



**ARCHITECTURAL GUIDELINES**  
**Arbor Hills, Tract 4494**  
**City of Thousand Oaks**

## STATEMENT OF INTENT

The following Architectural Guidelines have been adopted in accordance with the Covenants, Conditions & Restrictions (CC&R's) for this tract. They are established for the purpose of enhancing and maintaining the value, desirability and attractiveness of all the real property for which they are applicable. The specific Guidelines set forth in this document shall be interpreted in the spirit of this Statement of Intent. The goal is to achieve an integrated and harmonious development and to use common sense in these applications.

Guidelines are intended to provide information concerning the basic criteria by which the Architectural Committee will evaluate design submissions. It is not the function of the Architectural Committee to create architectural statements or designs. The Architectural Committee is charged with the task of evaluating submittals by applicants and giving direction within the context of these Guidelines. Applicants must conform with both the City of Thousand Oaks and these guidelines.

## DEFINITION OF IMPROVEMENTS

These Guidelines are to be followed for all changes to existing conditions of your property, additions or exterior modifications to existing residences. All such designs are to be submitted to the Architectural Committee of the Association, along with appropriate fees as outlined herein, for approval prior to beginning work or submitting to the City of Thousand Oaks for a permit. Approval by the Architectural Committee prior to submitting to the City of Thousand Oaks for a permit and beginning construction will be required for such things as, but not limited to, grading, excavating, landscaping, or any exterior modification or additions to existing residences. Architectural Committee approval is also required for such things as repainting your house when a color change is proposed, major changes to your approved landscaping, including the addition of a swimming pool, shade structure, trellis or gazebo. The establishing of temporary structures or trailers shall not be allowed on any lot without having received prior Architectural Committee approval. When in doubt as to whether an Architectural approval is required, please contact the Association for direction. The only exceptions are temporary safety barriers or signals, and weed abatement which does not employ the application of chemicals.

## APPLICATION FOR APPROVAL

### SUBMISSIONS

The Architectural Committee requires that three (3) sets of plans and color/sample boards be submitted for Approval. Blueprints or professionally drawn plans are desirable; however, homeowner drawn plans will be acceptable if they are legible, neatly drawn and provide the necessary detailed information. Plans which are incomplete will be returned unapproved for completion and resubmission. The Planning Department of the City of Thousand Oaks will require Architectural Committee approval before it will accept applications. One set from each submittal will be returned to the applicant with a stamp signed by a member of the Committee indicating Architectural Committee approval. Any conditions of approval will be noted on the plans. **Approvals are never given verbally.** Approval is given only after all requirements for submittal have been satisfied and all review fees are paid. Any plans which has not been approved within thirty (30) days from the date of submissions shall be deemed disapproved. No construction or alteration may begin prior to receiving Architectural Committee approval for all



improvements requiring approval and permits issued by The City of Thousand Oaks. Work done prior to obtaining written approval may be subject to removal at the owner's expense. Improvements must meet City code requirements and the guidelines outlined in the CC&R's.

## REQUIREMENTS

1. The owner's name, mailing address, street address, lot number and tract number must be shown on all sheets.
2. The location of the proposed improvements relative to the property lines shall be indicated and must meet the minimum setback requirements of these guidelines. Please note that these setbacks may exceed the minimum standards of the City of Thousand Oaks.
3. All proposed or existing drainage systems shall be shown.

BE SURE ALL EASEMENTS AND RESTRICTIONS ON THE LOT ARE SHOWN ACCURATELY.

## LANDSCAPE PLANS

Landscape Plans shall be sufficiently detailed to indicate the location, kind and size of all proposed planting materials and other landscape features including fences, walls, patios, walks, etc. Trees may not exceed the height of the roof line nor shall they obstruct the view of the neighbors.

## MATERIALS

Materials and finishes shall be noted on the Plans for exterior improvements. Lighting fixtures, etc. need to be submitted in the form of photographs or catalog cuts. Photographs can not be smaller than 3" x 4".

## APPROVAL

Plans must be approved and payment of all fees collected prior to commencement of any construction. No changes shall be made to any plans or in the construction of any improvement until such proposed changes are resubmitted to the Architectural Committee for its written approval. Changes shall be implemented only after receipt of such approval. The approval of the plans is valid for one year only.

## FEE

A fee, according to the schedule attached (which is subject to change), shall accompany each application for preliminary review. The scheduled fees will be subject to a reasonable surcharge, as determined by the Committee, in those cases where plan review time substantially exceeds the normal review time. The surcharge will be assessed and payable prior to Committee approval.

## SITE INSPECTION

Homeowners will grant site inspection rights to members of the Architectural Committee to view the proposed improvements during reasonable hours of the day.

## SCHEDULE OF FEES

See exhibit attached.

## DESIGN RESTRICTIONS

### ARCHITECTURAL CHARACTER

It is the intent of these restrictions to establish a harmonious residential area by the creative use of traditional architectural designs, which have proven to be aesthetically pleasing.

### OUTBUILDINGS, TERRACES, AND OTHER STRUCTURES

The architectural character of detached structures shall be consistent with that of the main structure on the lot. Where utilized, exposed wooden structural members should be 4" x minimum for rafters, beams and rails are required by the Ventura County Fire Department for your fire zone, and 6" x minimum for verticals. The vertical members can be constructed with "plant-ons" to achieve detail as well as the required 6" dimension.

Shade, patio, and garden structures should be constructed of materials of a permanent nature which are the same as those used on the main structure. For example, if the roof of the main structure is clay tile, then a solid patio roof should also be clay tile. If a lattice sun shade is proposed, it should be wooden and stained or painted to match the wooden elements of the main structure. No aluminum, fiberglass or other similar patio covers will be allowed.

The height limit for detached structures is 14'-0" as measured from the finished grade to the highest point of the roof and cannot be more than a single story.

Detached, enclosed structures, shall meet the minimum front, side and rear setback requirements of the main structure.

Open, garden type structures, such as gazebos and shade trellises shall meet the minimum side yard setbacks for the main structure, however, the rear yard setback shall be 1' for every 1' of height, but in no case less than 10'. Care should be taken in locating such structures so as to not intrude upon the privacy of adjacent neighbors.

### WINDOW/DOOR AWNINGS

Shade of the sun's penetration into interior spaces, where desired, should be by means of permanent architectural features which are incorporated into the overall design of the dwelling. Applied exterior



awnings for the purpose of sun shading is highly discouraged; however, it may be approved on a case-by-case basis if they meet ALL of the following criteria:

- Awnings must be rigidly stretched, heavy canvas or custom fabricated steel or aluminum design to be approved by the Architectural Committee. Fiberglass awnings will not be approved.
- Awnings must be a solid color that matches or blends harmoniously with the color of the exterior walls of the dwelling.
- The edges of the awning must be a straight line. Scallops or staggered edges will not be approved.
- The shape of the awning must reflect the architectural style of the house.
- Awning must be maintained in good condition at all times.

## COLORS

Must be in accordance with the approved color palette of the community.

## WALLS

Free-standing privacy or garden walls should be integrated into the design of the structure to which they are associated and may be used only around trash areas, mechanical equipment and along portions of pool areas and side yards. They should be identical in material and color and appear to be an extension of the wall of the structure, with all exposed surfaces finished. They should extend only along the side yard property lines opposite of the house, and intermittently along rear yards.

## MAILBOXES AND ADDRESS NUMBERS

Standard designs for mailboxes and addresses have been adopted.

Address numbers shall be applied to all residences prior to occupancy and shall be a minimum of 4" high of a color that will contrast with the background, and shall be readily visible from the street at night.

## POOL AND OTHER EQUIPMENT

Mechanical facilities are usually unsightly and noisy. Pool equipment must be walled in a material which is integrated into the character and materials of the house design. All enclosures shall not exceed 5'0" in height and must have a solid wood gate at access point.

No outdoor speakers of any kind will be permitted.

## LANDSCAPE

Please note that modification of existing landscaping which requires removal of existing trees or significant areas of ground cover or significant new planting of all plant materials will require approval of the Architectural Committee to assure that your property remains in conformance with the intent of the Architectural Guidelines.

Care should be taken to see that all plant materials are adaptable to Zones 18 and 19 as shown in Sunset Western Garden Book, revised. Final landscape plans shall show positions, species and sizes. The use of crushed rock in place of plant material for ground cover will not be approved, except for minor areas used as a landscape feature.

Desert plants, such as cactus and yucca will not be considered except minor areas used as landscape feature. All planting shall be evaluated on a case-by-case basis to determine compliance with the intent. A landscape consultant should be consulted to determine the appropriate trees and plants for the climate and drought tolerant criteria of the region.

## TEMPORARY SIGNS

In addition to the traditional real estate signage, one open house sign and two flags shall be allowed on each property which is presented for sale. Additional open house directional signs and flags may be permitted leading to the property. This signage may be posted in common areas, with the approval of the Architectural Committee, or may be posed on private property, with the permission from the property owner. All open house signage and flags shall be allowed only on Saturday and Sunday and must be removed by sundown of each day. No open house signs shall be posted after sundown or any days other than Saturday and Sunday. The maximum size of all open house signage shall be 18"x24". Additional banners or other attention getting devices shall not be allowed. Signage which does not meet the above conditions or which is not acceptable to the Architectural Committee or another property owner shall be submitted for review and approval upon the request of the Architectural Committee.

## YARD LIGHTING

Yard lighting must be submitted for approval. It is necessary to shield lights from neighboring property and public rights-of-way with plants. The use of utilitarian floodlights and similar non-decorative security light fixtures is prohibited on the exterior of homes. The Association does not prohibit the use of exterior lighting which provides safety and security to your property. Exterior lighting around your house and near vulnerable areas such as entries, house corners, low windows, and densely landscaped area should utilize wall-mounted, decorative carriage lights, wall sconces, recessed or surface-mounted downlights and ground-mounted landscape lighting. These systems can all operate with TV surveillance, time clocks, motion detectors or photo sensors that make your property appear occupied or to light a walk or yard as someone enters your property. All of these lighting systems can provide safety, security and property enhancement in conjunction with one another. It is the goal to maintain low density lighting with no glaring lights in the tract.



## PLAYHOUSES, PLAY EQUIPMENT AND SIMILAR STRUCTURES

Approvals shall not be required for playhouses or similar equipment provided that such structures are within the following conditions. If a structure does not conform to ALL of these, it shall require an approval from the Architectural Committee.

1. The structure is used exclusively for recreation.
2. The structure does not exceed 100 square feet in area, or 10'0" in overall height from grade to roof or top.
3. The structure is not located in a front yard or does not impact the street scene from the public right-of-way. Rear yard setback of 10'0" and sideyard setback of 5'0" shall be provided. Corner lots shall provide 10'0" setbacks from both rear yard and side yard setbacks.
4. The structure is separated by more than 6'0" from any similar accessory structure and any other building or structure.
5. Finishes and materials shall be consistent with the other buildings or structures on the lot. Finishes shall be maintained in good condition at all times. Bright canvas awnings or enclosures are not permitted.

Exceptions to conditions: Small children's playhouses and equipment which do not exceed 6'0" in overall height; are not permanently anchored to the ground and are easily moveable (i.e. children's tents which are used for temporary recreation). Care should be taken in the placement of play equipment so as to not be visible from public rights-of-way and so that they are not intrusive upon adjacent neighbors.

## TV ANTENNA/DISHES

Exterior TV antennas will not be approved, except for satellite dishes not exceeding 18" in diameter. However, the location must be such that it is concealed or otherwise camouflaged from view from public rights-of-way as well as adjacent properties.

## EXHIBIT

### FEE SCHEDULE

All Requests for Architectural Approval(s) shall be accompanied by a check made payable to Arbor Hills HOA in the amount of \$125.00. Said fee is non-refundable.