

**ARCHITECTURAL GUIDELINES
FOR THE
HIGH COUNTRY
WEST PROPERTY
OWNERS ASSOCIATION**

**Rancho Bernardo
San Diego, California**

Adopted MAY 1999

Revised December 2002

**THIS REVISION SUPERSEDES ALL OTHER
ARCHITECTURAL GUIDELINES**

Revision History

Version	Description of Change	As of Date
1.0	Initial Release adopted by the High Country West Board of Directors	May 1999
2.0	Clarify the Guidelines that are exclusive to duplexes. Make clerical corrections to multiple sections as required. Update information based on new technology.	December 2002

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FOREWORD

The environment, the beautiful natural setting and the unique atmosphere of High Country West can only be maintained by the efforts and concern of all of its residents.

To this end, the developer instituted specific protective Covenants, Conditions and Restrictions (CC&Rs) and a Declaration of Restrictions. The original Declaration of Restrictions has since been adapted for each of the three annexations within High Country West. Both the CC&Rs and all four versions of the Declaration of Restrictions were written to protect and preserve the character, values and appearance of this unique community. The CC&Rs and the Declarations of Restrictions for High Country West each contain architectural control provisions, which are administered by the High Country West Architectural Committee.

The CC&Rs are incorporated in and are a part of each Grant Deed by which title was granted to purchasers, and are legally binding on all owners. It is the conformance to and the enforcement of these CC&Rs that will enable the residents to preserve the attractive appearance and protect and enhance the property values of High Country West.

When documented clarification of the "Declaration of Restrictions" or the "Covenants, Conditions and Restrictions" (CC&Rs) is required, Policy Statements are authored and adopted by the High Country West Board of Directors and distributed to the homeowners. All adopted "Policy Statements" issued by the High Country West Board of Directors are managed and administered by the Architectural Committee.

THESE ARCHITECTURAL GUIDELINES HAVE BEEN COMPILED TO ADDRESS IN A SIMPLE, PRACTICAL AND COMPREHENSIVE MANNER THE ARCHITECTURAL ISSUES COVERED IN ALL THE ABOVE-MENTIONED DOCUMENTS.

If these guidelines are lost or misplaced, a replacement copy may be obtained from the High Country West Management Office. The High Country West Architectural Committee hopes you will read these guidelines carefully and with neighborly consideration help carry on the high standards of Rancho Bernardo and High Country West.

INTERPRETATION OF RESTRICTIONS

ALL QUESTIONS OR INTERPRETATIONS OR CONSTRUCTIONS OF ANY OF THE TERMS OR CONDITIONS CONTAINED IN THESE RULES AND REGULATIONS SHALL BE RESOLVED BY THE HIGH COUNTRY WEST ARCHITECTURAL COMMITTEE. IF THE HOMEOWNER DISPUTES THE DECISION OF THE COMMITTEE, HE OR SHE MAY SUBMIT A WRITTEN APPEAL TO THE HIGH COUNTRY WEST BOARD OF DIRECTORS. OTHERWISE ITS DECISION SHALL BE FINAL, BINDING AND CONCLUSIVE ON ALL OF THE PARTIES AFFECTED.

Article V, Section I of the Declaration of Restrictions for High Country West states that the High Country West Board of Directors shall appoint all members of the Architectural Committee. The High Country West Board of Directors may delegate the selection of the chairperson to members of the Architectural Committee. Members of the Architectural Committee must be members of the association.

The High Country West Architectural Committee chairperson should be the homeowners' contact person when planning construction, modification and maintenance of any exterior improvement of property. By working together and complying with all architectural rules and regulations, homeowners as a community can maintain good design quality, environment and architectural scheme of homes in the High Country West area.

Should the information contained in these Guidelines conflict with the latest revision of the High Country West Covenants, Conditions and Restrictions (CC&Rs), Declaration of Restrictions, or Board of Director approved Policy Statements, the later documents will take priority.

FAILURE OF THE ARCHITECTURAL COMMITTEE TO ENFORCE ANY POLICY, COVENANT OR RESTRICTION HEREIN SHALL IN NO EVENT BE DEEMED A WAIVER OF THE RIGHTS TO DO SO ANY TIME THEREAFTER.

ARCHITECTURAL REQUEST PROCEDURES

EXTERIOR CHANGES, IMPROVEMENTS, REVISIONS, ADDITIONS, ETC.

The Architectural Committee Chairperson is the first point of contact for a homeowner when considering AN EXTERIOR IMPROVEMENT for his/her lot. All requests for improvement MUST BE SUBMITTED IN WRITING and follow the procedures below. NO AGENT OR REPRESENTATIVE OF HIGH COUNTRY WEST HAS THE AUTHORITY TO BIND THE ASSOCIATION OR MAKE ANY COMMITMENTS VERBALLY.

- (1) The applicant must complete the High Country West Architectural Committee request and application form in full. Blank copies of the form may be obtained at the High Country West Management Office. The applicant must provide a detailed description of the proposed improvement. Before returning the completed application form, the applicant must submit the proposed improvement request forms to all property owners with adjoining lots, for review and signature. The lack of any one or more of the required signatures will cause a delay in the review process.
- (2) The applicant must attach to the application form three (3) copies of all supporting documentation that will be required for the analysis of the request. The types of supporting documentation will vary depending upon the nature of the request. Examples might include but are not limited to, architectural plans, plot plans, material specifications and supporting documentation.
- (3) The applicant must deliver all of the documentation to the High Country West Management Office; the staff will log in the application and forward the documentation to the Architectural Committee for review and disposition.

The deadline for submitting documentation for review at any scheduled Architectural Committee meeting is two business days (48 hours) prior to that meeting. Any new applications or any revisions to an existing application received by the High Country West Management Office after the cutoff time will be held and scheduled for review at the subsequent meeting.

The Architectural Committee will advise the homeowner, in writing, of the action taken.

- (4) Upon completion of all work approved by the Architectural Committee the homeowner *must notify the Architectural Committee in writing* of the completion and schedule a final inspection of the improvement. A member of the Architectural Committee will conduct the final inspection of improvement projects in High Country West.

A record copy of the inspection documentation will be sent to the homeowner upon receipt of final inspection approval, along with a copy of the approved plan. Copies of all approved documentation will be placed in the permanent records file for that lot as maintained by the Architectural Committee.

The Architectural Committee shall resolve all questions on interpretation of the Architectural Guidelines. If the homeowner disputes the decision of the committee, he or she may submit a written appeal to the High Country West Board of Directors. Otherwise the Committee's decision shall be final, binding and conclusive on all of the parties affected.

Approval by the Architectural Committee for any improvements does NOT relieve the homeowner of responsibility for obtaining required city and county permits. Likewise, obtaining city and county permits does not relieve homeowner of responsibility for obtaining Architectural Committee approvals prior to the start of construction. Rulings and information on city permit requirements may be obtained from the Building Inspection Department [Telephone (619) 236-6270; Owner should be aware that the City frequently changes telephone numbers for its departments].

The Architectural Committee assumes no legal responsibility for claims arising from approvals given to homeowners. Any claims arising from works of improvement are the responsibility of individual homeowners.

ARTICLE ONE

PROTECTIVE COVENANTS

The information found in these Architectural Guidelines supplements information found in the following documents as applied to the High Country West homeowners:

- (1) Declaration of Covenants, Conditions and Restrictions (CC&Rs) for High Country West.
- (2) Declaration of Restrictions (Article VI - "Use Provisions") for High Country West
- (3) High Country West Board of Director adopted Policy Statements
- (4) Digest of Residential Restrictions for Homes and Condominiums as prepared by The Rancho Bernardo Town Council Architectural Commission

These Architectural Guidelines highlight those Conditions and Restrictions each homeowner should be aware of when planning, constructing, modifying and maintaining any EXTERIOR improvements of their property. However, the Architectural Committee also reviews plans for ALL NEW CONSTRUCTION by builders and developers subject to the covenants.

The Architectural Committee's approval of an "Application for Approval of Exterior Improvements" is not a substitute for required city building permits or inspections. The Architectural Committee assumes no legal responsibilities for claims arising from approvals given to homeowners. Any claims arising from works of improvement are the responsibility of individual homeowners.

Homeowners will be advised of any subsequent changes to the Architectural Guidelines through notices in the minutes of the Board of Directors Meetings, published twelve times a year. It is the responsibility of the Homeowner to attach copies of these notices to his/her Architectural Guidelines.

The Architectural Guidelines will be revised, updated and reissued as deemed necessary by the High Country West Architectural Committee.

GENERAL RESTRICTIONS

Non-payment of assessments to the homeowners association may ultimately result in foreclosure against the property owner.

The Board/Association or its authorized agents shall have the right to enter upon any lot for specific purposes as set forth in Article VI, Section 21 of the Declaration of Restrictions for High Country West.

No animal, livestock, or poultry shall be raised, except that dogs, cats or other household pets may be kept on the property. All pets must be kept in control subject to City and County ordinances, including 'leash laws' and city licensing requirements.

ARTICLE TWO

VARIANCE PROCEDURE

A variance may be requested when an owner wishes to make an improvement that is prohibited in these guidelines. Homeowners requesting a variance will follow the guidelines established by the Architectural Committee. A copy of these procedures can be obtained by contacting the Chairperson of the Architectural Committee.

ARTICLE THREE

ARCHITECTURAL VIOLATIONS

The High Country West Architectural Committee is responsible for the monitoring of all residential property within High Country West and relies upon the residents and/or homeowners to comply with and support the rules and restrictions contained in the CC&Rs, Declaration of Restrictions, adopted policy documents, and these adopted guidelines. When homeowners become aware of possible violations they should report those violations to the Chairperson of the Architectural Committee by filling out a "Report of Possible High Country West CC&R Violations" form. The Chairperson of the Architectural Committee, or his/her delegated representative, accompanied by any other member of the Architectural Committee, as required, will investigate the complaint to verify the violation and proceed accordingly. The information contained on the "Report of Possible High Country West CC&R Violations" is considered private and confidential. The information contained in the report is for the sole use of the High Country West Architectural Committee and/or the High Country West Board of Directors. High Country West Architectural Committee members will periodically monitor all residential property within High Country West in accordance with the Policy Statement "Proactive Management of the Architectural Guidelines by the High Country West Architectural Committee".

ARTICLE FOUR

ENFORCEMENT PROCEDURES

Article XII of the High Country West Declaration of Restrictions governs all enforcement procedures.

When the Architectural Committee determines that a violation exists, the Committee will send the homeowner a Violation Letter. The letter will state the nature of the violation and establish a date by which the homeowner must remedy the violation. The letter will detail the consequences for failure to resolve the violation as defined within the time period specified. If the homeowner fails to resolve the violation by the remedy date, the President of the High Country West Board of Directors will send a SECOND LETTER by certified mail, return receipt requested to the homeowner or his/her legal representative. This letter will again request the homeowner to resolve the identified problem prior to the next scheduled meeting of the Board of Directors or to attend the next meeting for a hearing to explain why he/she failed to resolve the violation and why he/she should not be fined or otherwise sanctioned for the violation. The SECOND LETTER will be sent no less than 10 days, nor more than 60 days prior to the next scheduled Board Meeting.

Whether or not the homeowner attends the Board meeting, the Board of Directors will review the information provided by the Architectural Committee and that submitted by the homeowner (if any) and make a determination as to the validity of the violation. The Architectural Committee will notify the homeowner in writing of its final decision. If the Board of Directors determines that the violation did occur, the Board will send the letter by certified mail, directing the homeowner to comply with its findings. The homeowner will be informed that failure to comply will initiate the following schedule:

For every month or fractional month after the Board of Directors has issued the violation directive, a fine of fifty dollar (\$50) per month will be assessed until the existing violation has been resolved to the satisfaction of the Board of Directors. All fine(s) will be added monthly to the homeowner's assessment. If the cumulative amount of the fine has not been paid in full at the end of six months, court action to collect may be instituted forthwith. After six months the Board reserves the right to take any other form of legal action it deems necessary to gain compliance. Nothing shall prevent the Board from initiating immediate legal action when the Board believes it is necessary to do so to protect the Association's rights or other interests.

ARTICLE FIVE
SAN DIEGO CITY ORDINANCES
AND MUNICIPAL CODES

A number of San Diego City Ordinances have been issued which are designed to improve and preserve the appearance of San Diego as a place to live and work. A copy of the San Diego City Municipal Code is available for reference in the Rancho Bernardo branch of the public library or on the Internet at <http://www.sannet.gov/city-clerk/document.html>.

If there is a City Ordinance or Municipal Code violation, the homeowner should call the appropriate City Department. **Violations or compliance issues related to a City Ordinance or Municipal Code violation are not the responsibility of the Architectural Committee.**

Copies of City Ordinances may be obtained from the City Clerk's office, City Administration Building, 202 "C" Street, San Diego 92101.

GARAGES - may be used only for the parking of cars. Garages MAY NOT BE CONVERTED INTO ROOM AREA OR USED FOR BUSINESS PURPOSES. Cars may be parked in the driveway if the garage area contains its full complement of cars. Cars parked in the driveway may not overhang the sidewalks.

If a vehicle is parked on a driveway or public street because the garage is being used for storage for OTHER THAN VEHICLES, it is in violation of City Code 101.0803 and is a citation offense. If the violation continues, the City may take the matter to court. A \$1,000.00 fine or six (6) months in jail could result.

Following is a list of most often referred to San Diego City Codes:

- 44.0300 Animal Regulations
- 59.5.0101 Noise Abatement and Control
- 66.0105 Refuse Collection
- 81.10 Removal and Disposal of Abandoned Vehicles not on Highways
- 86.09.1 Parking on Private Property – Prohibited
- 104.0500.5 Sign Control

ARTICLE SIX

USE PROVISIONS

***SECTION I -* AIR CONDITIONERS**

1. Air conditioning units extending from windows are not permissible.
2. Compressors and equipment are to be screened from view by fencing or landscaping.
3. If air conditioning was offered as an option and was not installed by builder at time of purchase, equipment installed later must be located in the same area as the optional unit would have been installed.

***SECTION II -* ANTENNAE, SATELLITE DISHES AND OTHER RECEPTION DEVICES**

1. There shall be no radio antennas or any other reception devices other than video or television satellite dishes measuring less than one meter in diameter constructed, installed or maintained in or on any Lot. Video or television satellite dishes measuring less than one meter in diameter shall be permitted only with the written approval of the Architectural Committee and must be installed per the applicable adopted policy statement. No more than one satellite antenna will be approved for installation on any single property. All FCC Guidelines, Federal regulations and State regulations will be adhered to by the High Country West Architectural Committee and the Board of Directors - *Refer to "Antennae, Satellite Dishes and Other Reception Devices Policy Statement" for details and restrictions.*

***SECTION III -* ATTIC VENTILATORS**

1. Ventilators or other mechanical apparatus requiring roof installation are to be as small as is functionally possible and painted to match roof color. Units should be located on the least visible side of the roof and may not extend above the ridgeline.

***SECTION IV -* BARBECUES – PERMANENT (HARDSCAPE)**

1. Permanent barbecues are to be located in the rear yards only.
2. In placement of the barbecue, consideration is to be given to the smoke drift so as not to disturb adjacent property owners.
3. The application for property improvement must be accompanied by sufficient documentation to provide the following information:
 - 3.1 Detailed overall dimensions of the proposed permanent barbecue
 - 3.2 Complete set of elevation drawings for the permanent barbecue. A list of all materials that will be use to construct the barbecue.
 - 3.3 Information detailing final texture and finish color of the barbecue.
 - 3.4 Dimensioned plot plans showing the location of the barbecue on the property. Dimensioned details must include location with respect to property lines and all existing neighboring structures.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION V - CLOTHESLINES

1. Permanent or portable clotheslines are never permitted.

SECTION VI - DOGHOUSES & DOG RUNS

1. Doghouses:
 - 1.1 Permanent doghouse structures are to be compatible with applicant's house in style and color.
 - 1.2 Doghouses are to be located in rear yards only, in an area so as to be visually unobtrusive and should be at least fifteen (15) feet from all lot lines.
2. Dog Runs:
 - 2.1 Dog runs must not be visible from any public street.
 - 2.1 Chain link fencing may be used for a dog run only in conjunction with a solid privacy fence. (Refer to Sub-Section VIII "Fencing" of the Guidelines for details on solid fencing.) Chain link fencing is to be softened by landscaping.
 - 2.2 Dog runs must be cleaned regularly to prevent odors and vermin.
3. Disturbing the Peace: San Diego County Municipal Code Section 44.0300 will be a consideration for all applications and will be observed at all times.

"No person shall own or harbor an animal in such a manner that the peace or quiet of the public is unreasonably disturbed."
4. Leash (Restraint) Law: San Diego County Municipal Code Section 44.0300 will be a consideration for all applications and will be observed at all times.

"Dog owners shall at all times keep their dogs on a leash or on their own property so as to prevent them from being at large or stray."

SECTION VII - ENTRANCE GATES

1. All front entrance gates shall be in character with the rest of the house.
2. For all rear yard gate guidelines, refer to Sub-Section VIII "Fencing" in these guidelines.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION VIII - FENCES

All fencing shall be designed to be unobtrusive and to be in harmony with the original dwelling construction. All fences shall have a substantial and professional-built appearance. The Architectural Committee will review all designs for fences and walls with regard to their location, appearance, and with respect to unreasonable infringement of views from neighboring properties.

The maintenance of all fencing is the Homeowner's responsibility. All surfaces are to be refinished on a regular basis to eliminate any faded or weathered appearance.

1. Acceptable fence types and style requirements:

In the selection of a fencing style, the degree of "openness" depends on its landscaping use and requirements. Two categories of fencing have been addressed - Open style and Solid style

 - 1.1 Acceptable open types of construction:
 - 1.1.1 Wrought Iron – Per City of San Diego Code, not to exceed six feet in total height
 - 1.1.1.1 All wrought iron must be painted black or a color matching that of the stucco. The wrought iron must be maintained so as to prevent rust and any other weathered appearance.
 - 1.1.1.2 A welded wire mesh may be applied to the interior side of fence to restrain small pets and children. Supplemental landscaping must be used to soften the appearance.
 - 1.1.2 Split Rail Fencing may be considered an acceptable fencing material.
 - 1.2 Acceptable solid types of construction:
 - 1.2.1 Masonry Walls; Cinder Block, Brick, or Adobe Block
 - 1.2.2 Dog-eared cedar
 - 1.2.3 Redwood
2. Construction requirements for solid type fences:
 - 2.1 Solid masonry wall construction; Cinder Block, Brick, or Adobe Block:
 - 2.1.1 Cinder block walls must have a stucco finish.
 - 2.1.2 Solid masonry walls must not to exceed six feet in height as measured from top of the wall to the terrain on the tallest side of the wall.
 - 2.1.3 The finished color of the masonry wall must match the color of the house stucco.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION VIII - FENCES - (Continued)

- 2.2 Solid Wood Fence - Privacy Fence:
 - 2.2.1 Per City of San Diego Code, no fence shall exceed a maximum height of six (6) feet.
 - 2.2.2 All solid wood fences must be painted/stained to match house trim or stucco.
 - 2.2.3 Consideration should be given to shadowing or view obstruction of adjacent property when utilizing a solid fence.
 - 2.2.4 All fencing support posts are to be set in concrete.
 - 2.2.5 Gates are to be of the same or compatible fencing material.
- 2.3 The tops of all fences are to be horizontal, with vertical members remaining plumb. Stepped fencing is permissible where the grade slopes.
- 2.4 Gates are not to extend above fence/wall line. The top of the gate may be arched in such a manner that each end of the arch is no higher than the adjoining fence/wall.
- 3. When the builder supplies rear yard fencing, the homeowner may add additional fencing to match the existing fence. Fence styles, materials and finished color are to be compatible with applicant's house. Galvanized chain link is not permissible as fence material except as specified in Sub-Section VI for Dog Runs; barbed wire is never permissible as a fence material.
- 4. All fencing in front yards shall not exceed three (3) feet in height. Hedges and other vegetation used as a living fence are not to exceed three (3) feet in height unless granted a variance by the Architectural Committee.
- 5. Pool or spa areas are to be protected in accordance with San Diego Municipal Codes.

SECTION IX - FIREPLACES, CHIMNEYS, FLUES

- 1. The exterior appearance of a fireplace must match the existing or new structure.
- 2. Where metal flues are used for pre-fabricated fireplaces, the roof vent must conform to standards listed under the section on ATTIC VENTILATORS in these Guidelines.

SECTION X - GUTTERS AND DOWNSPOUTS

- 1. All gutters and/or downspouts must match existing trim or stucco.
- 2. Run-off from gutters must not affect adjacent property and must be directed to the street.
- 3. Down-spouts should be connected to drainage system where possible.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XI (A) - SHRUBS, VINES AND OTHER PLANTINGS

1. Shrubs and plantings shall be selected and planted so as not to obstruct adjacent homeowners' views and in no case shall they exceed the height of the fences. In the case of wooden fences, the plantings must be spaced away from the fence to provide sufficient clearance to meet maintenance and painting requirements.
2. Shrubs and other plantings shall not extend into the neighbors' property or common area and shall not cause undesirable refuse or droppings on neighbors' or common property.
3. Shrubs, vines and other plantings are not to come in contact with neighbor's house.
4. Irrigation lines are to be subterranean.
5. Appropriate drainage lines should be installed and directed to street to prevent run-off on to adjacent homeowners' properties or the common area.
6. Sprinklers shall not be installed where the spray will cause damage to a neighbor's house. Spray from sprinkler heads can cause severe damage (including dry rot) to stucco-built homes.
7. Applications for landscaping approval are to include:
 - 7.1 Listing of all plant names and size of each plant container at time of planting.
 - 7.2 Proposed location of new plants on overall site plot plan. The submitted plan must include dimensioned details showing distances to property lines, lot lines, streets, sidewalks, patios, existing structures, etc.
 - 7.3 Plans must include growth pattern and plant size at maturity.
 - 7.4 Planters and retaining walls - dimensions, materials color/finish.
 - 7.5 Detail on irrigation lines and drainage patterns over the lot.

DUPLEXES - FRONT YARD LANDSCAPING

- D/1. Each duplex homeowner may be allowed to make additions or alterations to his/her original front yard landscaping, which should be in harmony with the adjoining property's front landscaping. Alterations must expand on the existing theme through the addition of plant material and/or hardscaping.

SECTION XI (B) - TREES

1. Before planting any trees, the proposed location of such trees should be approved in writing by the Architectural Committee. The written request must include the botanical name of the tree, the height of the tree at maturity, and the limb span at maturity.
2. Trees should be selected and planted so as not to obstruct adjacent homeowner's view.
3. Trees should not extend into the neighbor's or common area and shall not cause undesirable refuse or droppings on neighbor's property or common area.
4. Trees should not be planted in a manner or location where the tree or root system could cause damage to the neighbor's house, roof or concrete foundation.

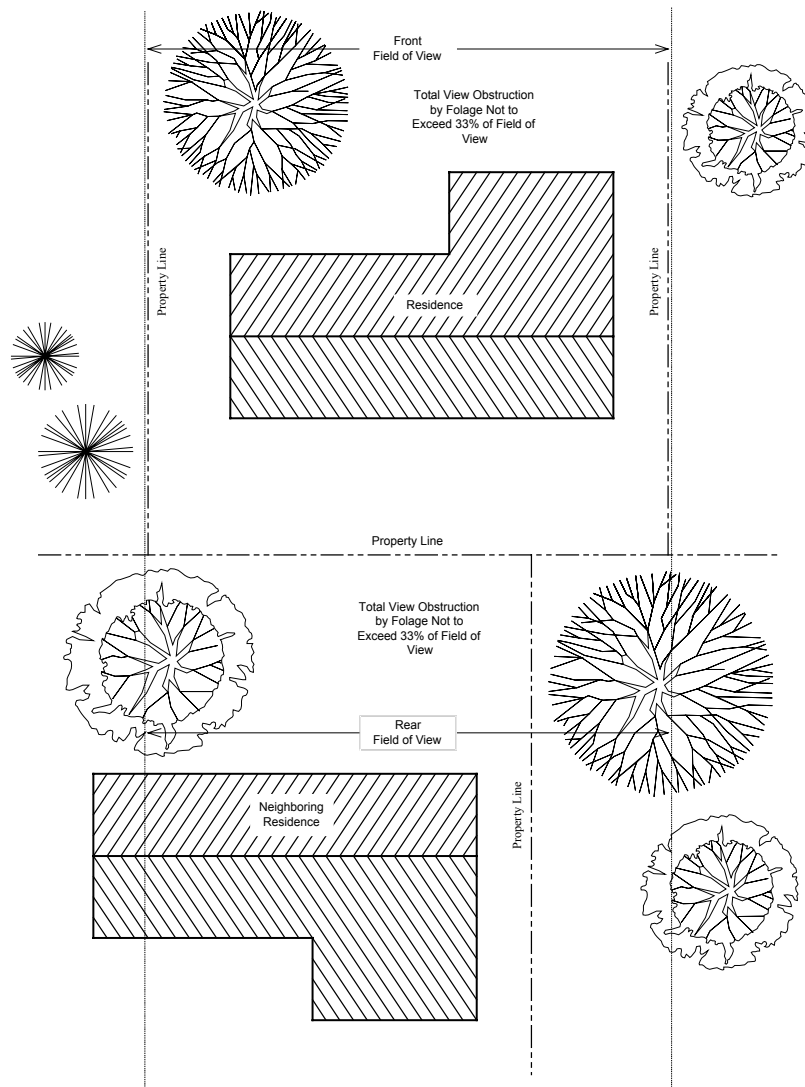
ARTICLE SIX
USE PROVISIONS
(Continued)

5. All trees should be trimmed or laced on a regular basis to prevent unreasonable interference of the view of adjacent neighbors.

Trees shall be trimmed to a height (generally the house height) that will not interfere with the view of the surrounding properties. Where trees do not interfere with the view from other lots they shall not be required to be so trimmed.

Planting at or below the crest of a slope shall not exceed in height a horizontal plane extending outwards from, and three (3) feet above, the housing pad.

Up to one-third of the width of view may be interfered with by shrubbery and trees; such interference will be considered to be appropriate view framing - See diagram below



ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XII - LIGHTING - EXTERIOR WALKWAY AND SECURITY LIGHTING

1. Lights are not to be directed outside applicant's property.
2. Proposed fixtures are to be compatible with applicant's house in style and scale. Include a sketch or picture of fixture, wattage of lights and location of lights and areas they will illuminate.

SECTION XIII - PAINTING - EXTERIOR

1. All buildings and frame construction fences shall be painted or stained with at least two (2) coats of paint or stain.
2. The selection of alternative exterior colors will be restricted to earth tones that are harmonious with other homes found within the subdivision.
3. All exterior paint on the main structure shall be compatible with that supplied by the builder when initially constructed. Any deviation in the color scheme requires the approval of the Architectural Committee. If the paint color used is an exact match with that of the most recent approved color of record for the residence, no approval of the Architectural Committee is required.

DUPLEXES

- D/1. In the event one owner wishes to paint or improve his/her portion of a duplex building, all materials and colors used in the repair or repainting must remain the same as original to insure blending with the attached adjoining duplex unit. If an alteration in color is unavoidable, changes from the original exterior color scheme must be agreed to in writing by the attached adjoining duplex homeowner. Once the requested color change has been approved, both units must be painted to match. Should the owner of the adjoining duplex unit not be able to paint his/her side of the duplex at the same time (for whatever reason), a letter from that owner, addressed to the High Country West Board of Directors, committing to repainting with the agreed to color within 120 days will be required prior to approval. It is within the jurisdiction of the Architectural Committee to recommend the proper place to start and stop color and/or improvements from one side to the other of a duplex.

SECTION XIV - PATIOS AND GROUND DECKS

1. Patios and decks are to be located in fenced frontcourt yards or rear yards only. Texturing or the installation of pavers is acceptable in front yard areas.
2. Materials and final color are to be harmonious with applicant's house.
3. Adequate drainage is to be installed to prevent standing water and run-off onto adjacent properties. Drainage is to be directed to the street.
4. Wooden decks are to be stained either redwood or to match fascia or trim color of the house.
5. Railings may be acceptable providing no patio cover is installed. See PATIO COVERS for details.
6. Application for patio or deck is to include the following:
 - 6.1 Dimensioned site plan indicating the location of the patio or deck in relationship to property boundaries and existing house and/or other permanent structures in the immediate area.
 - 6.2 List of materials, colors and finishes.
 - 6.3 Drainage provisions and flow or run-off details.
 - 6.4 Detailed dimensions for the proposed patio and/or ground deck.
 - 6.5 Any detailed elevation drawings that might apply to the site.
7. The finish grade along any adjacent structure shall be a minimum of two (2) inches below the stucco screed line.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XV - PATIO COVERS

1. No siding, screening or fencing is permitted between supportive posts of patio covers. Spas require a fence, which is permissible as defined in Sub-Section VIII "Fences".
2. The style and material of roll-up shades on patio covers must be approved by the High Country West Architectural Committee.
3. If made of wood, supportive posts must not exceed 6" x 6". If made of wood with stucco finish, post must be identical to existing columns.
4. Patios with covered area may not be screened.
5. Metal, corrugated fiberglass, transparent/opaque plastics, or aluminum patio covers are prohibited. Refer to Sub-Section XVII for a list of appropriate roofing materials.
6. Patio covers may be freestanding or attached to an existing structure.
7. The obstruction of view from adjacent properties is to be considered when constructing a patio cover.
8. Solid patio covers:
 - 8.1 Solid covers may not exceed four hundred (400) square feet.
 - 8.2 Skylights in solid patio covers may be permissible.
 - 8.3 Provisions for drainage from solid patio covers must be made. Run-off is not to affect adjacent properties.
 - 8.4 Solid covers must be trimmed with the same tile as roof of house. Wood shake, rock, and asphalt tile are never considered as acceptable alternative roofing materials.
9. Open patio covers:
 - 9.1 There is no maximum size of open patio covers.
10. Application for patio covers is to include:
 - 10.1 Dimensioned site plan indicating the location of the patio or deck in relationship to property boundaries and to existing house and/or other permanent structures in the immediate area.
 - 10.2 The materials to be used to construct the patio cover and the color of the paint or stain to be applied. Roofing material specifications and samples are required.
 - 10.3 Detailed dimensioned construction plans for the proposed patio cover.
 - 10.4 Any detailed elevation drawings that might apply to the site.
11. No second-hand materials shall be used in the construction of any building or structure.
12. All wood shall be stained either redwood, or to match fascia, trim or color of the house.
13. Gazebos are considered to have same requirements as patio covers, except side rails or walls are permitted to a height of three (3) feet from floor if walls do not restrict neighbors' views. Gazebos must be in proportion to and compatible with the home, lot size and matching roof.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XVI - ROOM ADDITIONS

1. Additional rooms are to be compatible in scale, materials and color with the applicant's existing structure.
2. Room additions or alterations are permitted in the rear yard only and shall be limited to 20% of the livable square footage of the home or four hundred (400) square feet, whichever is smaller.
3. Room additions or alterations are only permitted in the rear or side yard areas of the property owner's lot.
4. Consideration will be given to impairment of view, sunlight or natural ventilation to adjacent properties.
5. Pitched roofs must match the existing structure in slope.
6. New windows and doors are to relate well to those existing exterior openings.
7. Changes in grading of the lot, which will affect drainage, are to be indicated on the application. Provisions must be made to prevent run-off to adjacent properties.
8. No second-hand materials shall be used in the construction of any building or structure.
9. Materials for construction are to be stored in the least conspicuous area. Excess debris and material are to be removed from the site daily.
10. Major features of the house such as the vertical and horizontal lines, projections and trim details are to be reflected in the design of the addition.
11. Detached room additions are prohibited.

SECTION XVII - RESIDENTIAL ROOFING

1. Accepted roofing materials:

<u>Concrete / Cement and Clay Products</u>	<u>Cement and Fiber Products</u>	<u>Stone Covered Steel Products</u>
Eagle Lite	Natural Guard	Dura Loc
Dura Lite	Cemwood	Gerard
Clay Max	Mira Vista	
	Maxi Tile	
	Terra Shake	

New materials recently released that are equivalents to the above-approved materials will be considered. This list will be updated periodically to reflect new technology.

It should be noted that any reference made to a manufacturer or product as part of these guidelines is for illustration purposes only and is never to be interpreted as an endorsement of that product or manufacturer by either the High Country West Board of Directors or the Architectural Committee.

2. Materials not approved for use in High Country West
Maxi Slate \ Shake
Hardi Slate \ Shake
Asphalt Fiberglass Shingles \ Composition
3. An actual sample of the roofing material along with a brochure describing the roofing material selected must be submitted with the "Application for Exterior Improvements" form. The sample is required to determine color and texture compatibility with other existing and/or surrounding structures either on the property or in the area.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XVII - RESIDENTIAL ROOFING - (Continued)

DUPLEXES

- D/1. Each duplex owner has maintenance responsibility for the roof over his/her individual home. If any portion of the roof above a duplex owner's home needs **maintenance or repair** and that **maintenance or repair** can be accomplished without affecting the roof of the adjoining duplex owner, the owner may do so without submitting an application to the High Country West Architectural Committee. All materials used in the repair process must be the same as those being replaced.
- D/2. If the roof over a duplex building needs replacement or extensive repairs, both adjoining Owners must work together to accomplish replacement or repairs at the same time. The roof of a duplex building shall be constructed of one type of material and color. The material and color must conform to the Guidelines and be approved by the High Country West Architectural Committee before installation.

SECTION XVIII - SCREEN DOORS AND WINDOWS

1. All screen doors should be dark anodized in color without intricate designs.
2. No metal or canvas awnings are allowed over windows and doors.

SECTION XIX - SHADES AND AWNINGS

1. Awnings of any type over windows or openings are strictly prohibited.

SECTION XX - SOLAR COLLECTORS

1. Solar collectors are to be placed flush (inset) with and in the same plane as the roof slope or be the rubber base compound type that by its flexibility and matching tile color may be mounted in such a way as to be nearly unnoticeable (i.e., Solar Roll brand). Other solar collectors must be the type with a glazed cover (glass or acrylic) and have a metal frame in a color to match house trim or roof tile color.
2. All plumbing lines from collectors to tank should be concealed. Solar panels may not cover any whole section of roof.
3. Collectors are to be located on the roof only. Ground panels are not permitted. Panel installation on patio covers is prohibited.
4. The plans submitted must be approved by a registered professional mechanical engineer or licensed mechanical contractor.
5. The requesting party must obtain a building permit from the City of San Diego approving the structure and specifications for penetration and support. A copy of the building permit must be supplied to the Architectural Committee for inclusion in the site file.
6. Location of trees on Community Association banks should be considered prior to installation of collectors. Community Association trees will not be removed because they obstruct sunlight to collectors.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XXI - GREENHOUSES

1. All greenhouses are to be located in rear yards or side yards of the property.
2. Materials, color and style of greenhouses are to match existing structures.
3. Pre-fabricated metal greenhouses are prohibited.
4. All greenhouses are to have roofs.
5. Application is to show:
 - 5.1 Dimensioned site plan indicating the location of the greenhouse in relationship to property boundaries and to existing house and/or other permanent structures in the immediate area.
 - 5.2 The materials to be used to construct the greenhouse and the color of the paint or stain to be applied. Construction material specifications and samples are required.
 - 5.3 Detailed dimensioned construction plans for the proposed greenhouse.
 - 5.4 Any detailed elevation drawings that might apply to the site.

SECTION XXII - SWIMMING POOLS AND SPAS

1. Permanent aboveground pools are prohibited. Portable or aboveground spas are permissible.
2. Pool or spa equipment is to be placed so as not to disturb adjacent properties.
3. City of San Diego Municipal Code requires protection of pools and spas by a five (5) foot fence or other means. When a fence is used, it must be wrought iron style or a combination three (3) inch solid base with wrought iron top. Spa covers must conform to City of San Diego Municipal Code.
4. All pool or spa equipment is to be enclosed. Adequate ventilation provisions must be made for this type of equipment.
5. Plumbing lines to spa or pool must be subterranean or concealed.
6. The approval of any application for a spa or pool may be subject to a Civil Engineer's evaluation of the property and a written report for file. Any application for a spa or pool must include the following information:
 - 6.1 Dimensioned site plan indicating the location of the spa or pool in relationship to property boundaries and to existing house and/or other permanent structures in the immediate area.
 - 6.2 Detailed dimensioned construction plans for the proposed spa or pool.
 - 6.3 Detailed site grade plans with all slopes dimensioned.
 - 6.4 Detailed drainage plans for the proposed site.
 - 6.5 Detailed information on all materials to be used for decking.
 - 6.6 Dimensioned site plan indicating the location of the equipment enclosure in relationship to property boundaries and to existing house and/or other permanent structures in the immediate area.
 - 6.7 Detailed information on fencing to be used to surround pool or spa or any other security methods, such as spa cover and lock.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XXIII - GARAGE DOORS

1. Wooden garage doors must be of a one-piece construction and when repaired or replaced the design pattern and wood texture of the repaired or new door must be the same as the original door. The paint color of these doors must be compatible with that supplied by the builder when initially installed or the last approved color of record. Homeowner must have written approval of the Architectural Committee before painting a garage door any other color or colors.
2. Metal roll-up doors will be allowed. Door color must be compatible with stucco and trim colors. The three dimensional wood trim may be retained. The Architectural Committee must approve all replacement garage doors before installation.
3. Request for side entrance garage doors will be reviewed on an individual basis. An application must include detailed description of a planned door installation. Doors will not be approved for installation on the street side of a front privacy wall.
4. Garage doors shall be kept closed at all times, except for normal ingress and egress.

DUPLEX

- D/1. Garage doors on adjoining duplex units must be matching in color.
- D/2. Garage doors on adjoining duplex units must be constructed of similar materials and must be similar in appearance, trim, and style – e.g. If one side is a rollup, both sides must be a rollup. If one side is a tilt-up, both sides must be a tilt-up. Should the owner of the adjoining duplex unit not be able to replace their garage door (for whatever reason) at the same time, a letter from that owner addressed to the High Country West Board of Directors committing to the replacement of his/her garage door within 120 days will be required prior to approval.

SECTION XXIV - WINDOWS AND WINDOW TREATMENT

1. The use of bars on exterior windows on a residence is prohibited.

DUPLEX

- D/1. Approvals for the replacement of windows, window frames, sliding doors, French doors, etc. for one or both sides of a duplex will be considered by the Architectural Committee on a case-by-case basis.

SECTION XXV - SIGNS

1. One sign shall be permitted on each lot to advertise the leasing, sale or rental of the property. The sign shall be UNLIGHTED; not exceed 9" x 12" in size; and no part shall extend more than four (4) feet above the ground on which it is erected. The one (1) sign may also be displayed in the living unit or on the garage door. - City of San Diego Ordinance Number 10795, Municipal Code Section Number 104.0500.5; Sign Control
2. Security signs are permitted. Security signs must not be illuminated nor exceed 9" x 12" in size.
3. NO BALLOONS OR PENNANTS ARE PERMITTED for purposes of advertising or promoting without the written authorization of the Architectural Committee.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XXVI - DECKS, BALCONY AREAS, EXTERIOR PATIOS AND GAZEBOS

1. No balcony or deck shall be higher above the ground than the second-floor level.
2. Decks, balcony areas, exterior patios, and gazebos shall be reasonably furnished to provide a neat appearance.
3. Decks, balcony areas, exterior patios, and gazebos shall not be used for storage of any kind including but not limited to bicycles, boxes, sporting gear and the like.
4. Decks, balcony areas, exterior patios, and gazebos shall not be used for laundering of clothes or outside drying of any kind.

SECTION XXVII - DRAINAGE

Each homeowner must make adequate provisions for proper drainage from his or her lot so that water does not flow into a neighbor's lot or on to common area. Each homeowner must make adequate provisions for proper drainage in the event it is necessary to change the "established" drainage over his or her lot. "Established" drainage is defined as the drainage that occurred at the time the overall grading of said lots was completed by the Declarant. State, County and City Ordinances and Codes also require a homeowner to make adequate provisions for drainage so that water does not flow onto a neighbor's property.

SECTION XXVIII - TRASH CONTAINERS AND COLLECTIONS

Each homeowner shall place and keep all trash and garbage in adequate containers of a type and style furnished and/or approved by the City of San Diego. Containers should not be placed on sidewalks or curbs before sundown the day prior to the regular day for collection and should not be left on the sidewalk or curb after 11:59 P.M. of the regular collection day. Containers must be stored in garage or behind privacy wall (not visible from street or from neighboring property except during trash pick-up period).

SECTION XXIX - PLAYGROUND, SPORTS, EXERCISE, LEISURE AND RECREATIONAL EQUIPMENT

Playground, sports, exercise, leisure and recreational equipment, such as but not limited to, basketball equipment, slides, swings, jungle gyms, bicycles, tricycles, volleyball nets, grills, portable barbecues, hibachis, fire pits, space heaters and the like are not to be permanently installed or stored overnight in front yards or driveways.

Refer to "Policy Statement for Basketball Equipment" for additional information.

ARTICLE SIX
USE PROVISIONS
(Continued)

SECTION XXX - MAINTENANCE

Property ownership includes the responsibility for maintenance of all structures and grounds which are a part of the property (Reference: High Country West Declaration of Restrictions, Article IX, Section 2). Maintenance affects the visual character and economic values of property and the neighborhood and in some cases the safety of the homeowners and guests.

DUPLEXES - REPAIR AND MAINTENANCE OF PARTY WALLS

DEFINITION OF *PARTY WALL*: All walls, which were built as part of the original construction and are located on the dividing line between two adjoining duplex units, are considered party walls. As such, the following conditions should be used to guide alterations or improvements to party wall or roof area with one slope common to both units:

- D/1. The reasonable cost of maintenance or maintenance repair of any party wall shall be shared equally by the owners who make use of the wall.
- D/2. Damage to a party wall: If a party wall is destroyed or damaged by fire or other casualty, any owner who has use of the wall may restore it, and if the other owner thereafter makes use of the wall, he/she shall contribute equally to the cost of restoration. However if an owner through his negligence causes any damage to a common wall, he will be responsible for the cost of restoration of the wall as determined by any rule or law regarding liability for negligent and willful acts or omissions.
- D/3. All materials used in restoring or improving on any exterior party wall must be approved in writing by the Architectural Committee, and be similar in construction to the original materials.

ARTICLE SEVEN
AMENDMENTS to GUIDELINES

These guidelines may need to be amended periodically to reflect changing conditions or technology. It is anticipated that these changes will be primarily for clarification and will not involve substantive changes to the existing guidelines.

Amendments to this document are the sole responsibility of the High Country West Architectural Committee.

HIGH COUNTRY WEST ADOPTED POLICY STATEMENTS

Should documented clarification of the “Declaration of Restrictions” or the “Covenants, Conditions and Restrictions” (CC&Rs) be required, Policy Statements will be authored and adopted by the High Country West Board of Directors and distributed to the homeowners. All adopted “Policy Statements” issued by the High Country West Board of Directors are managed and administered by the Architectural Committee.

This section refers to High Country West Policy Statements that have been approved and adopted by the Board of Directors. Policy statements in this section may not be all-inclusive and may not be the latest version. Copies of the latest version of any Policy Statement may be obtained from the High Country West Management Office.

High Country West Property Owners Association
Architectural Committee Policy
Antennae, Satellite Dishes and Other Reception Devices

No radio antennas or any other reception devices other than video or television satellite dishes measuring less than one meter in diameter, shall be constructed, installed or maintained in or on any Lot. Video or television antennae or satellite dishes measuring less than one meter in diameter (hereinafter "DEVICE") shall be permitted only as follows:

1. No DEVICE shall be constructed, installed or maintained in or on any Lot until application for approval of the DEVICE has been made to the Architectural Committee.
2. The application shall include: The type, color, dimensions and specifications of the DEVICE; The proposed location and method of construction and/or installation; Any structural or design alterations which are necessary to accommodate the DEVICE or to comply with these regulations.
3. The Architectural Committee shall provide written approval or denial of an application according to the provisions of Article V, Section 2 of the Declaration of Covenants, Conditions and Restrictions.
4. The foregoing notwithstanding, No DEVICE shall be constructed, installed or maintained in or on the Common Area or any separate interest which is not owned by the applicant without the written approval of the Architectural Committee.
5. No DEVICE shall be constructed installed or maintained in or on any Lot in any manner such that said DEVICE would be visible from any street or part of the Common Area. Whenever said DEVICE must be installed in a location that is visible from any street or part of the common Area, the Architectural Committee will require landscaping or fencing material to be installed so as to screen the DEVICE from view and the application shall include acceptable details on the type, size and location of the proposed screening material.
6. All wiring must be installed so as to be hidden from view from any street, common area or adjoining Lot. If wiring must, of necessity be visible from these areas, it must be colored so as to blend with the surrounding background.
7. The application shall provide for the installation of the DEVICE at ground level unless installation at such location is impractical, in which case, the Architectural Committee will consider alternative locations. The applicant shall provide specific details on the impracticality of a ground-level installation before the Architectural Committee will consider alternative locations.
8. Any DEVICE approved under those regulations must have non-reflective, anti-glare finished surfaces.
9. The Homeowner/Applicant shall maintain, repair and replace roofs or other building components which are affected by the construction, installation or maintenance of any DEVICE approved under these regulations.

Policy for Basketball Equipment in High Country West

The intent of this policy is to provide the residents of High Country West with a set of guidelines and rules for use of basketball equipment. The process for reporting observed violations, the procedure for notifying offenders and the guidelines for enforcing the policy are explained. In the event of any conflicting statement between this Policy and the “Declaration of Covenant, Conditions and Restrictions” or the “Declaration of Restrictions”, the “Declaration of Covenant, Conditions and Restrictions” or the “Declaration of Restrictions” will take precedence over and supersede that portion of the Policy.

- **Policy statement for basketball equipment permanently attached to existing structures**

1. No backboard and/or basketball hoop shall be permanently attached to a homeowners dwelling or any other existing fixed structure on the property.

- **Policy statement for transportable/movable basketball equipment**

2. *Daylight hours* - Between the hours of 9:00 AM and sunset transportable equipment is permitted in the front yard of the residence. The equipment must be properly maintained and not be viewed as an eyesore in the neighborhood. In the event of a dispute over visual aesthetics, the Architectural Committee will determine what is and is not in keeping with the intent of this policy and/or any other documented community restrictions that might apply.
3. *Evening and night hours* - Between the hours of sunset and 9:00AM the following morning, transportable basketball equipment must be moved to the side yard and placed behind the side yard fence, or moved to the back yard area. Concealment of the equipment with a cover or other camouflage material while still in the front yard is not an acceptable alternative to this policy.

Residents may notify the Architectural Committee of a possible policy violation by filling out a “Report of Possible CC&R Violation” form or by submitting a letter addressed to the High Country West Architectural Committee. All policy violations must be submitted in writing before they can be acted upon. The information furnished by the resident on the notification must include his or her name and mailing address along with the date and time that the violation was observed. The Architectural Committee will review and verify all complaints for validity. The originator of the complaint will be notified of the disposition and follow-up process.

Subsequent action taken by the High Country West Architectural Committee will be dependent upon the number of outstanding policy violation notifications that the offending property owner has received. All verified property owner violations of this policy acted upon by the Architectural Committee or the Board of Directors will be considered active and enforceable for a period of one year from the date of the last violation.

The ***first*** time that a basketball hoop is found to be in violation of the above policy, a letter from the Architectural Committee will be sent to the property owner, giving the owner three days to comply with the policy.

Observation of a ***second*** violation will result in the Architectural Committee sending a certified letter, return receipt requested to the offending property owner, giving the owner three days to comply with the policy.

Observation of a ***third*** violation will result in the Board of Directors sending a certified letter, return receipt requested to the offending property owner, inviting the owner to attend the hearing at the next regularly scheduled board meeting. This letter should be sent not less than 10 days, nor more than 60 days prior to the next Board meeting. The property owner has the opportunity to express “his or her side of the issue” at this hearing. In the absence of compelling reasons for non-compliance or failure of the owner to attend the hearing, the owner will be fined \$50.00.

The ***fourth***, and each violation thereafter, will result in the same procedure as the third violation, i.e. a hearing and potential \$50.00 fine.

POLICY STATEMENT

Proactive Management of the Architectural Guidelines by the High Country West Architectural Committee

The High Country West Architectural Committee is responsible for the monitoring of all residential property within High Country West for compliance with Covenants, Conditions and Restrictions together with the adopted Architectural Guidelines and all supporting documents.

The administration of this policy is accomplished by dividing the community into multiple geographic regions. A grouping of street names identifies each unique region. It is the responsibility of the chairperson of the Architectural Committee to establish and maintain the record of groups by street names. The committee chairperson will assign each member of the committee the task of monitoring one or more of the regions within the community. The chairperson, at his or her discretion, has the right to change region definitions by adding, deleting, or regrouping the street names or to change the committee member assigned to each region.

Periodically (at an interval not to exceed once during each calendar month) each member of the Architectural Committee will be responsible for the monitoring and review of their respective pre-assigned area of High Country West for CC&R violations or any other violations of the adopted High Country West Architectural Guidelines. It is not the intent of this policy to restrict any committee member to reporting those abuses only within their assigned region. It is understood that it is each and every committee member's responsibility to report any observed flagrant violation of architectural guidelines by any homeowner anywhere within High Country West.

All observed violations to the guidelines must be documented by the respective committee member. The information noted must include a description of the violation as well as the location, time of day and date. If this is known to be a repeat of an earlier observation, that too, should be noted.

All observed violations are reported at the next regularly scheduled meeting of the Architectural Committee and read into the minutes of that meeting. The committee will review each reported violation and take any appropriate action deemed necessary in accordance with governing documents.

ATTACHMENTS

- Application for Approval of Exterior Improvements
- Report of Possible High Country West CC&R Violations

SUBMITTAL REQUIREMENTS: The following must be furnished with any application presented to the Architectural Committee for approval. Lack of any items or insufficient data on any items may cause delay in checking and approving plans and applications. It should be understood that no improvement can proceed without prior written approval from the Architectural Committee.

1. **STRUCTURES** - including, but not limited to, patio covers and room additions
 - a. Plot Plan - must include property lines and dimensions, site of proposed new construction and its relation to property lines and existing structures; location and dimensions of existing structures;
 - b. Elevations - elevations and renderings which fully explain structure;
 - c. Building Plan - construction details to assist in evaluating the project, including dimensions, materials, colors, etc.

2. **LANDSCAPING** - landscape plans, including but not limited to, fences, retaining and/or garden walls, plants, trees, ground cover stone, etc. must show location, type and size. Irrigation and drainage must be plainly indicated. Original drainage patterns must not be disturbed without prior Committee approval.

3. **EXTERIOR** - color chips, paint or stain numbers must be submitted when painting stucco, trim, garage and entry doors, fences, patio covers, etc. Colors must follow existing color schemes.

This "Application for Approval of Exterior Improvements", along with all supporting documentation, must be made available to all adjoining property owners for their review prior to submission to the Architectural Committee. Each neighbor's signature is required below acknowledging that they have reviewed the application. Missing signatures will delay the final disposition of this request.

By signing this application, **NEIGHBORING PROPERTY OWNERS DO NOT ACKNOWLEDGE APPROVAL OR DISSAPPROVAL** of the proposed exterior changes. Neighboring property owners, if you have any concerns regarding this application, please contact the Architectural Committee in writing immediately. Your concerns will be taken under advisement. The agreement or disagreement of neighboring homeowners is **NOT** binding on the decision of the Architectural Committee.

Name (Print)	Signature	
Address	Telephone	Date
Name (Print)	Signature	
Address	Telephone	Date
Name (Print)	Signature	
Address	Telephone	Date
Name (Print)	Signature	
Address	Telephone	Date
Name (Print)	Signature	
Address	Telephone	Date

**REPORT OF POSSIBLE
HIGH COUNTRY WEST CC&R VIOLATIONS**

Date: _____

The information contained in this document is for the sole use of the High Country West Architectural Committee and/or the High Country West Board of Directors. This document is considered private and confidential. The contents of this document in whole or in part will not be disclosed to the alleged violator. The Chairperson of the Architectural Committee, or his/her delegated representative, accompanied by another member of the Architectural Committee, as required, will investigate this complaint to verify the violation and then proceed accordingly.

Address of observed problem: _____

Date last observed: _____ Approximate time of day: _____

Date first observed (if this has been an ongoing problem): _____

Describe the alleged violation:

Submitted by: _____ Phone Number: _____

Address: _____

..... *Section below is for the use of the Chairperson of High Country West Architectural Committee.*

Disposition of Violation:

Date: _____ Signature: _____

