

**ARCHITECTURAL COMMITTEE RULES**  
**of the**  
**BRIDGEHAVEN PROPERTY OWNERS ASSOCIATION**

**August 1999**

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## **1.00 General Requirements of the Committee**

The recorded Declarations of Covenants, Conditions and Restrictions (CC&Rs) of the Bridgehaven Homeowners Association (POA) charges the Architectural Committee (Committee) with the responsibility for reviewing and approving plans for alterations and improvements to existing homes. The purpose of this charge is to preserve the architectural integrity, pleasant environment and congruous appearance of Bridgehaven. In addition, the Committee along with the CC&R Compliance Committee/ Board of Directors is responsible for insuring that properties are maintained in accordance with the CC&Rs. Committee has 30 days to respond.

### **1.01 Duties of The Committee**

The duty of the Architectural Committee is to review drawings of proposed structures or alterations of existing improvements to ensure that they will conform to a sound and attractive plan of development, so that the character and environment of the community is preserved and all property owners are protected against loss of value. Extremes in design are discouraged.

### **1.02 Approval Process**

The approval for plans for new work or alterations to existing structures shall be for one year from the date of approval. If work is not started before the expiration of this period, approvals will lapse and plans must be re-submitted. The Committee must reconsider applications and plans when a property is sold to a new owner. Plans cannot be changed after approval - if changes are desired property owner must resubmit to Committee.

### **1.03 National and Local Codes**

All approvals of the Committee are subject to conformance with the approval by the City of Westlake Village; however, approval of the City or obtaining permits therefrom does not constitute approval by the Committee. Approval from the City and the Committee are separate procedures.

## **2.00 General Design Requirements**

Improvements and Alterations per Article VII, Section 7.01.A. of CC&Rs. No improvements, excavation, grading, construction of Structures beneath the drip lines of oak trees, or other work which in any way alters the exterior appearance of any Lot or the Improvements located thereon from its natural or improved state existing on the date such Lot was first conveyed in fee by Grantor to an Owner, and no sprinkler systems and no grading work which materially alters natural flows or involves the handling of more than one hundred (100) cubic yards of earth, at once or in stages, and no modification of any previously approved improvements, shall be made, installed or done without the prior approval of the Architectural Committee given pursuant to the terms of Section 7.01 of the CC&Rs, unless specifically authorized by other provisions herein and the City of Thousand Oaks. Careful attention shall be given to aesthetic and functional consideration of any design submitted to achieve a standard of quality and architectural and landscape which will enhance the entire community. Of particular importance are the following:

- A. Nature and character of the site.
- B. Minimum grading to maintain the natural terrain.
- C. Siting of homes and other structures so as to eliminate tree removal.
- D. Orientation of structure with respect to sun, wind, view and privacy.
- E. Variety and individuality with the scope of existing architectural character and natural terrain.
- F. Appearance of structure from all angles.
- G. Careful organization of exterior design elements to achieve high standards of design.
- H. Consistent use of exterior materials.
- I. Views from neighboring properties.
- J. Use of materials other than wood is encouraged.

## **2.01 Setbacks**

Shall comply with the Public Agency Codes and Ordinances

## **2.02 Grading and Drainage**

Minimum grading is encouraged so as to maintain the natural terrain, and the following shall be considered:

- A. The site should be considered as paramount and the structure(s) adapted to the site rather than the site adapted to accommodate the structure.
- B. Natural drainage to adjoining or neighboring lots should be maintained whenever possible.
- C. Water must drain to the nearest downhill street and not to the adjacent lots, particularly after any cut or fill grading has occurred.
- D. Cut or modified slopes shall be planted and maintained in accordance with the landscape standards described below in 3.03.

## **2.03 Minimum Area Requirements**

All homes submitted for review shall have a minimum floor area of 3600 Square feet and a maximum of 6000 Square Feet excluding garages, porches, atriiums, patios, etc.

## **2.04 Height of Residence and Structures**

Heights shall be considered on a case-by-case basis, with special consideration being paid to the impact on views from neighboring or adjoining lots or interference with the natural terrain.

## **2.05 Roofs**

Roof and appurtenant roof-mounted equipment which blend into the natural environment are encouraged. The following standards shall be applied:

- A. All roofing materials shall be fireproof without exception or date of approval.
- B. Tile, man-made (i.e., Cal-Shake), shall be allowed. Every effort shall be made to adhere to the original (1999) color and style palette.
- C. Flat-roofed contemporary structures will not be allowed.
- D. All protrusions from the roof i.e., vent pipe stacks, shall be painted to match the roof, and the shape and size of such must be submitted for approval.

## **2.06 Exterior Colors and Materials**

All colors which are to be used on the exterior of buildings, fences, walls, planters, walks, trims, etc., shall be submitted for approval on color chips or material samples at least 2 x 2 inch squares.

In addition:

- A. The Committee may request that a 2 x 2 foot sample of the color selected be painted upon the exterior prior to installation.
- B. Muted colors and earth tones are encouraged.
- C. Extremely bright colors shall not
- D. be allowed.
- E. Colors which are visibly pink shall not be allowed.
- F. The use of masonry and stucco is encouraged.

## **2.07 Changing Colors on Existing Structures**

Changes to existing colors must be submitted for approval as described above in 2.05. In addition the following shall apply.

- A. Requests for changing colors shall be submitted not less than one (1) month prior to application of paint.
- B. Approved additions and alterations to building exteriors shall be painted to match colors of existing buildings.
- C. Every effort shall be made to adhere to the original (1999) color palette.

## **2.08 Landscaping (Maintenance)**

All sites on which improvements have been made shall be landscaped according to plans approved as described below in 3.04, and shall thereafter be maintained in a sightly and well-kept condition.

## **2.09 Mailbox Structures**

- A. Pole type mail boxes are recommended.
- B. Pylons shall have a maximum base of 18 x 18 inches, nor shall any portion of the structure exceed that dimension.
- C. Structure is to be of the break-away type so that, if struck, minimum damage will occur.
- D. Every effort shall be made to adhere to the original (1999) style and color palette.

## **2.10 Fencing**

- A. Barbed wire fences are not allowed.
- B. Wrought iron, vinyl fencing, masonry and masonry stuccoed fencing is encouraged.
- C. Swimming Pool shall have masonry or wrought iron fencing.
- D. Fences or walls shall not exceed 6' in height.

- E. Colors of fencing shall be: black, grey or tan.
- F. Fencing adjacent to common areas shall remain as it is (black wrought iron).
- G. The maintenance of the common area fences shall be shared by the property owner and the association.

## **2.11 Patio Structures and Awnings**

- A. Aluminum or plastic structures shall not be allowed.
- B. Lattice design is encouraged and shall blend with the architecture of residence and stained or painted to match the residence trim.
- C. Awnings and structures must be submitted for approval along with a fabric sample at least 2 x 2 inches.

## **2.12 Swimming Pools and Spas**

- A. Drainage shall not create a nuisance nor a hazard to any neighboring or adjoining properties and shall be sited to minimum or eliminate additional grading.
- B. Heating and filtering equipment shall be noted clearly on the plans and sited with great care to minimize to the greatest extent possible visibility and noise to neighboring properties. Equipment must be visibly screened with materials that have design compatibility with adjacent structures - wood not acceptable.
- C. Diving boards, slides and other pool accessories must be noted on plans.

## **2.13 Heating, Ventilating and Air Conditioning (HVAC) Units**

- A. Location and size of HVAC equipment must be submitted for approval with all dimensions clearly shown.
- B. HVAC units shall not be visible from neighboring properties and shall be located so that noise and vibration resulting from their operation shall not become a nuisance to adjacent properties.
- C. It should be noted that the Committee will normally require HVAC units to be screened or baffled utilizing walls or landscaping. Wood screening is not acceptable.

## **2.14 Parking**

All garages shall remain usable for automobile storage and personal storage only. Personal property shall not be stored in a garage in a manner which prevents storage of the required number of automobiles for which such garage was designed. (See CC&Rs).

## **2.15 Television, Radio and Dish Antenna**

A digital cable system has been provided to the community to ensure a high level of reception and service. No antenna for transmission or reception of radio, television signals or other form of airwave communications shall be erected, used or maintained, whether attached to a building or Structure or freestanding, if it is exposed to visual observation. Satellite dishes which are not visible from outside the boundaries of the property subject to this Declaration may be permitted by the Architectural Committee pursuant to the Architectural Guidelines, and subject to issuance of a permit by the City of Thousand Oaks.

## **2.16 Solar Energy Design Standards**

- A. The location of roof mounted solar collectors shall be made as obscure as possible.**
- B. Wall or free standing units shall be screened from view.**
- C. Support equipment such as plumbing or devices shall be installed when feasible in the attic, or screened from view.**
- D. Storage tanks or other equipment which must be exposed shall be screened utilizing architectural features which are harmonious with residence or structure.**
- E. Exterior surfaces shall have a matte finish and shall be color coordinated to harmonize with roof materials or other dominant colors or the structure.**

## **3.00 Submittal of Plans and Specifications**

### **3.01 Preliminary Plans**

Three copies of preliminary drawings and specifications should be submitted for review to the Committee, of which one shall be returned. Working drawings may commence only after review and approval of the preliminary plans. Should the Committee fail to act upon the submission within thirty (30) days of the request, the plans shall be deemed approved. Preliminary plans shall contain, but not be limited, by the following:

- A. Plot plan, drawn at a scale of  $1/8" = 1'-0"$ , showing lot layout, dimensions and north arrow topographical information such as:
  - 1. Property lines**
  - 2. Curb grades**
  - 3. Top and toe grades of all slopes**
  - 4. Building outline**
  - 5. Roof Outline**
  - 6. Driveways, walks, fences (including heights)**
  - 7. Patio areas and pools**
  - 8. Other site improvements****
- B. Topographical information shall be provided along with accurate lot layout and, if warranted, a topographical survey by a licensed civil engineer or surveyor may be required showing 2' contours.**
- C. Floor Plans shall be drawn at  $1/4" = 1'-0"$ , showing overall dimensions and area of building in square feet (see 2.03).**
- D. Roof plans shall indicate pitch and roofing materials.**
- E. Exterior elevations drawn at  $1/4" = 1'-0"$  shall show all doors and windows and shall indicate all materials used, including planters, chimney(s) and fences. Indicate roof pitch and height above natural grade at highest point of building above reference grade.**
- F. A perspective sketch, if required, to clarify design intents.**
- G. Signature of licensed architect, civil engineer, or other professionally designated and licensed designer.**



### **3.02 Working Drawings**

After review of the preliminary plans, three (3) sets of working drawings shall be submitted to the Committee for approval, of which one shall be returned. Should the Committee fail to act upon the submission within thirty (30) days of the request, the plans shall be deemed approved. Working drawings shall include all information provided for the preliminary drawing, plus information as outlined below.

- A. Plot plan, as above, plus:
  - 1. Flow and manner of surface drainage.
  - 2. Finish and natural grade elevations at building corners.
  - 3. Street elevations at curb.
  - 4. Accurate locations of all structures, drives, walks, patios and service yards.
  - 5. Fences, walls and respective heights along with dimensions clearly showing setbacks from neighboring yard(s).
- B. Grading plan, if applicable.
- C. Foundation plan details and retaining wall details.
- D. Floor plans including elevations of building in square feet.
- E. Roof plan.
- F. All exterior elevations.
- G. Structural section through building, showing foundation, wall section and eaves section.
- H. Miscellaneous details, to include, but not limited to, the following:
  - 1. Typical opening head, jamb and sill details.
  - 2. Eaves and overhang details.
  - 3. Any details necessary to illustrate exterior design features and junctures of dissimilar materials.
  - 4. Details necessary to explain design of fences, pools, barns, garden walls, planters or any other exterior structures.

### **3.03 Landscape Plans**

See 3.01 above for submittal requirements.

- A. Plot plan, as in 2.01.A. above, to include:
  - 1. Location, size material and construction of all walks, planters, fences or any other landscape structures which have not been approved previously.
- B. Location and species of all plants and ground cover. When locating trees, designers should carefully consider the impact on views from adjoining or neighboring lots.
- C. Tree planting schedule shall consist of at least two (2) 15 gallon and three (3) 5 gallon per each 5,000 square feet of lot area.
- D. Designers shall at all times maintain, whenever possible, native slopes in their natural condition.
- E. Submittal must be made for removal of trees or shrubs which may have become unsightly, or are causing damage to walks, drives or other structures, etc.

### **3.04 Landscaping Requirement During and After Construction**

After completing construction of new or remodeled projects, site work and landscaping must follow the schedule as described below:

- A. At all times yards shall be kept free of debris and weeds prior to the start of landscaping.
- B. Front yards must complete landscape construction within ninety (90) days of approval of occupancy, which ever comes last.
- C. Rear and side yards, as well as any other remaining portions of the lot must be completed within 120 days of approval or occupancy, which ever comes last.

### **3.05 Maintenance and Protection of Indigenous Oaks**

- A. One of the most appealing natural features of Bridgehaven Estates is the profusion of oak trees indigenous to the area. The Association shall provide each Owner with an information booklet prepared by a registered landscape architect and approved by the City of Thousand Oaks. Each Owner shall be responsible for the cultivation, protection and maintenance of oak trees on the Owner's Lot and shall follow the guidelines for oak tree maintenance provided by the Architectural Committee or Grantor, its successors or assigns and comply with all ordinances of the City of Thousand Oaks relating thereto, as same may be amended from time to time, including but not limited to those contained in Municipal Code Sections 5-14.01 *et seq.*. If a uniform method of cultivation and maintenance shall be required in accordance with the oak tree preservation guidelines provided by the Grantor, the Board may make provisions for maintenance service to be rendered to Owners whose Lots contain one or more indigenous oak trees on such terms and in such manner as the Board in its judgment deems appropriate. All Owners shall share the expense of such maintenance service pro-rata by assessment levied pursuant to Article V of the CC&Rs.
- B. All improvements within the drip line of existing oak trees, including but not limited to accessory Structures and grading, shall be prohibited except for walls and fences permitted by this Declaration, Architectural Guidelines and the City of Thousand Oaks, provided that post holes or footings within such drip lines shall be dug by hand.

### **4.00 Right of Entry**

After reasonable notice has been given and during reasonable hours, any member of the Board, or any authorized representative thereof, shall have the right to enter upon and inspect any building, site, lot or parcel and the improvements thereon for the purpose of ascertaining compliance with the CC&Rs. Persons who have performed such inspection shall not be guilty of trespassing.

## **5.00 Restrictions on Further Subdivision**

No lot in Single Family Areas shall be further subdivided, nor shall any less than all of any such lot be conveyed, or any easement or other interest given therein.

## **6.00 Failure to Complete Work**

The Owner shall, in any event, complete the construction, reconstruction, refinishing, or alteration of any such improvement within one year after commencing construction thereof, except and for so long as such completion is rendered impossible, or would result in great hardship to the Owner, due to strikes, fires, national emergencies, natural calamities or other supervening forces beyond the control of the Owner or his agents. If Owner fails to comply with this paragraph, the Committee shall notify the POA of such failure, and the POA shall proceed as though failure to complete the improvement were a non-compliance with approved plans.

## **7.00 Inspection of Work**

### **7.01 Completion of Work**

Upon the completion of any construction or reconstruction, or the alteration or refinishing of the exterior or any improvement, or upon the completion of any other work for which approved plans are required under this Article, the Owner shall give written notice thereof to the Committee. Should the Committee fail to notify the Owner within sixty (60) days after filing of the notice of completion, the Committee shall forfeit its right to take action.

### **7.02 Inspection to Ensure Compliance with Approved Work**

Within sixty days after completion, the Committee or its duly authorized representative, may inspect such improvement to determine if it was constructed, reconstructed, altered or refinished in substantial compliance with the approved plans or submissions. If the Committee determines that such work was not in compliance, it shall notify the Owner within sixty (60) days in writing of such non-compliance, and shall required the Owner to remedy such non-compliance.

### **7.03 Failure to Remedy Non-Compliance**

If upon the expiration of thirty (30) days from the date of notification the Owner shall have failed to remedy such non-compliance, the POA shall be notified by the Committee of the failure to comply. The Board of Directors shall then set a date for a hearing during which the issue of alleged non-compliance may bd discussed.

### **7.04 Hearings of Non-Compliance Issues**

- A. The hearing date shall be held not more than thirty (30) days nor less than fifteen (15) days after notice of non-compliance is given to the POA by the Committee.

- B. **Notice of the hearing date shall be given at least ten (10) days in advance thereof by the POA to the Owner, the Committee and, at the discretion of the Board, to any other interested party.**
- C. **During the hearing the Owner, the Committee, and, at the Board's discretion, any other interested person, may present information relevant to the alleged non-compliance.**
- D. **If it is determined by the Board that non-compliance has occurred, the Board may require the Owner to remedy the non-compliance within forty-five (45) days from the date of the Board's ruling. The Board at its sole discretion may agree to extend the date during which compliance must take place.**
- E. **If the offending non-compliance is not remedied within the period allotted the Board, at its option, may elect to remedy the non-compliance. The Owner in such an instance shall upon demand reimburse the POA for any and all expenses incurred therefrom.**
- F. **Should the Owner fail to promptly reimburse the POA, the Board shall levy a reimbursement assessment (lien) upon the offending property owner.**

#### **8.00 Temporary Occupancy**

**No trailer, basement of any incomplete building, tent, shack, garage or barn, and no temporary or structure of any kind shall be used at any time for a residence either temporary or permanent. Temporary buildings or structures used during the construction of a dwelling shall be removed immediately after the completion of construction.**

#### **9.00 Trailers, Boats and Motor Vehicles**

**No mobile home, recreational vehicles, trailer or any kind, permanent tent, or similar structure, truck camper or boat shall be kept, placed, maintained, constructed, reconstructed or repaired, nor shall any motor vehicle be stored, constructed, reconstructed or repaired, upon any lot or street within any Single Family Area so as to be visible from neighboring properties. Excluded from such restrictions shall be emergency vehicle repairs or temporary construction shelters or facilities maintained during, and used exclusively in connection with, the construction of any work or improvement approved by the Committee.**

#### **10.00 Emergency Situations**

**In extreme situations when natural disasters occur caused by high winds, rain, flooding or erosion caused by heavy rains, etc., formal submissions to install landscaping or to erect structures of other such devices may be waived.**

**It is strongly recommended that the homeowner attempt to contact the Association or a Committee member who may authorize verbal requests for immediate implementation. In the event a Committee member is not available, any single Board member may act as an authorized member of the Committee.**

### **11.00 Enforcement of the CC&Rs and/or Committee Rules**

**Violation of the CC&Rs or the Committee Rules shall follow the procedures described in 7.03 and 7.04. In addition:**

- A. The Board, at its discretion, may file a lien of non-compliance against any infraction of the CC&Rs or the Architectural Committee Rules.**
- B. Until a non-compliance issue is remedied to the Board's satisfaction, the lien shall remain recorded with the County.**
- C. If in the opinion of the Board the violation is determined to set precedents the effect of which would be to diminish the integrity of the CC&Rs, these Rules a suit may be filed against the Owner.**
- D. Should the POA prevail in a legal action, all costs incurred by the POA relative to the non-compliance issue would be recoverable from the Owner.**

### **12.00 Management Association**

**For all inquiries, submissions and requests of the Architectural Committee, contact:  
Gold Coast Association Management, P.O. Box 1007, Thousand Oaks, CA 91358-0007  
805 379-2120 or 805 378-5579. Representative is Lisa Rea**



## **COMPLIANCE PROCEDURES FOR ARCHITECTURAL REVIEW**

### **(Review of Plans by the Architectural Committee Required)**

#### **HOW TO FILE**

1. Please obtain and read CC&Rs and Architectural Guidelines; pay close attention to what they say NOT to do.
2. Engage a designer (builder designer or architect) and landscape architect.
3. (OPTIONAL) Bring plot plan and any other developed design drawings in for Conceptual Review.
4. Submit to the Architectural Review Committee three (3) sets of plans consisting of the following for preliminary review. One set is for the Architectural Committee and one will be returned to you. Expect thirty (30) days turn-around time.
  - A. Grading
  - B. Plot Plan
  - C. Floor Plans
  - D. Sections
  - E. Elevations
  - F. Proposed Fences
  - G. Color and Material Samples
5. Make corrections as per preliminary review.
6. Submit two (2) sets of plans incorporating any changes required by preliminary review to the County of Ventura Planning Department. Verify time for review by City.
7. Submit to the Building and Safety Department at the County of Ventura to the Fire Department and any other required body for review. Obtain Building Permit only after Architectural Committee has approved plans.

