

# Sage Canyon Ranch

Maintenance Corporation

## Architectural Guidelines

Revised April 2020

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## **I. OBJECTIVES**

This document is a guide for the members of Sage Canyon Ranch Maintenance Corporation Architectural Review Committee, hereinafter known as the ARC, and the Sage Canyon Ranch homeowners, who are members of the Sage Canyon Ranch Maintenance Corporation. It is hoped that this manual will increase the homeowners' awareness of the ways in which the integrity of the Community Plan is preserved and the responsibilities the homeowners must assume in this process. The Guidelines address exterior improvements for which homeowners most commonly submit applications and are not intended to be all-inclusive.

The specific objectives of this manual are:

- A. To provide uniform guidelines to be used by the ARC in reviewing applications in conformance to the standards set forth in the legal documents of the Sage Canyon Ranch Maintenance Corporation.
- B. To assist residents in preparing an application to the ARC.
- C. To increase residents' awareness and understanding of the CC&R's, Bylaws, and Articles of Incorporation.
- D. To maintain and improve the quality of the living environment in Sage Canyon Ranch.
- E. To illustrate basic design principles which will aid residents in developing exterior improvements that is in harmony with the immediate neighborhood and the community as a whole.

The intent of these Guidelines is not to inhibit individuality and creativity, but to assure residents of continuity of design that will help preserve or improve the appearance, protect property values, and enhance the overall environment of Sage Canyon Ranch. These Guidelines are directed only to exterior alteration, including landscaping, made by homeowners to their property.

## **II. CONVENANTS, CONDITIONS AND RESTRICTIONS (CC&R's)**

- A. The CC&R's established the Sage Canyon Ranch Maintenance Corporation and the Architectural Review Committee (ARC). The ARC insures that proposed exterior alterations comply with the standards set forth in the covenants. This involves the regular review of all applications for exterior alterations submitted by residents.
- B. Every Sage Canyon Ranch homeowner has received a copy of the CC&R's with the purchase of their home. However, all too frequently, this information is not provided during a resale, or when provided, the CC&R's are not read by the homeowner. The CC&R's are binding on homeowners and every homeowner is encouraged to read the CC&R's thoroughly for complete understanding of the responsibilities of the Sage Canyon Ranch Maintenance Corporation and its members.

### **III. AMENDMENTS**

- A. These Guidelines may be amended from time to time. It is anticipated that the changes will primarily be additive, and will not involved substantive changes. However, the existing Guidelines may be amended to reflect changed conditions or technology.
- B. The ARC will conduct an annual evaluation of the Guidelines to determine if amendments are required.

### **IV. ARCHITECTURAL COMMITTEE APPROVAL**

Homeowners are reminded that approval from the ARC is required for any additions or alterations that meet any of the following:

- A. All exterior structures, alterations, and landscaping, of front, side and rear yards, including fences and walls, except those items specifically listed as “Pre-Approved” on page 16.
- B. Any changes to the exterior appearance of one’s property must be approved by the ARC. Further, once a plan is approved, any modification must be approved by the ARC prior to installation.
- C. It is important to understand that ARC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and material, etc. Approval is also required when an existing item is to be removed.
- D. Each application is reviewed on an individual basis. There are no “automatic” approvals, except as outlined in the Guidelines. A homeowner who wishes to construct a deck, for example, identical to the one that has already been approved by the ARC, will be required to submit an application and may or may not receive ARC approval.
- E. In every case, an application must be submitted and reviewed in order to consider specific implications of location and impact on surroundings.
- F. The ARC evaluates on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance, may not be acceptable for another.
  - i) The proposed improvements must be compatible with the architectural characteristics of the applicant’s house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
  - ii) Beyond compatibility, the other concerns are views, access and sunlight.

The review or approval from the ARC is not approving the means nor the method of construction, the installation and guarantee to the owner. This is the sole responsibility of the owner and/or his contractor or landscape contractor.

## **V. MANAGEMENT COMPANY**

The management company for Sage Canyon Ranch is Avalon Management located at 3618 Ocean Ranch Blvd, Oceanside, Ca 92056. There is someone available 24 hours for emergency service and during regular business hours for non-emergency service. Avalon Management can be reached via phone at 760-481-7444, via fax at 800-646-1887 or via their website at [www.AvalonWeb.com](http://www.AvalonWeb.com).

## **VI. MAINTENANCE**

Property ownership includes responsibility of maintenance of all structures and grounds which are part of your property. This includes, but not limited to, items such as mowing grass, removal of trash, exterior painting, fence maintenance and structural maintenance. Maintenance affects the visual character and economic values of the property and the neighborhood and, in some cases, safety. These issues can often be dealt with next at the neighborhood level.

## **VII. DISRUPTION OF COMMON AREA**

Community Common Area which is damaged or disrupted due to installation/construction of an individual owner's improvement must be restored to its original state at the owner's expense. Any improvement plan requiring the replacement of electrical lines, sewer lines or gas lines over or under the Community Common Area must fully detail the exact location of such lines in relation to owner's lot. Proper authorization for work on adjacent property must be obtained from the owner of said property.

## **VIII. CITY PERMITS**

Approval by the ARC for any improvement does not waive the necessity of obtaining required City permits. Obtaining city permits does not waive the need for ARC approvals. Approval must be obtained prior to construction.

## **IX. ARCHITECTURAL COMMITTEE CRITERIA**

The ARC evaluates all submissions on the individual merits of the application. In addition to evaluation of the particular design proposal, consideration of the characteristics of the housing type and the individual site will be considered. An acceptable design of an exterior in one instance may not be acceptable in another.

- A. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- B. ARC will consider the potential effect of the proposed improvements on views, access, sunlight, ventilation, and privacy of adjoining houses and the neighborhood.

- C. Each neighborhood has individual characteristics and the proposed alteration should be a complement to existing structures and improvements.
- D. The ARC will decide what is acceptable and what is not acceptable.

## **X. PROCEDURAL STANDARDS**

### Application Procedure and Requirements:

- A. Approval of any project by the ARC does not waive the necessity of obtaining the required City permits, such as pools, walls, fencing and building permits. Obtaining a City permit does not waive the need for ARC approval.
- B. All requests are to be made to Sage Canyon Ranch Maintenance Corporation to the attention of the ARC on the standard Sage Canyon Ranch Maintenance Corporation Architectural and Landscape Improvement Application, which is included in this manual. Additional copies may be obtained on the Association's website and through the management company.
- C. All ARC submittal packages must include the items listed on the attached application procedures form included in this manual.
- D. Submittal packages will be returned if deemed incomplete. ARC reserves the right to request additional information.
- E. Neighborhood Notification: The intent is to advise your neighbors, who own property adjacent to your lot and would be affected by the proposed work. Obtain signatures of neighbor(s) on the application form. **NO APPLICATION WILL BE CONSIDERED COMPLETE UNTIL THE NEIGHBOR NOTIFICATION CONDITION HAS BEEN SATISFIED.**

### Right of Entry:

If construction work requires the use of common area, or access from property not owned by the application for purposes of transporting labor and materials, or for the temporary storage of materials for the work, the applicant shall obtain written permission from the Sage Canyon Ranch Maintenance Corporation and the owner for the right to enter during construction. A copy of the letter granting permission shall be submitted to the ARC prior to the commencement of construction. A security deposit or bond, as deemed necessary by the ARC, may be required from the owner. Unused deposits will be refunded after completion of work and final acceptance by ARC. Payment will be refunded by US Mail within 30 days after the ARC's final acceptance.

### Submittal:

- A. Within 30 days of the ARC's receipt of a complete application a decision will be rendered, either approving or disapproving the application. If the applicant has not been contacted within the 30 day period, it is their responsibility to contact the Management Company regarding the status of the plans. There are no automatic approvals.
- B. When the plans are approved by the ARC, one set of the stamped approved plans will be returned to the owner and the other sets will be retained by the management company and the ARC.
- C. Applicants are prohibited from commencing construction prior to obtaining a written response acknowledging approval of the application by the ARC.

## **XI. CONSTRUCTION**

- A. Time Period: Work shall commence within 120 days and be completed within 6 months of the date of approval. If the scope of the job warrants more time, the ARC may extend the construction period as necessary. A construction phasing plan and schedule indicating a longer construction period shall be submitted by the application.
- B. Final Review: Upon completion of the work as indicated on "Approved" copy of the drawings and specifications, the applicant shall notify the ARC in writing and request the final review and conformance report. The review and conformance report will be completed within 30 days.

## **XII. GENERAL**

### **A. Enforcement:**

Improvements that are installed without the necessary approval from the ARC will constitute a violation of the CC&R's and will require modifications or removal of work at the expense of the homeowner included but not limited to any legal fee incurred. Remedies will be pursued to the fullest extent permitted by the CC&R's and the law.

### **B. Violations:**

All owners have the right and responsibility to bring the attention of the ARC any violations of the Sage Canyon Ranch Maintenance Corporation Architectural Guidelines by contacting the management company. The Sage Canyon Ranch Maintenance Corporation will deduct any monetary fines levied against an owner in violation of the Architectural Guidelines from the construction deposit first.

### **C. Damage:**

Owners shall be responsible for any damage caused to the streetscape or open space areas as a result of construction improvements, all refuse must be removed from the premises to a regulated disposal area.

D. No Waiver of Future Approvals:

The approval, conditional approval, or disapproval, by the ARC of any proposals, plans, specific drawings will not bind the ARC to approve or disapprove the same or similar improvements or matter in the future. The ARC specifically reserves the right to reject the same or similar plans, specifications, or proposals subsequently submitted by the same or any other person.

E. Notice of Completion:

The applicant will forward the Notice of Completion provided by the management company (of the approved improvements) to the Sage Canyon Ranch Maintenance Corporation, attention: ARC, c/o the Management Company, when improvements have been fully completed. Any refundable construction deposit(s) will be refunded only after the Notice of Completion has been submitted to the Management Company and the ARC has inspected and signed off on the improvements. Refunds will be sent by first class mail within 30 days of written notification by the ARC that the improvements have been completed per plan.

### **XIII. LANDSCAPE GUIDELINES**

A. Landscape and Irrigation:

- A. Plants are not to encroach on walkways or block walkway lighting.
- B. Vines may not be attached to common walls and fences.
- C. Decorative gravel, rock or mulch may be utilized in aesthetically pleasing manner and shall include plantings as part of the design.
- D. Irrigation Lines must be subterranean except "drip" systems. The irrigation system shall be designed and installed to operate different landscape zones (i.e., sun, shade, lawn and shrubs)
- E. Appropriate drainage shall be installed so as to be directed to the street, to prevent run-off onto adjacent or common area properties. There should be a slope/drainage of 2% away from the building and water should be collected in a landscape drainage system.
- F. Sprinklers must be adjusted so as to spray landscaped areas only.
- G. Use of Synthetic Materials: The use of high quality synthetic grass or material is supported but must be approved by the Architectural Committee and/or Board for both front and rear yard installations. As a minimum standard, synthetic grass must have a face weight of 60 ounces or more for rear yard installations and 70 ounces or more for front yard installations with a blade height of 1 ½ to 1 ¾ inches and a multi color weave. The product should have a minimum manufacturing installation warranty of 10 years. Applicants must submit a sample of the desired product and specification sheet along with the application method of the product to ensure drainage is adequate and that the color is consistent, to the greatest extent possible,



with turf most commonly found throughout Southern, CA: Tall Fescue, aka Cool Weather Fescue. It is a wide blade perennial grass that has a deep green color. A color weave of at least two to three shades adds both adequate depth and a more natural appearance. Products containing lead are prohibited.

Applications for landscape must included:

- A. Listing of plant material and size.
- B. Site plan showing house (plot plan) and location of the proposed landscaping (plant material)
- C. Planters and retaining walls – with dimensions, materials, color/finish.
- D. Hardscape such as concrete, walk and patios, deck, patio covers with elevations (side views) and construction detail.
- E. Drainage plan including location of drain inlets and water flow direction.
- F. Drainage. All surface water must have positive drainage away from the building and be collected in a landscape drainage system. Drain inlets must be located throughout landscape areas including side yards. The ARC is not responsible for installation of property drainage. This is the sole responsibility of the owner and/or his landscape contactor.

#### **XIV. ARCHITECTURAL GUIDELINES**

A. WALLS AND FENCES:

- i) Fence style, materials and finished color are to be compatible with the neighborhood. Chain link is not permissible as fence material except as specified in the Dog Run. Barbed wire is not permissible as fence material.
- ii) Placement of the fence and support structures may not interfere with adjacent Association sprinkler systems, nor shall fences be constructed over irrigation lines.
- iii) Structural framing or an unfinished side or a fence varying from existing fence standards shall not be exposed to any public street, sidewalk, walkway, park, recreation area or neighboring lot.
- iv) Material for side yard fencing will be given special consideration depending on its exposure to the neighborhood.
- v) Stepped fencing is permissible where the grade slopes.
- vi) Fences are required to surround pool and spa area. Minimum height requirement per City codes.
- vii) Specific fence requirements:

- Wrought Iron: Must have painted finish consistent with Sage Canyon Ranch approved color(s): Black
  - a) Welded wire mesh may be applied to the interior side of a fence to restrain small pets and children, and paint to match fence color. Supplemental landscape must be used to soften the appearance.
- Solid Wood Fence – Privacy Fence
  - a) Maximum height is 5 ½ feet.
  - b) Wood fences must be painted to match the house trim.
  - c) Consideration should be given to shadowing or view obstruction of adjacent property when utilizing a solid fence.
- Acceptable material for fencing and walls:
  - a) Wood
  - b) Wrought Iron
  - c) Vinyl – Color shall be Sandstone or must be in a color that is harmonious with existing wood and vinyl fences.
  - d) Masonry or stucco, if materials conform to type, quality, color and character of masonry or stucco used elsewhere in the respective neighborhoods
  - e) ¼” thick tempered glass with painted metal supports
  - f) These materials are not all inclusive
- Unacceptable fencing material:
  - a) Aluminum or sheet metal
  - b) Chicken wire or wire mesh
  - c) Galvanized or plastic chain link
  - d) Plastic webbing, reeded or straw-like materials and bamboo
  - e) Corrugated or flat plastic or fiberglass sheets or panels
  - f) Rope or other fibrous strand elements
  - g) Miniature type fencing

- viii) Under no circumstances shall any owner remove or alter in any way walls and fences that have been erected by the Builder without the prior written consent of the ARC.
- ix) At no time shall owner attach to, affix, or hang any item on or over any such fences or walls without ARC approval.

B. AIR CONDITIONERS:

- i) Air Conditioning units extending from windows are not permissible.
- ii) Compressors and equipment shall be screened from public view by fencing or landscaping.
- iii) All roof appurtenances including air conditioners shall be architecturally integrated and concealed from view.
- iv) The sound must be buffered from adjacent properties and streets pursuant to the City's Planning Department, to the satisfaction of the City Director of PI and Building.

C. ANTENNAS/SATELLITE DISH

No television or radio poles, antennae, satellite dishes, or technological evolutions of the foregoing, other than those originally installed by the Declarant or approved by the Board or the ARC shall be constructed, erected or maintained on or within the Common Area. Satellite dishes, one meter or less in diameter, are permitted under the following conditions:

- Owner must submit an application and notice to the Board prior to the installation of the antenna/dish.
- Application shall include the location, size and a description of the antenna/dish.
- Owner is encouraged to install the antenna/dish in the least obtrusive location without interfering with the antenna/dish's reception.

D. DOG HOUSES:

Dog houses are to be located in rear or side yards only. Dog houses are also to be located out of sight or screened from surrounding property.

E. BARBECUES – PERMANENT:

- Permanent barbecues are to be located in the rear and side yards only.
- Application is to provide the following information:
  - Dimensions
  - Material and Color
  - Elevation drawings
  - Location or barbecue in relation to the house and property lines

F. FIREPLACES, CHIMNEY, FLUES & ROOFS:

The exterior appearance of a fireplace, chimney, flue or roof must match the existing or new structure.

G. FLAGPOLES:

The installation of flagpoles shall be subject to review and approval by the ARC.

H. GUTTERS AND DOWNSPOUTS:

Gutters and downspouts must be painted to match existing trim or stucco. Run-off from gutters shall not affected adjacent property, and should be directed to the street.

I. LIGHTING – EXTERIOR WALKWAYS AND SECURITY:

- Lights are to be directed onto applicant's property and screened to prevent light onto adjacent property.
- Proposed fixtures are to be compatible with applicant's house in style and scale.
- Indicate wattage of lights.
- Indicate location of lights and area they will illuminate.

J. PATIO AND DECKS:

- i) Materials shall be harmonious with applicant's house.
- ii) In designing the deck or patio, a minimum of intrusion upon neighbors' privacy should be given every possible consideration.
- iii) Adequate drainage must be installed to prevent standing water and run-off adjacent properties. Drainage must be directed to the street.
- iv) Wooden decks are to be stained and/or sealed to preserve natural color, or painted to match existing trim.
- v) Railings are acceptable, providing no patio cover is installed. See "Patio Cover's" for details.
- vi) Application for patio or deck is to include the following information:
  - Site plan indicating location of patio or deck in relation to existing house.
  - Listing of materials, colors and finishes
  - Drainage provisions and flow or run-off

- Dimensions
- Elevation drawings

K. PATIO COVERS:

- i) Aluminum patio covers must be approved by the ARC.
- ii) Patio covers may be freestanding or attached to existing structure
- iii) Obstruction of view from adjacent properties is to be considered when constructing a patio cover.
- iv) Unacceptable construction materials for structures in this section include the following:
  - Corrugated plastic
  - Corrugated fiberglass
  - Plastic webbing, split bamboo, reeded or straw-like materials
  - Asphalt
  - These materials are not all inclusive
- v) Application for patio covers must include:
  - Location of cover in relation to house
  - Materials and color
  - Dimensions
  - Elevation drawings

L. ROOM ADDITIONS:

- i) Room additions must be compatible in scale, materials and color with the applicant's existing structure.
- ii) Location of the additional should not unreasonably impair view, sunlight, privacy or natural ventilation to adjacent properties.
- iii) Pitched roofs must match or be complementary to the existing structure in slope and form.
- iv) No improvements (unless second story improvement or chimneys) shall exceed the roof heights of the existing structure.

- v) New windows and doors are to be compatible with existing exterior openings.
- vi) Changes in grade which will affect drainage are to be indicated in the application. Provisions must be made to prevent run-off to adjacent properties.
- vii) Materials for construction shall be stored in the least conspicuous area. Excess debris and material shall be removed from the site daily.
- viii) Major features of the existing house such as vertical and horizontal lines, projections and trim details, are to be reflected in the design of the proposed addition.

M. SCREEN DOORS AND SECURITY DOORS:

- i) Plans and specifications for screen doors and security doors must be submitted to the ARC for approval.
- ii) All screen doors must be installed within the existing doorjamb in a style or color which matches the existing dwelling unit.

N. SECURITY AND REALTY SIGNS:

- i) Security signs shall be no larger than 12"x12" (one foot square). A maximum of one sign shall be permitted in the front yard. Additional signs may be approved upon written request. Signs shall be free standing and not attached to the house or garage.
- ii) "FOR SALE" or "FOR RENT" sign of customary and reasonable dimensions, not to exceed 18"x30", and of a professional quality on weather resistant material may be placed on individual lots only. "SOLD" signs may not be displayed for more than 30 days after the sale of the lot. No signs may be placed in the Association's common area.

O. SOLAR ENERGY EQUIPMENT:

Plans for solar equipment should be submitted to the ARC for approval. Plans shall include location of the roof panels and must conform to the following guidelines:

- i) Solar collectors are to be placed flush with and in the same plane as the roof slope. If panels cannot be flush mounted, then supports must be solid and painted to match the house.
- ii) All plumbing lines from collectors to tank must be concealed
- iii) Collectors must be non-reflective in nature

P. SWIMMING POOLS, SPAS AND FOUNTAINS:

- i) Permanent above ground pools or spas exceeding a total area of 100sf are prohibited.
- ii) Pool, spa and fountain equipment must be placed so as not to disturb adjacent properties.

- iii) Spa or pool equipment shall be enclosed by fencing at least 5' in height and screened from view (i.e., plants, fence or wall).
- iv) Plumbing lines to spa, pool or fountain must be subterranean or concealed.
- v) Application for spa, pool or fountain must include the following information:
  - Location of the spa or pool in relation to the existing structure
  - Dimensions of pool or spa
  - Drainage detail
  - Material for decking
  - Location of equipment and screen (noise and view) detail
  - Detail on fencing to surround pool or spa
  - Means of access to the proposed construction

Q. WINDOWS AND WINDOW TREATMENT:

- i) Exterior wrought iron bars that are visible from neighboring property or the common areas must be reviewed and approved by the ARC.
- ii) No reflective materials may be used to create a mirror effect from the outside. No materials such as sheets, paper or foil will be permitted.

R. BASKETBALL HOOPS:

- i) Portable basketball structures must be stored out of sight from public view when not in use.
- ii) All permanent basketball hoops and courts must be installed so that they are not visible from the street and must be approved by the ARC.

## **XV. PRE-APPROVED IMPROVEMENTS**

The following improvements may be made to an Owner's property without obtaining prior architectural approval from the ARC. However, an application must be filed with the Management Company notifying the Association of the completed "Pre-Approved" improvements:

- A. Rear yard landscape below the height of the fence.
- B. Rear yard hardscape, such as concrete walkways and patio slabs, below the height of the fence.
- C. Dog houses and dog runs in the rear yard below the height level of the fence
- D. Repainting of the house exterior the original color scheme.
- E. Replacing garage doors to match the original door installed by the Builder.
- F. Gutters and downspouts painted to match the existing trim of the house.



**XVI. PRE-APPROVED IMPROVEMENT APPLICATION NOTICE**

Please complete and send this request form to:

Avalon Management, 3618 Ocean Ranch Blvd, Oceanside, Ca 92056, upon completion of the above listed pre-approved improvements.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Completion Date: \_\_\_\_\_

DESCRIPTION AND LOCATION OF IMPROVEMENT(S)\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please attach photo of the improvement(s) with this application

**OWNER'S CERTIFICATION AND ACKNOWLEDGMENT**

I certify that all improvements listed above are included as Pre-Approved Improvements in the Architectural Guidelines in effect on this date, and that no improvements to my lot are planned or will be started which requires prior written approval by the ARC unless I have first obtained ARC approval. I acknowledge that any improvement to my lot made under the authority of the Report but which is not in strict compliance with the Association's Architectural Guidelines for Pre-Approved Improvements is subject to action by the Association requiring its modification and/or removal, which all Association costs of enforcement (including but not limited to attorney's fees and costs) of the ARC Guidelines and any supplementary guidelines to be charged to me.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **XVII. SAGE CANYON RANCH MAINTENANCE CORPORATION HOME & LANDSCAPE IMPROVEMENT PROCEDURES**

Please include the following information, as applicable on your plans:

- ✓ Location of residence on lot and the dimensions from lot lines.
- ✓ Complete dimensions of proposed improvement. Provide a dimensioned plot plan utilizing one inch equals ten feet or more detailed as necessary to adequately depict the improvement.
- ✓ Description of all materials, fixtures, and color scheme, indicating the color of stain or paint by manufacturer's number respective to building parts or surfaces. Color samples must be provided if they deviate from the original color used. Note accordingly if color is intended to match existing surface. Samples of materials having inherent colors such as in masonry, will be required if they are to be used in their natural finish.
- ✓ Show affected elevations.
- ✓ Plant inventory (type, size and location).
- ✓ Photographs of front and rear of house.
- ✓ Detail of any and all slopes on property.
- ✓ Please attach one (1) copy of drawings/plans and the application form and mail to:

Sage Canyon Ranch Maintenance Corporation  
c/o Avalon Management  
3618 Ocean Ranch Blvd  
Oceanside, Ca 92056  
[SageCanyon@AvalonWeb.com](mailto:SageCanyon@AvalonWeb.com)

NOTE: Please do not have the work commence prior to obtaining the approval of the Architectural Review Committee. The ARC will respond to your request within forty-five (45) days from the time of submittal. If you do not receive a response within forty-five (45) days, please notify the Management Company and a response will be forthcoming. If you do not receive a response within forty five (45) days, you may not assume that your plans have been approved.

PLEASE NOTIFY THE MANAGEMENT COMPANY UPON COMPLETION.

## **XVIII. SAGE CANYON RANCH MAINTENANCE CORPORATION ARCHITECTURAL APPLICATION**

### **GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS**

The Architectural Committee strives to preserve the highest standard and quality of life for each owner with **SAGE CANYON RANCH MAINTENANCE CORPORATION**. Architectural approval must be given for structural or landscape changes prior to the start of any work. Some examples of items (but not limited to) that generally need Architectural Approval are: satellite antenna dishes, lawns, trees, shrubs, plants, ground cover, fencing, fountains, overhead trellis, patio, built-in barbecue, pool or spa.

To hasten the approval process, please follow these guidelines:

1. Please complete a description of the proposed structural or landscape changes.
2. Include plans to scale that show:
  - Location of improvement to home & property lines
  - Complete dimensions of changes proposed
  - Description of materials and color scheme
  - Clearly marked plant types, sizes and quantities
  - Please be courteous of others when considering the use of any plants or trees that may litter into other yards or common area.

3. Please submit the following:

Complete APPLICATION FOR ARCHITECTURAL IMPROVEMENTS FORM Once (1) set of plans

We will confirm the receipt of your plans. The plans will be sent to review and you will receive a written notice of the decision. Please note: it may take up to 45 days for the Architectural Committee review process. We therefore encourage applicant to begin this process well before the work is scheduled.

Sincerely,

**SAGE CANYON RANCH MAINTENANCE CORPORATION**  
Architectural Review Committee

# APPLICATION FOR ARCHITECTURAL IMPROVEMENTS

RETURN FORM TO: **SAGE CANYON RANCH MAINTENANCE CORPORATION**

(PLEASE PRINT CLEARLY)

c/o Avalon Management  
3618 Ocean Ranch Blvd  
Oceanside, Ca 92056

Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENTS (attach plans):

I understand that my proposed improvements may require a permit from the City/County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I will assume the responsibility for any work under the above proposed improvement that I or my contractor complete which may, in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

\_\_\_\_\_  
Owners Signature

The adjacent OWNERS have reviewed the proposed improvements. We understand that neighbor objections do not in themselves cause denial. The Architectural Committee may contact neighbors to consider their objection, if necessary.

Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

**XIX. NOTICE OF COMPLETION**

Notice is hereby given that the undersigned is the Owner of the property located at:

Address: \_\_\_\_\_

The work Improvement on the described property was COMPLETED on \_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_, in accordance with the Sage Canyon Ranch Maintenance Corporation Architectural committee’s written approval through the above owners plans and submitted package.

Owners Signature: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Upon completion of improvements mail to:

Sage Canyon Ranch Maintenance Corporation, c/o Avalon Management, 3618 Ocean Ranch Blvd, Oceanside, Ca 92056.