Dear Homeowner:

Enclosed are the Architectural Application forms that all Coto de Caza Village homeowners are required to submit before making any exterior modifications to their homes. Please fill out and submit the completed forms to Management no later than 14 business days prior to the next scheduled Architectural Meeting for review. The Architectural Committee meets every month with current upcoming meeting details posted in our newsletter. Please contact our Management Company with future meeting dates and times. A complete description of each form can be found in the Architectural Guidelines by clicking here.

- **Architectural Application/Home Improvement Form**, indicating type of work to be done and brief description.
- **Impacted Neighbor Notification Statement**
- **Appeals and Variances Procedures**
- **Fee and Deposit Requirements with Submittal**
- **General Conditions of Approval Form** with signatures.
- **Architectural Plans**, specifications and or examples of material to be used.
- **Layout of home including pictures and property lines** (include as applicable to the work being proposed).
- **Notice of Completion**, to be completed and sent to Management at the time of completion of work.

Please submit all documentation via mail, fax or email the Architectural Coordinator, Kelly MacInnis:

**Coto de Caza Community Association**

c/o Crummack Huseby Management & BRE Services  
25531 Commercentre Drive, Suite 100  
Lake Forest, CA 92630  
Phone: 949.367.9430  
Fax: 949-367-9433  
Email: kelly@ch-pm.com

Please note that the Architectural Control Committee meets once a month and no work may begin until the Committee reviews and approves any plans.

For any questions or concerns regarding your submission please contact Dana Davidson Harle at Crummack Huseby Management & BRE Services for assistance.

Sincerely,

Coto de Caza Community Association
Coto de Caza Community Association

ARCHITECTURAL APPLICATION / HOME IMPROVEMENT FORM

Must be submitted no less than 14 business days before the scheduled meeting

Please complete and include this form, along with three sets of all required information to the Community Management Company. See Submission Standards in the Architectural Guidelines, Section III for Checklist.

IMPORTANT DISCLOSURE: Pursuant to Civil Code Section 4765, a proposed architectural change may not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), or a building code or other applicable law governing land use or public safety (collectively, “Laws and Codes”). Neither the Association’s agent(s), the Board, nor the Architectural Control Committee (“AC”) reviewing your application for property Improvement(s) is responsible for becoming knowledgeable of, or interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the AC nor the Board shall confirm compliance or noncompliance with any of the Laws and Codes as part of the review process. Accordingly, the Applicant is responsible for confirming compliance with the Laws and Codes, and any approval by the AC or the Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes. Further, any approval is conditioned upon all the proposed improvements complying with all applicable Laws and Codes, and to the extent any of the proposed improvements violate any of the applicable Laws and Codes, any approval given shall be void and of no effect as to the improvement(s) that violate any of the Laws and Codes.

NAME__________________________ DATE______________________

PROPERTY ADDRESS____________________________________________________

MAILING ADDRESS_____________________________ CITY___________________ ST______ ZIP__________

E-MAIL: ______________________________________________ PHONE: ____________________

circle one: work / cell / home

circle one: work / cell / home

PROPOSED START DATE: __________________ EST. COMPLETION DATE: ________________

APPLICATION FEE: (Please check one)

☐ MINOR No Fee or Construction Deposit

☐ MODERATE
• $250 Fee
• $500 Construction Deposit

☐ MAJOR
• $600 Fee
• $500 Landscape Construction Deposit
• $3,000 Architecture Construction Deposit

☐ NEW HOME
• $1,000 Fee
• $5,000 Construction Deposit

PLAN SUBMITTAL CHECK LIST: (Please refer to Submission Standards located in Architectural Guidelines, Section III)

PROJECT(S) SUBMITTED: (Please check all that apply)

ARCHITECTURAL

☐ AWNINGS(S) ☐ DECK(S) ☐ SOLAR PANELS ☐ GREEN HOUSE ☐ LIGHTING ☐ PAINTER(S) ☐ DOWNSPOUT(S)

☐ DOORS / WINDOWS ☐ NEW HOME ☐ ANTENNA/SATELLITE DISH

LANDSCAPE/HARDSCAPE

☐ IRRIGATION ☐ DRAINS ☐ GRADING ☐ OUTDOOR KITCHEN ☐ GAZEBO ☐ PATIO COVER(S) ☐ FENCES and WALLS

☐ PLAYHOUSE ☐ POOL & EQUIPMENT ☐ FIRE PIT / FIREPLACE ☐ PLANTING ☐ LIGHTING ☐ FRONT ☐ REAR ☐ SIDE ☐ RETAINING

HARDSCAPE

EQUIPMENT

☐ AIR CONDITIONER ☐ SPOR...
Coto de Caza Community Association
IMPACTED NEIGHBOR NOTIFICATION STATEMENT

Please attach plans and make available to all impacted neighbors for review:

<table>
<thead>
<tr>
<th>Other Impacted Neighbor behind or downhill from your home</th>
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<tbody>
<tr>
<td>Address ___________________________</td>
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<th>Front of Home on Your Street -Facing Neighbor-</th>
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My neighbors have seen the plans I am submitting for Architectural Control Committee Approval (see above verification). If any neighbor has a concern, they should contact FirstService Residential Property Management In writing. Please note that neighbor objections do not in themselves result in denial of the plans but the Committee may consider the neighbor's objections.

SUBMITTED BY:
Applicant Name ___________________________ Date ___________________________

Property Address ___________________________________________________________
NOTICE OF COMPLETION

NAME__________________________________________________________

PROPERTY ADDRESS_____________________________________________________________________________________

MAILING ADDRESS_________________________________ CITY___________________ ST____ ZIP__________

E-MAIL: ______________________

PHONE: ______________________

circle one: work / cell / home

circle one: work / cell / home

COMPLETED PER APPROVAL: I hereby notify the Architectural Control Committee that the above referenced improvement was completed on the above date in conformance with the plans and specifications approved by the Architectural Control Committee.

☑ NOT COMPLETED PER APPROVAL: I hereby notify the Architectural Control Committee that the above referenced improvement was not completed on the above date in conformance with the plans and specifications approved by the Architectural Control Committee.

NOT COMPLETED EXPLANATION:________________________________________________________

□awnings(s) □ room addition
□ deck(s) □ doors / windows
□ solar panels □ new home
□ green house □ antenna/satellite dish
□ lighting
□ painting
□ rain gutter(s)
□ downspout(s)

□ irrigation □ playhouse
□ drains □ pool & equipment
□ grading □ spa & equipment
□ outdoor kitchen □ fire pit / fireplace
□ gazebo □ planting
□ patio cover(s) □ lighting

□ fencing and walls □ hardscape
□ front □ front
□ rear □ rear
□ side □ side
□ retaining

TYPE OF WORK (Please check all that apply)

ARCHITECTURAL

LANDSCAPE/HARDSCAPE

EQUIPMENT

□ air conditioner □ sport equipment
□ playground equipment

PLEASE ENCLOSE PHOTOGRAPHS OF THE COMPLETED IMPROVEMENTS. PHOTOCOPIES ARE NOT ACCEPTABLE.

ARCHITECTURAL COMMITTEE ONLY

Inspected by:___________________________________________________

Date: ____________________

The Architectural Control Committee reviewed the improvements and recommends the following Disposition:

☑ APPROVED: Final review is complete and the Owner is in general conformance with the approved plans and noted changes are acceptable.

☑ DISAPPROVED: Owner is not in general conformance with the approved plans. Owner shall complete/modify/remove the items noted below. After all items have been corrected, resubmit for final review.

COMMENTS:________________________________________________________________________________________

________________________________________________________________________________________

Coto de Caza Community Association Architectural Control Committee:

Signature:________________________ Date:________________________
Appeals: In the event the plans and specifications submitted to the Architectural Control Committee are disapproved by the Committee, the party or parties making said submission may appeal in writing to the Board of Directors of the Association no later than thirty (30) days following the final decision of the Architectural Control Committee. Within 60 days following receipt of the request for appeal, the Board shall render a written decision. The failure of the Board to render a decision within the 60-day period shall be deemed a denial. If the Board of Directors is acting as the Architectural Control Committee, no appeal will be granted.

Variances: A variance may be granted only where extraordinary circumstances such as topography, location of property lines, location of trees, configuration of Lots or other matters permit the Board of Directors, by vote or written consent of a majority of the members thereof, to allow reasonable variances as to any guidelines, covenants, conditions or restrictions contained in the Declaration (CC&R’s) under the jurisdiction of the Board, on such terms and conditions as it shall require; provided, however, that all such variances shall be in keeping with the general plan or improvement and development.
## FEE AND DEPOSIT REQUIREMENTS WITH SUBMITTAL

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Review Fee</th>
<th>Construction Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Home</strong> (Major Architectural Improvements which also require grading permits due to the amount of soil being displaced.)</td>
<td>$1,000</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Major Architectural</strong> (e.g. room additions, extensive exterior elevation renovations, or cumulative application of Moderate Architectural items, etc.)</td>
<td>$600</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Moderate Architectural</strong> (e.g. individual applications for attached patio covers, decks/deck enclosures, solar panels or cumulative application of Minor Modification items, etc.)</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Major Landscape</strong> (e.g. front and rear hardscape/landscape or cumulative application of Moderate Landscape items, etc.)</td>
<td>$600</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Moderate Landscape</strong> (e.g. front or rear yard only, individual applications for driveways, spas, fountains, gazebos, arbors, garden walls, etc.)</td>
<td>$250</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Minor Modification</strong> (e.g. garage door replacement, front door, light fixtures, tree replacement, painting, roofing, new door or window installations, etc.)</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

For additional details regarding the above fees and deposits please refer to the Coto de Caza Community Association Architectural Guidelines. You may obtain a copy from the property management company.
The following shall be conditions of any architectural approval and shall be deemed incorporated by reference in all plans or Architectural Control Committee letters of approval. It shall be the responsibility of the applicant to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with the improvement. The Architectural Control Committee may condition its approval of plans and specifications with such changes it deems appropriate and may require submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications.

A. **Pre-Construction Conference**: Prior to commencing construction, the Architectural Control Committee may require a meeting with the Owner and/or Builder or the designated representatives to review the Community's expectations for conduct and management of construction related activities. The Owner and Builder shall provide a detailed plan as to the areas to which all construction activity will be confined, including without limitation: size and location for construction material storage, limits of excavation, parking, chemical toilet location, temporary structures, if any (subject to Architectural Control Committee approval), dumpsters and utility trenching, and methods for protection, such as fencing, barricades, or other means, to be set up prior to commencement of construction.

B. **Occupational Safety and Health Act ("OSHA") Compliance**: All applicable OSHA regulations and guidelines must be strictly observed at all times.

C. **Signs**: No signs shall be displayed on any Lot other than a sign advertising the property for sale as permitted by the Declaration. This limitation applies to tradesmen's, contractors' and installers' signs of any type, including the signs identifying the Lot as the site of their activities or operations.

D. **Hours of Operations**: All construction operations may be carried on between the hours of 7:00 AM and 6:00 PM on Monday through Friday and 8:00 AM and 4:00 PM on Saturdays. In the event County Ordinances are more restrictive, the County Ordinances shall prevail. No construction shall be permitted on Sundays (except by homeowners performing minor repairs between 10:00 AM and 4:00 PM) or the following holidays: Christmas Eve Day, Christmas Day, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day.

E. **Temporary Structure**: No structure of a temporary character will be permitted to remain on any Lot without the written approval of the Architectural Control Committee.

F. **Sanitary Facilities**: Each Owner and Builder shall be responsible for providing adequate sanitary facilities for their construction workers. Portable toilets or similar temporary toilet facilities shall be located only on the Lot itself in a location approved by the Architectural Control Committee.

G. **Debris Removal**: Appropriate Best Management Practices (BMP's) are to be implemented to control water and construction debris run-off onto adjacent properties, Common Areas and streets. No refuse or construction materials of any
type shall be washed down the gutter/street drains. The Property, streets and Common Area is to be cleaned, at least, at the end of each day during construction. Debris collected on the construction site must be stored in a dumpster / trash bin. Debris piled / stored for eventual removal, and not in a dumpster / trash bin, is not permitted.

H. **Unsightly Items**: All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the Lot and will not be allowed to accumulate thereon. Removal shall be made weekly, preferably on Friday and rubbish will not be allowed to accumulate on streets or Common Areas. The Owner will be responsible for the cost of any trash cleanup work performed by the Association. Owners are prohibited from dumping, burying or burning trash anywhere within The Village. Concrete trucks washing out spill pans before leaving the construction site shall do so only on the Owner's Lot.

I. **Streets and Common Areas**: No construction debris or materials such as sand or bricks may be permitted to remain on the streets and Common Areas. All items of such nature must be stored on the Owner's Lot. In the event that any materials are delivered and deposited on the streets or Common Areas, the Owner will be held responsible for the costs involved in cleaning and/or restoring the Common Areas and streets.

J. **Construction Equipment**: Trucks, concrete mixers, trailers, trash bins, compressors and other types of construction equipment, as well as private vehicles of construction crew members, shall be parked only in areas designated by the Architectural Control Committee and only for such periods of time as approved by the Architectural Control Committee. The Owner shall be financially responsible for any equipment removal or necessary repairs required by the Architectural Control Committee.

K. **Dust and Noise**: The Owner shall be responsible for controlling dust and noise from any construction on his lot. No loud radio noise or conversation volume which can be heard from Common Areas or adjacent homes is permitted. Common courtesy must be observed at all times. Any construction work which risks damaging or impacting adjacent property such as spray painting, sand blasting, etc., must provide adequate protection to contain the work and protect adjacent property.

L. **Excavation**: Excess excavation materials must be hauled away during the excavation process and may not be stored on the Lot or Common Areas.

M. **Restoration or Repair of Other Property Damaged**: Damage to other property, including without limitation, other Lots, Common Area, or other Improvements shall be repaired or restored promptly at the expense of the person causing the damage or the Owner of the Lot where the construction activity is taking place. Upon completion of construction, each Owner and contractor shall clean the construction site and repair or restore all damaged property, including without limitation, restoring grades, and repairing streets, driveways, drains, irrigation systems, culverts, ditches, signs, lighting and fencing.
N. **Maintenance of Improvements**: The repair and maintenance of any work or Improvements will be the responsibility of the installing Owner and subsequent Owner.

O. **Drainage**: There shall be no modification or interference with the established drainage pattern over any of the property, unless an adequate alternative provision, previously approved in writing by the Architectural Control Committee, is made for proper drainage. All downspouts are required to be tied into underground drain systems with dedicated hubs and discharged to an engineered system. Emphasis must be placed on the importance of good drainage with expansive soils.

P. **Workmanship**: All Improvements shall be performed in a manner consistent with existing structures. Any work deemed by the Architectural Control Committee to be of inferior quality shall be reworked or removed and the building restored to its condition prior to commencement of the work by the Owner.

Q. **Enforcement**: Failure to obtain the necessary prior approval from the Architectural Control Committee constitutes a violation of the CC&R's and may require modifications or removal of work at the expense of the owner. Failure by the Owner to perform such modification or removal when requested by the Association may subject the Owner to legal action by the Association to compel the Owner’s compliance.

R. **Violations**: All owners have the right and the responsibility to bring to the attention of the Architectural Control Committee any violations of the CC&R's and/or the Architectural Control Committee Guidelines.

S. **Amendments**: These Guidelines, along with the provisions set forth in the CC&R's for the project, form the basis and criteria for evaluation of plans and specifications submitted for review and approval by the Architectural Control Committee. The Architectural Guidelines may be amended or supplemented from time to time as provided for in the CC&R's.

T. **Time Period**: Work shall continue diligently in a scheduled manner. If delays are encountered, the Applicant must make a written request for an extension of the approval, citing the reasons for delay and the approximate time for continuing and completing the Improvement. Unless extensions are granted in writing or Improvements are required to be accelerated as part of a compliance action, substantial construction shall commence within three (3) months of Architectural Control Committee Approval and or County Approval (not before) and shall be completed, with Notice of Completion filed with the Association, within twenty-four (24) months for new homes including completed landscape, twelve (12) months for major remodeling, six (6) months for minor Improvements and other work. If the work is not completed and such Notice of Completion is not filed within the stipulated time, the Architectural Control Committee may issue a thirty-day notice to remedy. If the work is not completed within thirty days, the Architectural Control Committee may forward the issue for enforcement by the Board.
GENERAL CONDITIONS OF APPROVAL (CONTINUED)

Starting and stopping work for extended periods of time is not acceptable. A project which is partially completed and stopped for any reason is potentially subject to fines unless the Applicant contacts the Association and submits plans for "Standing Still". The Owner/Applicant must prepare the property in order to protect the surrounding properties from erosion or damage or unsightly conditions. Such work shall begin immediately upon approval of plans for Standing Still by the Association. This approval will be good for (90) days; with extensions granted at the discretion of the Association.

U. **Conditions Not Covered**: Any condition or material not defined in the restrictions shall become a matter of discretionary judgment on the part of the Architectural Control Committee acting in good faith on behalf of the best interests of the homeowner association as a whole.

V. **Use of Association Property**: If construction activity requires the use of streets or other Association property for purposes of transporting labor and materials, or for the temporary storage of materials, the Applicant shall obtain written permission from the Association for "Right of Entry" during the course of construction. A copy of this letter granting permission shall be filed with the Architectural Control Committee prior to the commencement of construction. Proof of adequate insurance may be required to obtain permission.

W. **Governing Agency Approval**: Architectural Control Committee review and approval is for aesthetic purposes alone. All necessary building permits and other approvals must be obtained and all County regulations must be adhered to at all times. After the Architectural Control Committee has approved the Owner's plans for aesthetic purposes, the Owner must contact local regulatory agencies and be sure that he or she is in compliance with all building and zoning regulations currently in force. In the event of a conflict between the provisions of these Guidelines and any other ordinance or regulation, the more restrictive requirements shall prevail.

X. **Protection of Adjacent Property**: Prior to beginning work, the Owner and their agents are to provide adequate protection of adjacent properties and Common Area. This may include Best Management Practices for water runoff construction fencing, protection of irrigation systems and landscaping and responsible precautions for paint overspray.