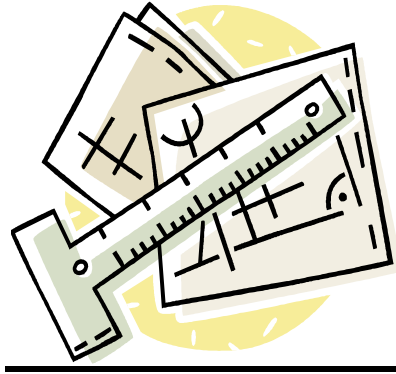


La Cumbre Owners Association, Inc.

Architectural Standards

2022



Vision Statement

La Cumbre Owners Association is a homeowner association of one-story units with a Spanish design style. The Architectural Standards guide owners in the design and materials used for improvements.

Packet includes:

- Alteration Application
- Architectural Standards
- Contractor Rules
- Exhibit A - Owner/Association Maintenance Matrix
- Exhibit B - Roofing Guidelines
- Exhibit C - Garage Door Replacement
- Exhibit D - Good Neighbor Policy

LCOA Alteration Application

The undersigned owner (“Owner”) of the property located at _____ (“Lot”) wishes to remodel or make improvements or alterations to his/her Lot, which is subject to restrictive covenants and Architectural Standards and which requires approval by the La Cumbre Owners Association (“Hereinafter referred to as the Association”). In exchange for review and approval by the Association, pursuant to the Association’s Architectural Standards, Owner agrees as follows:

1. Scope of work. Owner’s proposal shall be submitted to the Association’s Architectural Control Committee (“Hereinafter referred to as ACC”) for review and approval. Proposed specifications must be thoroughly detailed to insure compliance with the Architectural Standards. Upon written approval, the approved scope of the work shall constitute the “Project”. No changes that alter the approved project are allowed without resubmitting the changes for review and subsequent re-approval by the Association's Board of Directors. Any project found in violation is subject to the enforcement provisions as described in item #17 of the Alteration application. No work shall be done, except in accordance with written approvals from the Association.
2. Compliance with Architectural Standards and Contractor Rules. Owner acknowledges receipt of and agrees to comply with the Association’s Architectural Standards and Contractor Rules.
 - a. Owner shall ensure that all contractors and subcontractors receive a copy of the Contractor Rules and abide by them.
 - b. If Owner is doing or directing the work, Owner must follow the Contractor Rules.
 - c. Construction and repair projects that involve noise above the ambient noise level shall be restricted to Monday through Saturday (major holidays excluded), 8:00 AM to 5:00 PM. This includes all projects inside or outside, ACC approved or non-ACC applicable, work by contractors or residents. This does not apply to emergency repairs, such as leaking roofs or plumbing problems. Exceptions to these hours may occur if all affected neighbors are notified and give their consent, especially those units on either side. Please refer to and abide by the good neighbor policy. If any disputes or violations occur, residents should notify management. Disputes may be resolved by either the ACC or the Board. Violations may be subject to the LCOA Enforcement provisions of the ACC application.
3. Structural and Code Compliance. All work and materials related to the Project shall comply with all applicable Building Standards and Fire Codes. All technical and engineering matters shall be the Owner’s responsibility.
4. Building Permits. The ACC must receive a copy of any required permits before any improvements can begin.
5. Licensed and Insured. Only licensed and insured construction managers, contractors, subcontractors, and vendors (collectively, “Contractors”) shall make alterations to, direct alterations to, oversee alterations to, or make decisions affecting

Association maintained areas. Each shall carry Workmen's Compensation Insurance and a minimum \$1,000,000 commercial general liability insurance policy.

6. Liability for Damage & Mitigation. Owner assumes liability for injuries to persons and property damage to both Association maintained or common areas or other Lots arising from the Project. If the damage is not repaired within a thirty (30) day period after the project's completion, the Association may make repairs and special assesses to the Owner. Owner also assumes liability for all expenses incurred by the Association in mitigating damage to the Association maintained or common areas and/or other lots, arising from or related to the Project. Such expenses shall become a special assessment against Owner.
7. Suspension of Workers. Contractors, subcontractors, workers, vendors, construction managers, or representatives of Owner may be suspended or banned from the Project if they violate the Association's rules and standards, engage in unsafe practices, or refuse to cooperate with reasonable requests by the Association.
8. Inspections. The Association shall have the right, but not the obligation, to periodically inspect the project. Owner shall allow inspection and agrees the Project may be halted and Owner fined, according to the provisions of Item 17, if inspections are not allowed. Such inspections do not relieve Owner from his/her duty to comply with the Association's Architectural Standards and all applicable Building Standards and Fire Codes.
9. Waivers. Owner shall comply with all Architectural Standards, unless a waiver for a particular item is specifically requested in writing by Owner and specifically granted in writing by the Association.
10. Expiration of Approvals. If work has not begun in one hundred and eighty days (180) after the Project's approval, all approvals shall expire and Owner shall reapply for approval.
11. Diligent Construction. Owner shall have ninety (90) days from the beginning of actual work on the Project to complete the Project. Owner shall notify ACC when work commences. Extensions may be granted, at the Association's discretion, for delays caused by strikes, fires, holidays, or other events beyond Owner's control. If the Project is not completed as agreed by Owner and Association, then the Association Fine Schedule shall go into effect. (See schedule with Rules and Guidelines)
12. No Temporary Occupancy. Owners may not use the garage or a temporary structure of any kind on the Lot as a residence during construction.
13. Incomplete or Inadequate work. If the Project is incomplete or is completed in such a manner that Association maintained or common areas are adversely affected, the Association may correct the problem and assess the Owner for reimbursement, and/or take legal action to have the problem corrected.

14. No Mechanic's Liens. Owner shall indemnify and hold harmless the Association and all other members of the Association against liability or loss arising from mechanic's liens resulting from work on the Project.

15. Hold Harmless. Approval of plans by the Association is to conform with its Architectural Standards, not to Building and Safety Code compliance or the location of lot lines or easements. The Association and its officers, directors, committee members, employees, and representatives shall not be liable for mistakes in judgment or negligence rising out of or in connection with the Association's approval or disapproval of plans.

16. Indemnity. The Association's consent to the Project shall not give rise to any liability by the Association or its representatives. Owner shall indemnify, hold harmless, and defend the Association and its officers, directors, employees, and agents from claims arising from the Project or its approval by the Association.

17. Enforcement Provisions. The Association may impose monetary penalties, suspend work and workers' access to the Project, cure violations, and repair damages and make special assesses for reimbursement and take such other action as may be allowed by law.

18. Attorney's Fees. In the event proceedings are brought to enforce the terms of this agreement, the prevailing party will be entitled to recover all costs and reasonable attorney's fees. If the Association is the prevailing party, the monies awarded shall become a special reimbursement assessment against the Owner.

19. Arbitration Clause. Please refer to CC&R's.

I, _____, agree to all the Terms and Policies of this document.

Owner: _____ Dated: _____

Association: _____ Dated: _____

Architectural Standards

Please follow these requirements carefully. Failure to observe these Architectural Standards will result in plans being rejected, which will delay the Project and increase the cost.

Section 1: Alterations and Routine Repairs

1.1 Routine Repairs. Routine repair and maintenance that does not alter the residence, such as plumbing repair, rotting wood, and exterior paint touch-up (without changing colors), or fence repair, is automatically approved by the Association and does not require architectural approval.

1.2 Interior. Basic redecorating, such as painting, wallpapering, or carpeting, does not require architectural approval, and the Owner does not need to notify Association of such work.

1.3 Exterior. Owners may not make any alterations to the exterior of their Unit or Lot, without the approval of the Architectural Control Committee (ACC). Alterations include, but are not limited to, modifications or additions to landscaping (hedges, trees, shrubs), drainage, exterior paint colors, fences, driveways, privacy walls, rooflines, steps, walkways, noise reflectivity, front windows and doors, vents, mailboxes, antennas, patio covers, awnings, garage doors, gates, flag holders, outside lights, solar panels, wind vanes and external air conditioning equipment.

1.4 Owner Directed Work. If owner is doing or directing the work, Owner must follow the Contractor Rules. (See page 12 of this packet)

1.5 Construction Days and Hours. Construction and repair projects that involve noise above the ambient noise level shall be restricted to Monday through Saturday (major holidays excluded), 8:00 AM to 5:00 PM. This includes all projects inside or outside, ACC approved or non-ACC applicable, work by contractors or residents. This does not apply to emergency repairs, such as leaking roofs or plumbing problems. Exceptions to these hours may occur if all affected neighbors are notified and give their consent, especially those units on either side. Please refer to and abide by the good neighbor policy. If any disputes or violations occur, residents should notify management. Disputes may be resolved by either the ACC or the Board. Violations may be subject to the LCOA Enforcement provisions of the ACC application.

Section 2: Plan Requirements

2.1 Concept Drawings. To keep expenses down Owner may wish to prepare and submit concept drawings for review and approval by the ACC.

2.2 General Provisions. Drawings shall indicate the full scope of work to be performed. They shall also include all existing conditions. A full explanation of the LCOA ACC Standards Rev 12/2022

project may include the following:

- a) *Plot Plan.* Drawings showing the layout of the Lot with all appropriate dimensions, a north arrow, the top and toe of all slopes, building outlines, roof outlines, driveways, walks, fences (including heights), patio areas, and other improvements.
- b) *Exterior Elevations.* Drawings shall include exterior elevations showing windows, doors, roof pitch and height, planters, gates, fences, etc. and indicating all colors and materials. Existing conditions and all proposed changes shall be shown.
- c) *Colors and Materials.* Samples of color and material are requested if available. Brochures showing color and materials will suffice in absence of actual samples.
- d) *Variances.* Owner shall make a specific written request for any variances from the Association's Architectural Standards and highlight these in submissions to the ACC. Variances, which are not highlighted and marked "requests for variance", shall not be deemed approved, despite any general approval the plans might receive from the ACC. The Association will allow variances only if they are not detrimental to the general good of other members of the Association and where circumstances necessitate such variances. The granting of such variances does not constitute a waiver of any right to withhold approval of any similar plan, drawing, specification, or matter subsequently submitted for review.
- e) *Common Area Encroachments.* No common area encroachments are allowed unless highlighted with a note in the submitted plans in bold capitol letters stating, "REQUEST FOR COMMON AREA ENCROACHMENT" and specifically approved in writing by the ACC and ratified by the Board of Directors.
- f) *Engineering and Code Compliance.* The ACC does not approve plans for engineering design or Building Code compliance. All technical and engineering matters are the Owner's responsibility. Owners shall fully comply with applicable Building Codes, ordinances, and specifications.
- g) *Notices to Adjacent Lot Owners.* Owners who wish to make changes that impact noise, reflectivity, or square footage and height considerations upon their Lot must notify their immediate neighbors. The ACC will make plans available to those neighboring Lots.
- h) *Demolition Plans.* Demolition plans shall be included in Project submittal.

2.3 Landscape Plans. Changes in the front landscaping require prior approval from the Architectural Control Committee and the Landscape Committee. Where Owner wishes to alter Association maintained area landscaping one set of landscape plans must be submitted with drawings, specifications, and colors. Plants should not encroach onto neighbor's property such as dropping debris or encroaching on fence lines. A full explanation of the project may include the following:

- a) *Existing Plants and Structures.* Note existing structures, trees, shrubbery, and improvements as “existing”; show building outlines for the entire Lot, including property dimensions, and a “North” arrow; indicate which plants are to be removed and which are to be retained, including their size and common name.
 - b) *New Front Exterior Plants.* Indicate the size of the area to be landscaped, in square feet, and the common names of the plants, placement, quantity and size.
 - i. New front exterior plants – root growth, can not damage existing exterior structure and/or plants.
 - ii. Must provide a planting plan to the ACC for review.
 - c) *Irrigation System.* If Owner installs additional irrigation, it must not interfere with the Association maintained and common area watering systems. Plantings must be regularly watered and fed to maintain proper health of plants.
- 2.4 Drainage. Any changes that may affect current drainage patterns must include adequate provisions to ensure proper drainage following such changes. If the proposed change will affect drainage in neighboring Lots, the affected Owners must be notified of the change.
- 2.5 Trees. Trees in Association maintained or common areas may not be destroyed or removed from a Lot without the express written approval of the ACC. Removal without approval may result in fines and installation of a replacement tree of similar size and type.

Section 3: Architectural Restrictions

- 3.1 Additions and Improvements. Owners may not install second story additions to their Lot. Garages or any portion of the garage cannot be converted into a permanent living space.
- 3.2 Doors and Garage Doors.
- a) *Front Door.* Prior approval required from the ACC for all exterior replacement doors. Doors may be wood or fiberglass. Wood doors may be stained in a natural wood color or painted. Fiberglass doors must be painted in one of the association approved colors. Approved colors are on file with the Association and listed on the website.
 - b) *Door Hardware.* Door hardware may be black, dark brass, or dark bronze.
 - c) *Screen Door.* Prior approval required from the ACC for all exterior screen doors. Standard screen doors must be metal construction. No wood screen doors are allowed. Approved colors are lo-sheen black or dark bronze. Retractable screen doors must be black or dark bronze. Security Screen doors must be black or dark bronze.
 - d) *Side garage door.* Prior approval required from the ACC for replacement doors. Side garage door may be wood or composite. Must be painted the color of the stucco only. Door must be solid; no windows permitted.

- e) *Garage Door*. For replacement of garage doors see Exhibit C –Garage Door Replacement.

3.3 Fences and Walls. Fences must be located within Lot line boundaries and should use continuous design, color, and materials. Plans must indicate the type of fence, materials, and colors.

3.4 Flag Holders. Permanently installed flag holders may be white or grey or painted to match the exterior of the building. Must be maintained and in proper condition.

3.5 Gates and front metal fencing. All gates, front, side and back gates, require approval from the ACC for any new or replacement gate. Back or side gates are required by the City Fire Code. If gate and/or front metal fencing needs to be replaced due to poor condition, the Association will replace the gate and/or metal fence at no cost to owner. Style, material and size of gate will be exact replacement or association approved replacement. Owner must contact the Association to request replacement.

a) *Front gate and front metal work (fencing)*. If owner removes or replaces an LCOA installed gate (and/or associated metal fence) on their own, as a matter of choice as opposed to necessity, the gate maintenance now becomes owner responsibility in perpetuity. If owner wishes to install a new gate, the following requirements apply:

i. *Design*. Owner must submit design of gate to the ACC for approval. Owner is encouraged to select a design that is in harmony with existing gates in the Circle.

ii. *Height*. New or replacement gates must match the height of existing retaining wall or privacy wall.

iii. *Metal*. New or replacement gates must be black or dark bronze metal alloy or wrought iron in a lo-sheen or matte finish.

b) *Rear Gate*. If owner wishes to install a new gate, the following requirements apply:

i. *Design and Material*. Owner must submit design of gate to the ACC for approval. The gate shall be made of wood. On the outside, it must be finished in natural or brown-wood-tone stain.

ii. *Height*. The gate must match the height of the existing wall. A curved-top gate may be no higher in the center than 6 inches above the wall.

c) *Side Gate and attached fence*. If owner wishes to install a new gate and the fence that is attached to it (not “party fence”), the following requirements apply:

i. *Design and Material*. Owner must submit design of gate (and fence) to the ACC for approval. The gate (and fence) shall be made of wood. On the street side, it must be finished in natural or brown-wood-tone stain.

ii. *Height*. The gate and fence must match the height of the existing gate and fence.

3.6 HVAC Equipment. All window-mounted air conditioning units are not permitted. Where possible, HVAC equipment shall be hidden by a permanent structure, such as a fence or screen, so as not to be visible from other Lots or common areas. HVAC equipment should be located well within Lot lines and installed so as to minimize

mechanical vibrations. The Association may require sound baffling to reduce sound transmission to neighboring Lots. All new or replacement HVAC equipment must have prior approval from the ACC.

3.7 House Numbers. Replacement of original house numbers must be approved by the ACC prior to installation. House numbers may be in the following styles:

- a) *Colors*. Black or dark bronze numbers that are 3” wide x 5” long.
- b) *Ceramic Tiles*. Ceramic tile design where numbers do not exceed 4”x6” set in box frame.
- c) *Repair*. Repair to stucco must be done within 14 days of number replacement

3.8 Mailboxes. Mailboxes mounted on an exterior wall or gate must be black in color. Mail slots installed in the front door or side garage door may be black, dark brass, or dark bronze.

3.9 Outdoor Lighting. All exterior lighting must be approved by the ACC before installation. Includes front door light fixture, walkway lights, driveway lights, and security lights.

- a) *Colors*. All front door light fixtures must be black or dark bronze. All exterior walkway lighting fixtures must be dark green, black, or dark bronze. Driveway light fixtures must be dark green only; contact ACC for information of approved fixture.
- b) *Bulbs*. Light bulbs for exterior lighting must be white in color.
- c) *Holiday Lights*. Holiday lights are allowed for Halloween from October 15th – November 5th and for Christmas from the day after Thanksgiving through January 11th.
- d) *Light Sensors*. Should be white and mounted on the garage/pathway wall under eaves.
- e) *Material*. Lighting fixtures may be made of plastic or metal.
- f) *Style*. Should be consistent with Spanish design.

3.10 Patio Covers and Awnings. New or replacement patio covers must be approved by the ACC prior to installation. Rear yard patio covers must meet the following requirements:

- a) *Materials*. May be resin, wood, metal alloys or composites.
- b) *Conformity*. Must conform to existing fascia.
- c) *Height*. Finished height of cover cannot exceed 8 feet.

- d) *Setbacks*. Must meet rear setback requirements per City of Santa Barbara Building Code.
- e) *Retractable Awnings*. Retractable awnings are permitted and must meet requirements “b” through “d”.

3.11 Patio Furniture, Garden Structures and Artwork. Patio furniture, garden structures, and artwork should be consistent with a Spanish design and well maintained. Furniture shall be located only in the owner maintained area. All statues and artwork placed in the association maintained area or mounted on the exterior of the unit must have ACC approval before installation.

3.12 Roofing and Roof Repair Guidelines.

- a) *Re-Roofing*. See Exhibit B for roofing materials, roof vents, and re-roofing guidelines.
- b) *Roof Repairs*. The City of Santa Barbara, Building and Safety Division, states that all roof repairs require a building permit. Thus roof repairs, as well as full re-roofing, require ACC approval and must follow the Roofing Guidelines as outlined in Exhibit B. However, in the case of emergency immediate roof repairs, obtaining a permit is at the discretion of the homeowner.

3.13 Satellite Dishes and Cable TV. Prior approval for satellite dishes and cable television is not required. However, Owners are required to submit written notice to the ACC of their intent to install a satellite dish and include a copy of the work order. Satellite dishes that are one (1) meter or smaller may be installed, but shall be installed so as not to be visible from the street, if possible without harming signal quality or increasing installation costs. Cables may penetrate a wall, but only to the extent necessary to expose the least amount of cable required to connect to the dish. All cabling shall be securely fastened to the wall in horizontal or vertical runs to match the lines of the building. Diagonal runs are not permitted. Any exposed cabling shall be painted to blend with the building.

3.14 Solar Panels. Under California law, Owners cannot be restricted from installing a solar panel energy system on their roof, which must be installed by a licensed contractor. California law allows the Association to have installation requirements.

- a) *Panels*. Solar panels shall be installed so as to minimize their visual impact as much as possible without significantly hindering their efficiency or increasing the costs of installation.
- b) *Pipes and Wires*. Pipes and wires leading to and from solar panels shall not be left exposed unless necessary. Pipes and wires that must remain exposed shall be in horizontal or vertical runs and be painted to match the exterior of the building.
- c) *City Building Codes*. Owner must comply with all City Building codes and requirements. If permit required, Owner must submit a copy to the ACC.

- d) *Written Notice.* Owner must submit written notice to ACC of intent to install solar panel system. Copy of contract must be included with notice.

3.15 Spas. Required to be located in backyard, sound baffling to reduce sound transmission to neighboring Lots. Needs to be well maintained. Entire structure cannot exceed 8 feet in height.

3.16 Trash/Recycle Cans. Trash and recycle receptacles may not be left out in front yard, except on collection day. The receptacles must not be visible from any street or by any neighbor unless on collection day.

3.17 Views. The Association does not protect existing or future views of any Lot. However, the ACC may take the view from a neighboring property into consideration when reviewing plans and deny those plans that would unreasonably obstruct other Owner's views from their Lots.

3.18 Walkways. Prior approval required from the ACC before any changes made to walkways. All walkways must be concrete, stamped concrete, stone, or tile. Tile inlays must be approved by the ACC as to size, design and color.

3.19 Windows and Window Coverings.

- a) *Window Coverings.* Owners are not required to obtain approval for interior window coverings. Paint, aluminum foil, newspapers, bed sheets, cardboard, or other such items may not be used as window coverings. Owners are required to maintain and keep in proper condition all window coverings.
- b) *Tinting.* Tinted glass other than UV protected window tinting is prohibited. Mirrored finishes are prohibited.
- c) *Window Guards.* Window guards and bars are prohibited.
- d) *Replacement Windows.* Prior approval required from the ACC for replacement windows. All replacement windows must be white vinyl on the exterior. Windows with a grid pattern are allowed in rear windows only.

Section 4: Miscellaneous

4.1 Application Timeline. The ACC will notify all Owners in writing within thirty days (30) of receiving the application. If additional time is needed, the committee will send notice of an extension in additional thirty-day (30) increments.

4.2 Approval, Corrections, and Comments to Plans. Approval of plans by the ACC and the Board is to general conformance with the Association's Architectural Standards, not to Building and Safety Code compliance. Owner is responsible for complying with all Architectural Standards, unless a waiver for a particular Standard is specifically requested in writing by Owner and specifically waived in writing by the Association. Corrections to plans or comments made by the Association do not relieve the Owner of LCOA ACC Standards Rev 12/2022

his/her responsibility to engineer the proposed work properly and to comply with applicable building codes, ordinances, and applicable restrictions contained in the Association's governing documents.

4.3 Building Department Alterations. Any changes made by the Building Department shall be forwarded to the ACC for review and approval before work may commence.

4.4 Building Permits Do Not Constitute Approval. Despite review of plans by the ACC, Owners shall separately obtain all appropriate building permits from the City. However, building permits do not constitute approval by the Association nor does review by the Association constitute approval by the City or waiver of any applicable statute. These are two separate procedures and Owners shall comply with both.

4.5 Conflicts Between City and Association. Any construction, repair, modification, or alteration of any improvements requiring the issuance of a building permit shall be submitted to the appropriate governmental entity for review and approval. In the event of a conflict in the conditions of approval imposed by the entity and the Association, the more restrictive conditions will control. Nothing in these Architectural Standards limits the Association from imposing conditions of compliance, which are more restrictive than conditions imposed by governmental agencies.

4.6 Existing Nonconforming Improvements. Existing nonconforming improvements do not constitute a basis for allowing any new nonconforming improvements. The acceptance of any plans, drawings, or specifications for any work done or proposed does not constitute a waiver of any right to withhold approval of any similar plan, drawing, or specification, or matter subsequently submitted for ACC review.

4.7 Improvements Limited to Owner's Lot. Owners may only make improvements to their own Lots. It is the Owner's responsibility to verify the location of all applicable lot lines, observe all setback limitations, and not impact easements, if applicable.

4.8 Contractor Restroom Access. An LCOA Owner may loan their Clubhouse Key to an approved contractor currently working on the Owner's Property, thereby enabling that contractor's workers to access the Clubhouse Restrooms during their labor. The Owner's Key may be loaned on a day-to-day basis with it being returned to the Owner at the end of each workday. It is then the Owner's responsibility to personally inspect the Clubhouse Restrooms to assure that they remain in a clean and tidy status. If the Owner is not in residence during the course of the work, that Owner may assign another LCOA Homeowner his or her charge of the Clubhouse Key responsibility by proxy. Port-O-Potty placement is allowed **only** in the East parking lot area. It should be placed in the first parking spot next to the hedges on the left as you enter the lot. This location will minimize its visibility from the circle drive.

4.9 Port-O-Potty Placement. Port-O-Potty placement is allowed **only** in the East parking lot area. It should be placed in the first parking spot next to the hedges on the left as you enter the lot. This location will minimize its visibility from the circle drive.

Contractor Rules

1. Construction Hours. Working hours are limited to Monday through Saturday, 8:00 a.m. to 5:00 p.m. No work is allowed on Sundays or the following holidays: New Year's Eve, New Year's Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
2. Worker Restrictions. Individual workers and/or companies may be suspended or banned from the development if they violate any of the Association's rules and standards, engage in unsafe practices, or refuse to cooperate with reasonable requests by the Association.
 - a) *Controlled Substances.* No alcoholic beverages, intoxicants, drugs, or other controlled substances may be brought into the development or used by workers.
 - b) *Clothing.* All workers shall wear shoes, shirts, and pants at all times.
 - c) *Nuisance Noise.* Workers shall not create nuisance noise unrelated to the construction work.
3. Trash & Debris. Any Owner who requires an oversize trash bin for construction or major clean up is required to place the bin in their driveway. If the bin cannot be parked in the driveway, wood must be placed under the bin to prevent damage to the street. Owners will be responsible for any damage to streets, driveways or sidewalks. Contractors may not dispose of waste material in the Association's dumpsters.
4. Protection of Streets. A plastic tarp or similar cover must be placed on the driveway, sidewalk and street wherever dirt, sod, sand, cement, or other materials are used. Whenever possible, Owners shall mix materials on their driveways, rather than in the street.
5. Cement Work. Any concrete spills shall be cleaned *immediately*. Concrete shall not be allowed to run into street gutters or sewers. Cement mixing tools shall be cleaned using the following procedure:
 - *Steel Drum For Waste.* Contractor shall provide a 55-gallon drum with a securable lid for all liquid cement waste to be poured into. Following each workday, the drum shall be sealed and carried offsite for proper disposal.
6. Fire Hydrants. Contractors may not use fire hydrants for any purpose.
7. Fire Lanes. Contractors may not obstruct Association Fire Lanes. La Cumbre Circle is a Fire Lane and can only be used for the loading and unloading of materials.
8. No Fires. Fires are prohibited at all times, even when protected by trashcans or other containers.

9. Street Cleaning. Any debris related to construction must be removed promptly. After construction work is complete, workers must perform a final, thorough street sweeping.
10. Tracked Vehicles. Tracked vehicles are prohibited on streets and sidewalks. This prohibition *includes* vehicles equipped with “street tracks”. All equipment used on streets and sidewalks must be equipped with rubber tires.
11. Work Location. All work shall be done inside the Lot. Workers may not set up or store equipment in common areas.
12. City Permit and Inspection Card. The City Building Department permit and inspection card shall be posted at the job site throughout construction.
13. Construction Noise. Prior to the start of construction, Owner shall notify the surrounding lots that there will be noise associated with the construction. Efforts shall be made to minimize noise.
14. No Signs. No signs may be displayed in or around the Lot. Contractors are prohibited from distributing advertising brochures.

Exhibit A Maintenance Matrix

(For Easy Reference, based on LCOA CC&R Article VII)

Fixture, Improvement, Description	Who Maintains
Common Area	
All facilities, improvements, utilities, and landscaping on the Common Areas	Association
Dwellings	
Roofs—normal wear and tear	Owner
Roofs—sudden and accidental losses (only)	Association (Only if covered by Association insurance)
Paint exterior surface of individual buildings	Association
Trim, caulking related to exterior painting	Association
Repair exterior of individual buildings below paint	Owner of lot affected
Interior maintenance and repair of Unit/Lot	Owner
Termite/dry rot repair	Owner
Gutters/Downspouts	
Painting (as scheduled) and cleaning and debris removal (once per year)	Association does once a year
Repair and replacement	Owner
Utility Laterals, Storm Drains, Sanitary Sewers	
Common Area and serving Common Area	Association (except City/County maintained)
Lots and Laterals serving individual Lots	Owner of Lot served (except City/County maintained)

Landscaping	
Common Areas	Association
Front yard in front of “fence/wall”	Association (unless owner has modified)
Back and side yards, behind “wall”	Owner
Fences	
Fences on Patios and Interior Patio maintenance	Owner
Back exterior fences, pool walkway & block wall	Association
Decks/Patios	
Repair, replace, maintain	Owner
Paint exterior and railings	Owner
Sealant, tile, grout	Owner
Electrical/ Utilities	
Pipes, Wires, Conduits Within Lot—up to and including outermost breaker box serving Lot	Owner of Lot served
Wires and Conduits in Common Areas	Association
Duct/Air supply/Systems in Dwellings	Owner
Plumbing from unit to joints serving others	Owner
Lot	
Keep free of debris and storage	Owner
Party Walls & Party Fences	Owners sharing

Exhibit B

Roofing Requirements

Procedure. Approval by the Architectural Control Committee (ACC) and ratification by the Board of Directors is required before commencement of any work. To obtain approval, Owner must complete the Alteration Application and submit to the ACC. A copy of the bid or contract must be included with the application. The Alteration Application is available from the ACC or the Association website.

A licensed contractor must do the work. A list of licensed contractors who have done roofing work in the Circle is available on the Association website. The roofing Contractor must be licensed by the CA State Standards Designation **C-39** and **must be fully insured.** All new roofs require a **City Building Permit** and inspection prior to completion.

Guidelines. The purpose of these guidelines is to ensure the quality of the job to be done and also to ensure that the integrity of any roof contiguous to your roof is not impeded in any way. To avoid the increasing damage caused by the deterioration of aging roofs, the ACC is making the following requirements.

1. Specifications shall follow the current City and State building codes.
2. Contractor shall obtain City permit.
3. Warranty. State law requires a minimum warranty of 2 years on labor; we recommend a minimum of 4 years on labor and 10 years on material.
4. If a total roof replacement is required on a unit, including the flat roof and the tile roof, the flat roof should be replaced first. This must include the **complete removal** of the current roof. Cumulative layers of old roofing obscure deterioration caused by termite damage, dry rot, mildew and mold, which, considering the added roofing weight and the age of the roofs' wood supports, could compromise the structure. Therefore, adding another layer of roofing on top of the existing roof is **not allowed.** The tile roof should be replaced **after** the new flat roof is complete to avoid breaking roof tiles by workers stepping on them to gain access.
5. The tiles of the façade of the units are no longer readily available. An owner must select new tiles that match those as closely as possible with the existing tiles of adjacent units.
6. Owners are reminded that the original tile roofs do not have an underlayment or plywood underneath the tile. If the flat roof is being replaced, it is highly recommended that the condition of the tile roof be thoroughly examined by the roofing contractor. This is especially important on the units with the flatter tile roofs. If the tiles require replacement, it will be necessary to **add plywood, underlayment and drip edges** under the new tile, now required by current City Building Codes.
7. **Roofing materials and Roof Vents.** Roofing material may not be made of wood, metal, fiberglass, or asphalt. All jacks, vents and flashing must be painted to blend with the color of the roof. Rotary, industrial-type vents are not permitted unless screened

from view of other Lots or Common Areas.

8. All **HVAC units and/or solar panels** must be located so that they are not visible from other Lots or Common Areas.

9. **Drains.** Original flat roof drains vary in size and not every unit has their own rear drain. Some units have a rear roof drain shared with the adjacent unit. If your roof is being replaced, you should upgrade all of your existing drains to a minimum of **3"** in diameter, and you should add a roof drain if sharing your neighbor's. Larger drains are more efficient in removing standing water during a storm and are less likely clogged by leaves and debris. During the reroof process, the contractor should also remove, inspect, clean, and replace (as needed) all drain **scuppers** if they are clogged or damaged. Scuppers are the "v-shaped" funnels that channel water from your roof drains, allowing that water to flow through the gutter downspouts. These are located under the eaves at the front and rear of the unit.

10. All roof drains must include proper **screening** to prevent leaves and other debris from entering, accumulating and blocking the roof drains.

11. Care shall be exercised to prevent materials from spilling on the driveways and walkways. Care shall also be exercised to prevent damage to the landscape.

12. Debris shall be removed and the premises left broom-clean. Stains resulting from spillage shall be removed.

13. The more stringent requirements of either the City Building Codes or the LCOA's Roofing Requirements shall apply.

14. The Owner's Roofing Contractor shall acknowledge receipt of these Revised Roofing Standards prior to the commencement of work.

Each homeowner is reminded that they are responsible for their own roof including **the flat portion, the tile portion, and the drains.** The intent of the above requirements is the prevention of water damage not only to any individual owner's unit, but extending damage to neighboring units as well.

Exhibit C

Garage Door Replacement Specifications

Procedure

Approval of the Architectural Control Committee (ACC) and ratification by the Board of Directors is required before the commencement of any work. To obtain approval, Owner must complete the Alteration Application and submit to the ACC. A copy of the bid or contract must be included with the application. The Alteration Application is available from the ACC or the Association website.

A licensed contractor must do the work. A list of licensed contractors who have replaced garage doors in the Circle is available on the Association website.

Guidelines

1. Contractor must follow current City and State Building codes for replacement garage doors.
2. Contractor shall obtain City permit and post the permit in the window of the unit.

Specifications

A. Door. Steel wood grain, raised panel, 16 feet wide x 7 feet high. 4 sections, with 8 raised panels per section, roll-up sectional door.

1. Each section skin is 25-gauge steel, hot-dipped galvanized, both sides.
2. Each section will have traditional wood grain surface on full section, and 8 raised panels per section.
3. Skin for each section pre-painted with primer and finished baked-on topcoat.
4. Finished topcoat is almond color.
5. The outside surface has a 10-year limited warranty for cracking, peeling and rusting.
6. The structural frame of each section shall have a 2" frame top, bottom and each end, with three vertical members (stiles).
7. Five steel galvanized hinges between each of the sections. Hinges to be 14-gauge steel.
8. The structural frame is to be galvanized.
9. The bottom section is to have a full length vinyl bulb-shaped seal with tucked or crimped attached ends, sufficient in size to compensate for minor floor irregularities, ± 1 inch.

10. The steel skin outside is not to have any exposed attachment hardware, as it is to be a clean wood grain finish.
11. Top section to have a full length “L” strut mounted to inside of door.
12. Each section shall have snug-fitting tongue and groove section joints to seal out wind and water.

B. Tracks and Balance Mechanism.

1. Tracks are to have 12” radius, hot dipped galvanized steel, and are to be mounted in the garage with high performance rollers with nylon wheels (with lifetime limited warranty), for smooth quiet operation.
2. Counter balance system with two torsion springs cable system for raising and lowering garage door in a balanced operation.
3. A five-year warranty is to be provided on the track installation and operation and also on the counter balance operation.

C. Contractor/Installer Responsibility.

1. Remove old door and spring mechanism on each side, including removal from unit property and disposal.
2. Provide new door to specifications (above) and complete installation of two tracks and counter balance system with door mounted and balanced for hand operation (without automatic opener attached).
3. Provide and install weather vinyl seal on each side and top of doorframe when door is in closed position for sealing of sides.
4. Connect overhead automatic door opener (if garage has such) and adjust its mounting position for proper clearance and proper operation of door and automatic door opener. Installer will demonstrate operation of door opener to customer for satisfactory operation. No warranty will apply to old operator.
5. Price is to include all labor for above and all applicable taxes.
6. Contractor to inspect garage prior to finalization of contract to determine if there are any interior structures or items that need to be changed for the above installation. Prices for such work should be listed as a separate cost when the bid is submitted to the owner.
7. The cost of a new automatic garage door opener, if needed, may be added to the final bid.

Exhibit D

Good Neighbor Policy

The following suggestions are adapted from a handout from the Santa Barbara City Building Department. The suggestions are to help remind us that we are neighbors who live close to each other and extensive remodel work can strain our friendships with our neighbors. A good rule to follow is the one based on the “Golden Rule: Do unto others as you would have them do unto you.”

Before Completing Your Design

Think about what your concerns would be if your next-door neighbors were to propose an addition or improvement to their unit. Incorporate those concerns into your thinking as you design your addition or remodel.

- Design your addition as if you were going to live next door to it.
- Talk with your neighbors and show them your proposed design.

Privacy

Privacy is a major concern of residents, which should be addressed, in the initial stages of design. Sensitivity to privacy is important especially with our small lots.

- Use of evergreen trees and shrubs will help to provide year round privacy.
Contact the Landscape Committee to get a list of approved trees and shrubs.

Noise

Avoid after-hours noise that may disturb your neighbors.
Avoid placing noise sources at the sides of small lots.

Lighting

There is a legitimate concern about adequate lighting for safety purposes but light should not spill onto your neighbors' property.

- Screen light sources from neighboring properties and/or use directional lighting.
- Limit light intensity.

Views

Be sensitive to your neighbors' views and work with them to minimize impacts on their views. Views are valuable.

- Be sensitive to your neighbors' views in the placement and architectural appearance of your addition.
- Avoid tall landscaping that interferes with your neighbors' views.
- Screen solar panels, satellite dishes, radio antennae and other equipment from neighbors' views to the maximum amount possible.