as a condition of approval
- d. Artificial turf is the responsibility of the homeowner and subject to all the regulations of the then current CC&Rs, regarding maintenance, repair and replacement such as tears, gopher holes, weeds, animal waste and discolorations.
- e. The artificial turf product must meet the following specifications for a standard landscape plan:
  - i. Number of colors - three (examples: field green, olive green, thatch and beige).
  - ii. Color Retention: Determine the rate of color loss. Nylon is not recommended.
  - iii. Pile height: One and three quarters (1 3/4) inch to two and one half (2 1/2) inches.
  - iv. Weight: Minimum 70 ounce per square foot
  - v. Drainage: must have a drain rate of at least 30 inches per hour.
  - vi. Installation: Artificial turf cannot be installed over the top of existing grass or concrete. Sod and dirt must be removed, and an aggregate base and soil stabilization fabric installed to allow for proper drainage in accordance with the manufacturer's specifications. The installation company must be certified by the Synthetic Turf Council.
- f. HARC will use its discretion when reviewing applications for the use for artificial turf for small back yards and special projects such as putting greens.

## **7. Fence maintenance, approved stains and white picket fences in the Villages:**

To assist homeowners, HARC has pre-approved specific stain colors. As long as a

pre- approved color is chosen, HARC approval is not required. If a resident wants to stain or paint a fence a color that is not on the approved list, you must submit a HARC Application. (Note: if the fence was previously painted a solid color, a transparent or semi-transparent color will not work).

**I. Approved Stain Colors:**

Color Name/Number	Transparent	Solid colors	Semi-Transparent	Available at the following locations <i>(as of Feb 2016):</i>		
				Ace	Home Depot	Lowes
Superdeck 1901 – Cedar	X			X		
Superdeck 1903 – Redwood	X			X		
Superdeck 1905 – Heart Redwood	X			X		
Superdeck 1907 - Canyon Brown	X			X		
Superdeck 1910 - Natural	X			X		
Behr ST 142 – Cappuccino			X		X	
Behr ST 141 – Tugboat			X		X	
Behr ST 135 – Sable			X		X	
Behr ST111 - Wood Chip			X		X	
Behr ST 116 – Woodbridge			X		X	
Behr ST 110 – Chestnut			X		X	
Behr SC 116 - Woodbridge		X			X	
Behr SC 135 - Sable		X			X	
Olympic 728 – Redwood			X			X
Olympic 705 ( Russet			X			X

## **II. Colors:**

- a. Colors not listed require HARC application and must be submitted along with a color chip
- b. Iron fences along the golf course must be painted black.
- c. Any other ornamental iron fence or railing should match elements of the house such as eaves. Any change in color requires HARC approval

## **III. Fence repair or replacement are the responsibility of the property owner**

## **IV. Replacement fences and gate must be consistent with the fences in the neighborhood.**

## **V. White Picket (Design for The Village subdivision)**

All white picket fences shall comply with the Design Guidelines specifically designed for The Village and shall be subject to the approval of the HARC. All fences walls or trellises approved by the HARC and constructed by Owner or Builder shall also comply with the regulations and ordinances of the City of Vallejo, including, but not limited to any applicable restrictions with respect to the height of front yard fences.

**These guidelines are specific for the Village subdivision only.**

For replacement or new constructed white picket fences the following requirements should be considered:

- a. The current design of the fence is a narrow open picket design, made of wood, painted white and maintained at all times from wear and tear.
- b. A replacement consideration is that of a vinyl picket fence of the highest quality with specifications of chosen white picket fencing submitted at the time of application to the HARC.
- c. A change in design of the white picket fence may be considered.
- d. Local HOA approval must be obtained prior to submitting the HARC application and attached in order for the HARC application to be processed.

## **8. 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.

- vi. The expanded portion of the driveway is not permitted for parking of cars.
- d. Failure to observe these design guidelines will subject property owners to fines and the request for all work to be removed.

## **9. Red Colored Bark, Lava Rock, Pea Gravel, White Rock, Colored Tarps and Palm Trees:**

- a. As a reminder, bark and rocks are only to be used as an accent feature of the landscape plan and not a replacement for grass lawns and plants. The goal is to retain a natural landscaped area.
- b. Natural wood colored bark, shredded cedar, mulch and decomposed granite are preferred
- c. Under no circumstances are ruby red bark, lava rock and white rock permitted
- d. Pea gravel can only be used in side and back yards and never in the front yard.
- e. Ginger Rock and River rocks can be used sparkingly.
- f. Colored tarps and black plastic are prohibited

## **10. Mail Box replacements:**

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.

The goal of these guidelines is to keep continuity on our streetscapes, so that we do not have a mish- mash of random mailbox sizes, shapes and colors throughout our neighborhoods. For the most part it is common sense. If your neighborhood has simple round top or square mailboxes, then you may replace your mailbox with a new box of the same make and style, or another with a similar size and style, without getting HARC approval.

Most homes share a mailbox post with their neighbor and the next post is 50-100 feet away. In some cases, there may be a single mailbox, and in a few others, a set of 3 mailboxes in a row. HPOA and HARC decided that as long as all the mailboxes on a post (or 3 in a row) match, then a wider range of options would be acceptable. This means that if your neighborhood has round top boxes, but you and your neighbor both want to switch

to a different style box, as long as they match and fit the size requirements listed above, then that's okay.

What we don't want to see are two vastly different mailboxes sharing a post, or within a few feet of each other. If your new mailbox choice is different in shape than your old one, then you will need to talk to your neighbor and see if you can both agree to change out mailboxes at the same time. If you and your neighbor are unable to come to an agreement, then you can submit an application to HARC for review. Please include specific details about the boxes to be replaced as well as the reason you and your neighbor cannot come into agreement. The standard \$50 fee will be waived for all mail box replacement requests. Note: HARC may follow up directly with your neighbor. HARC will take into consideration how compatible the mailboxes look, including how close they are in size and shape, etc.

There are locking mailboxes in just about every size and shape. Some are simple with a slot in the front for the mail carrier to slide your mail into, while others have more elaborate systems, more like a mail chute or drawer, like you would see on the big blue US Mail boxes. Either one of these options is fine, and will deter mail theft. Even a 2-3-inch-wide slot will deter a thief, as mail thieves are looking for quick and easy prey, and they won't want to mess around with trying to reach into a 2-3-inch slot to get your mail. They will likely close your box and walk down to the next box, hoping for easier access elsewhere.

## **11. Solar Panels and Satellite Dishes**

are allowed in Hiddenbrooke but are subject to review by a HARC. An application must be submitted, and all conditions of approval are to be followed. The application fee is waived

## **SUMMARY OF HARC DISCLOSURES, POLICIES AND PROCEDURES**

1. Disclosures: Listed on the website are the current members of HARC and HPOA. Members of HARC and HPOA own homes in Hiddenbrooke (HB).
2. HARC Minutes: The approved HARC minutes will be posted here within one month of approval. Draft minutes can be emailed to owners upon request.
3. CC&R Complaints are handled by the CC&R Manager who refers HARC related issues to the Committee for discussion and decision. Complaints can be submitted using the form on the HB website under Property Owners/CC&R information.
4. Ethics: HARC members, HPOA Board members, and our independent contractors will at all times act in the best interest of Hiddenbrooke and respond to requests in a timely and professional manner.
5. Assessments: Annual HPOA assessments, HARC fees and any amounts due to HPOA must be paid before HARC can issue the final approval letter for any application.
6. HARC Decision 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 to OMNI Community Management, listed above. 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.
7. The City of Vallejo approved the original HB CC&Rs and Landscape 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.

8. **Related Parties:** HARC and/or HPOA Board members who have 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 4 members, the HPOA President may appoint temporary members for the duration of this project.
9. **Record Retention:** HARC approval letters should be kept by the applicant and provided to the next owner of the property.