

FOUR SEASONS AT WESTSHORE COMMUNITY ASSOCIATION

Design Guidelines (Architectural Rules)

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Amended: 10/22/2009

Four Seasons at Westshore Community Association

Design Guidelines Table of Contents

New Owner Timeline	4
Plan Submittal / Review Process	5
Quick Tips For a Plan Submittal	6
Purpose of The Design Guidelines	7
Application Process / Plan Submittal Package	7
Step 1: Improvement Plans and Details	8
Step 2: Fees and Forms	10
How to Use the Forms	11
About the Review Process	12
After the Review Process	12
Appeal Procedure	13
Variance	13
Additional Information	13
Right to Adopt Additional Design Guidelines	13
Failure to Obtain written Approval for Improvements	13
General Design Standards	14-17
Maximum heights	14
Exterior stairs	14
Roofs	14
Awnings and Similar Improvements	14
Patio covers, trellises, gazebos, decks and playhouse, structures, rear yard/side yard setbacks, max heights	14-15
Lake Lot Fencing and Landscaping	16

Four Seasons at Westshore Community Association

Design Guidelines

Walls, fences and gates	16
Swimming pools, water features and spas	16
Fountains & waterfalls	17
Temporary buildings	17
Barbecues and fireplaces	17
General Landscape Standards	17-18
Landscaping	17
Drainage	17
Shrubs, groundcover and turf	18
Paved areas	18
Lava rock and decorative rock	18
Miscellaneous	18-19
Clotheslines	18
Holiday Decorations	18
Exterior Painting	18
Unightly Items	18
Flagpoles	18
Window coverings	18
View obstructions	18
Rain gutters and downspouts	19
Screen doors	19
Flower pots/planter	19
Satellite dishes and antennae	19
Forms	
Exhibit A Property Improvement Form	20
Exhibit B Neighbor Awareness	21
Exhibit C Notice of Completion	22
Exhibit D Variance for Design Review	23

Four Seasons at Westshore Community Association New Owner Timeline

Owner name: _____

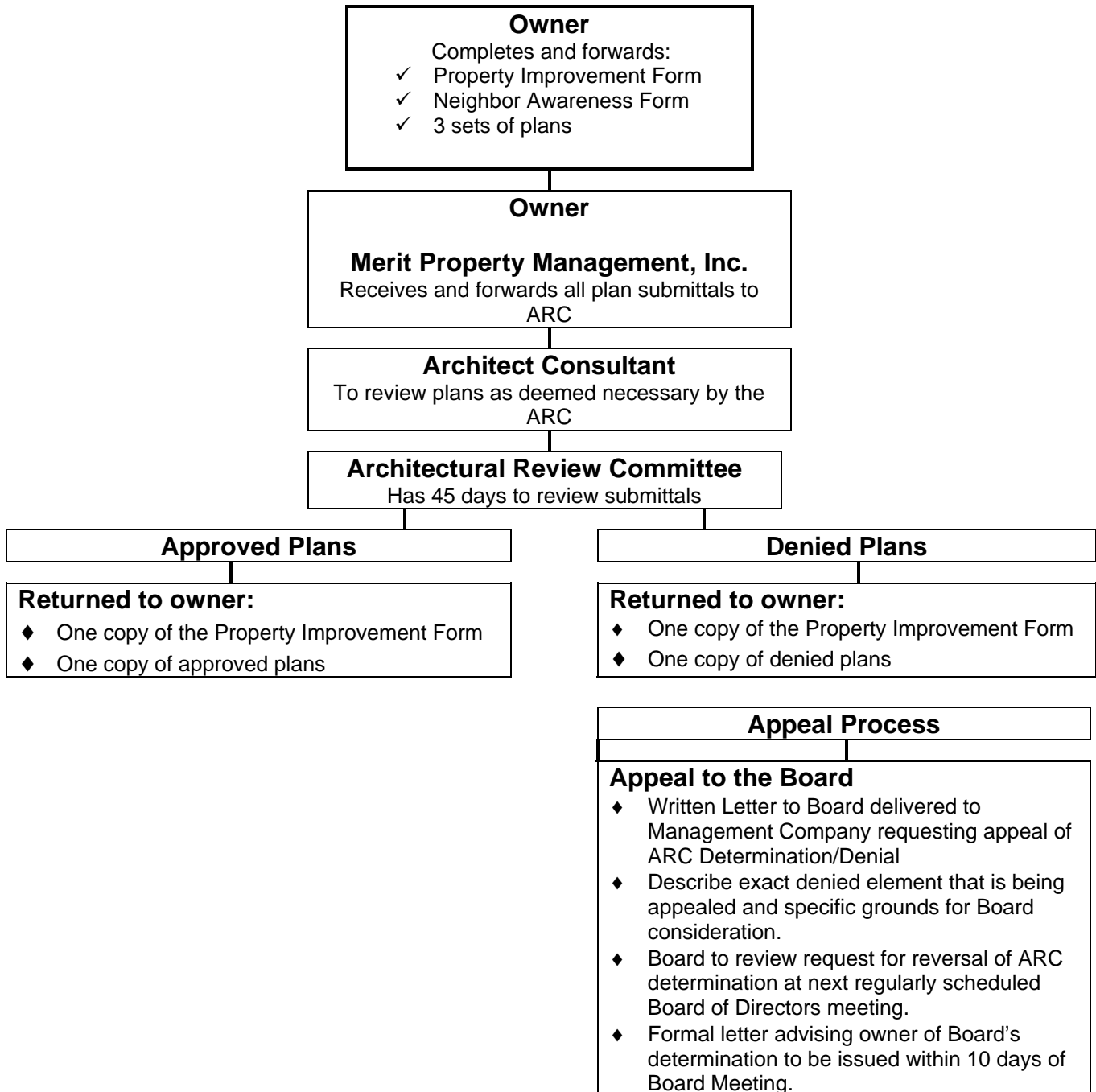
Property address: _____

Tract: _____ Lot: _____

Deadlines are based on the close of escrow (COE) date and the time frames outlined in the legal documents.

Deadline date	Requirement
_____	Close of escrow (COE)
<i>2 months from COE</i>	Install acceptable window coverings (remove temporary coverings)
<i>6 months fro COE</i>	Submit plans to obtain approval for rear yard landscape improvements
<i>12 months from COE</i>	Complete all required rear yard landscape improvements.

Plan Submittal / Review Process



Four Seasons at Westshore Community Association Quick Tips for a Plan Submittal

Front and rear yard landscape

Owners must submit plans to the Architectural Review Committee (ARC) for review and approval within 6 months of the close of escrow for rear yard landscape improvements and 12 months to complete the rear yard landscape improvements.

Meetings

The Four Seasons at Westshore Community Association ARC meets as often as necessary. The ARC will determine the date and time of the meeting.

Where to submit plans

Four Seasons at Westshore Community Association
c/o Four Seasons Lodge at Westshore
4200 Hovnanian Drive
Sacramento, CA 95835

Plan submittals must include

1. Four Seasons at Westshore Community Association Property Improvement Form (*Exhibit A*).
2. Plans and specifications (3 copies). One copy will be returned to the owner. Four Seasons at Westshore Community Association will retain two copies.
3. Neighbor Awareness Form (*Exhibit B*), 1 copy.
4. Photographs (2 copies), where applicable. Photographs will **not** be returned to the owner.

All forms are included in this packet or can be obtained from Merit Property Management, Inc.

Important

- ✓ Read the attached Design Guidelines carefully before submitting plans.
- ✓ Do not assume that property improvements at the model sites will be acceptable to the Four Seasons at Westshore Community Association ARC.
- ✓ Owners are required to obtain all necessary permits and approvals from applicable governmental entities or agencies.
- ✓ Four Seasons at Westshore Community Association ARC does not require that an owner use a landscape architect or similar professional consultant in the preparation of property improvement plans. Please contact the Architectural Review Coordinator, at the offices of the Management Company, for assistance.

Four Seasons at Westshore Community Association Design Guidelines

Purpose

The purpose of these Design Guidelines is to continue the physical character as established by the initial development of Four Seasons at Westshore Community Association. The intent is to give specific design criteria to owners for subsequent improvements after the completion of original construction.

The Design Guidelines are written to preserve a high quality of appearance, to ensure compatibility between improvements, and to enhance the overall value of Four Seasons at Westshore Community Association. The Design Guidelines are intended to be used by owners and consultants in preparing drawings for design, landscape, and other improvements; and by the Architectural Review Committee (ARC) in reviewing these drawings for conformance with the stated objectives. The ARC reviews proposed improvements for aesthetic purposes only. It is the owner's responsibility to follow all applicable federal, state and local building codes. Building permits may be required from the applicable governmental entities or agencies.

Application Process / Plan Submittal Package

It is intended that the owner will review the Design Guidelines and prepare plans, elevations and cross-sections depicting the proposed new improvements. To expedite the approval of plans, they must include each of the items detailed in the following information. Plans that do not contain required details may be returned incomplete and will require that the owner resubmit the plan submittal package. In conformance with these guidelines, there is no additional cost to resubmit the plan submittal package.

Conditions not defined: Any condition or material not defined within these Design Guidelines shall become a matter of judgment on the part of the ARC.

Step 1: Improvement plans and details**Applications are to include:****Landscape**

1. A plot plan that is drawn to scale. 1/8" = 1'0" on 24"x36" sheets is the preferred scale and size. Plans must be of adequate size to be completely legible.
2. Landscape plan and working drawings (if applicable) including the location, type, size and quantity of all plants proposed. A plant list alone is not sufficient.
3. Grading plans (if applicable) Show where the established drainage pattern may be altered by the proposed improvements. Show the location of the bottom of any slope and the top of any slope; drain inlets and drain lines if applicable. Show the proposed locations of any drain inlets, drain lines and outlets.
4. The nature, kind, shape, dimensions, materials, color, finish and location of proposed improvements must be illustrated on the plan. A description of the materials to be used, including the proposed color scheme. Attach actual material samples, color photographs of material samples or manufactures brochure to provide descriptive support.
5. A dimensioned hardscape plan showing new and existing paving, walls, fences, pool, patio covers, drainage, and construction details for all structures accurately described as to materials and complete dimensions.
6. Outdoor lighting plan. All outdoor lighting must be low voltage and/or utilize 60-watt maximum bulbs. All exterior light fixtures must be ornamental and submitted for review.

Roof Plan / Floor Plan for Room Additions

1. Show plan of all existing and new roofs, with pitches and overhangs noted.
2. New materials should match existing. If not, provide material board.
3. Indicate all walls, columns, openings, windows, doors and any condition or feature that will affect the exterior design of the residence.
4. Indicate exterior landscape or other details affected.
5. Floor plans (if applicable) which show the overall dimensions and area of the improvements, and which reflect the design concept.
6. Elevations of all sides affected by proposed addition/alteration; including materials, colors and dimensions. All drawings should clearly distinguish between what exists vs. what is proposed.
7. Provide photographs of existing structure (all sides affected by change).

Other Information

1. If proposed improvements require access over the common area or covered property for the purposes of transporting labor or materials, written permission for such access shall be required from Four Seasons at Westshore Community Association. Any such requests must be filed with the ARC prior to the commencement of construction. If permission is granted a refundable deposit in an amount determined by the Board of Directors is required before work begins. A representative of the Association will refund the deposit after a visual inspection of the area has been completed and determined acceptable.

2. View obstructions: Each owner acknowledges that there are no protected views in the Community, and any construction or installation by the Declarant, any Community Builder, Association, or other Owners may impair the view from any Unit, and each Owner and hereby consents to such view impairment.
3. No owner shall alter any landscaping, and/or otherwise change any common area, owned and maintained by the Community Association.
4. Color samples of all paint or stain and specs are required to be submitted to the ARC when they deviate from the original color scheme assigned to the existing residence.
5. Any color changes must be compatible with the neighboring homes, and require approval from the ARC. Color photographs of adjacent homes are required to be submitted with any application for any change in color scheme.
6. The ARC may require an additional fee for complex improvements that require extensive review by the Association's design review consultant. The owner will be advised of the cost prior to the commencement of the review.
7. Additional information or documentation, which may be deemed necessary by the ARC in reviewing the request, will be requested from the owner in order to complete the design review process.
8. The ARC approval is based on the completeness and clarity of the drawings. Inadequate or unclear information may cause the ARC to deny the application or deem the application incomplete.
9. Contractor signs are not allowed to be placed on any portion of a homeowner's lot or Association common area, with the exception of security or alarm notification signs.

Step 2: Forms

Applications are to include:

1. The Four Seasons at Westshore Community Association Property Improvement Form (*Exhibit A*) must be signed and completed by owner.
2. 3 copies of all plans and specifications, (per Step 1).
3. 1 copy of the Neighbor Awareness Form (*Exhibit B*) must be signed and completed by owner's applicable neighbors.
4. Photographs (2 copies), where applicable.
5. Completed application package to be submitted to the following address:

Four Seasons at Westshore Community Association
c/o Four Seasons Lodge at Westshore
4200 Hovnanian Drive
Sacramento, CA 95834

Forms And How To Use

Property Improvement Form: All application submittal packages must include a signed and completed Property Improvement Form (*Exhibit A*).

Neighbor Awareness Form: It is the intent of the ARC that the owner's neighbors be notified of any improvements which may impact the use and enjoyment of the neighbor's property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the ARC's decision.

Applicable Neighbors

Adjacent neighbor: means all neighbors with adjoining property lines to the owner.

Facing neighbor: means the three (3) neighbors most directly across the street.

Impacted neighbor: means all neighbors in the immediate surrounding area, which would be affected by the construction of an improvement.

Owner must show the drawings to applicable neighbors and request their signatures on the Neighbor Awareness Form (*Exhibit B*). Signature of this form does not constitute neighbor approval of the improvements.

Notice of Completion: Once an owner receives approval from the ARC and the appropriate permits have been obtained from applicable governmental entities or agencies, construction may commence. Refer to the CC&Rs Article 8, Section 8.14 (a). Upon completion of the approved improvement(s), a Community Association Notice of Completion (*Exhibit C*) along with photographs of the improvements must be forwarded to the Architectural Coordinator, who can be reached at the offices of the Management Company.

About The Review Process

The ARC meets on at least a monthly basis to review plans. The members of the ARC shall set the date and time of the meetings.

The ARC will review each submittal package for completeness and consistency with the Design Guidelines.

The ARC will approve or deny the submittal.

Any photos required by the ARC will not be returned to the owner.

Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate types of vines on walls).

After The Review Process

Construction must proceed consistent with the approved drawings. All deviations must be submitted for review and approval by the ARC prior to commencement of work.

All work must be performed in a manner consistent with the construction standards of the residence, and with the design and appearance of the community.

If within ninety (90) days after the issuance of approvals, an owner either does not commence work in accordance with the approved plans or obtain an extension of time to commence work, the approval shall be deemed revoked and a new approval must be obtained before work can be commenced, CC&R Article 8, Section 8.12.

Within thirty (30) days after construction is completed, the owner is required to submit a Notice of Completion (*Exhibit C*) and photos of the completed improvements to the ARC.

The ARC or its duly authorized representative may inspect any work for which approval is required under the Community Association Governing Documents (Work). The ARC's right to inspect the Work and notify the responsible Owner of any Noncompliance shall terminate sixty (60) days after the ARC has received written Notice of Completion form.

Appeal Procedure

Appeals shall be made by filing a written request for reconsideration by the Board. Written appeal requests must be received not more than thirty (30) days following the final decision of the ARC. The Board shall include appeal requests on the agenda of a regularly scheduled Board meeting, no less than ten (10) days and no more than ninety (90) days after the receipt of the appeal request. The Board decision shall be binding and final. Refer to CC&R Article 8, Section 8.11.

Variance

The Four Seasons at Westshore Community Association Board of Directors may authorize a variance from compliance with any design provision contained in the CC&Rs including, without limitation, restrictions upon height, size, floor area, or placement of structures, or similar restrictions when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental consideration may require such variance. The granting of a variance must be evidenced in writing and must be signed by a majority of members of the ARC. After Declarant's right to appoint a majority of the members expires, the Association Board of Directors must approve any variance recommended by the ARC before it becomes effective. If such variance is granted, no violation of the CC&Rs shall be deemed to have occurred with respect to the matter for which the variance was granted. Refer to CC&R Article 8, Section 8.18.

Additional Information**Right To Adopt Additional Design Guidelines**

The ARC may, from time to time, and subject to the Board's review and approval, adopt additional, update and/or amend existing design standards. Copies of such additions and/or amendments will be distributed to the membership and kept on file at the offices of the Management Company.

Failure To Obtain Written Approval For Improvements

If written approval of the ARC is not obtained, construction shall constitute a violation of the CC&Rs, and the unauthorized improvement may have to be modified or removed at the owner's expense.

General Design Standards

Maximum Heights

The maximum building heights of all improvements shall be consistent with the applicable governmental entities, agencies and zoning codes as appropriate.

Exterior Stairs

The location, material, and color of new exterior stairs shall be compatible with the existing house. Stair supports must be designed as integral parts of the house. Pipe columns and prefabricated metal stairs are not permitted. Spiral stairs may be permitted if they are compatible with the house architecture.

Roofs

The slope, material, color, and texture of any new roof shall be identical to the existing roof. Flat roofs are not permitted. New roof features - such as skylights, chimneys, or solar equipment - must be compatible with the design of the existing house. Roof-mounted equipment must be completely screened. The color of new roof flashing, diverters, vent stacks, and similar features must match the existing roof color. The color of new gutters must match the existing fascia or adjacent painted surface. Roofs of gravel, plastic, fiberglass or corrugated metal are not permitted unless they match existing roof material.

Awnings and Similar Improvements-Amended 10.22.2009

Retractable awnings in neutral colors that blend with the home may be approved for rear yards only. Stripes or patterns with contrasting colors are not permitted. The ARC asks that the homeowner describe the design of the awning valance and provide a fabric sample for the proposed awning with their submission. Retractable awnings must be retracted when not in use and must be kept in a maintained condition.

The ARC suggests that homeowners consider awnings that show articulation in the roofline. Retractable awnings may not exceed 50 percent (50%) of the width of the dwelling unit in total.

Temporary sunshades attached to the outer wall of the house - such as rolls of bamboo, fiberglass or reed is not permitted.

Patio Covers, Trellises, Gazebos, Decks & Playhouse Structures

The appearance of patio covers and other exterior structures, such as gazebos, must be consistent with the appearance of the house. The color must match the house trim or the wall color; or must be compatible with the house. The pitch and material of sloping solid roofs must match the roof pitch and material on the house.

All horizontal roofs must be 50% open when built as a freestanding structure. Horizontal roofs are allowed on patio covers that are attached to the home, but must incorporate gutters and downspouts to permit proper drainage of watershed. The materials used for the roof must be approved by the ARC and should be material that simulates the appearance of wood. Decorative features such as a lattice may be incorporated into the design of the patio cover but the features must be consistent with the character of the Westshore Community Association. Columns may be stucco, precast concrete or wood. Properties adjacent to fuel

modification areas may be subject to the Fire Authority special fire protection ordinance and meet non-combustible structure requirements.

Gazebos, Shade Trellises, Decks And Playhouses/Structures

Gazebos: Freestanding structures (sometimes pre-manufactured) with “pitched roof”. Roofs can be “open” trellis type or have “solid” roofing material.

Trellis/Patio Cover: Shade structures with “open” trellis type (normally flat) roof or flat covered roof

Deck: Structure raised off the ground more than 2’. Normally intended for “live loads” (walking or sitting on).

Playhouses/
Structures: Any structure or apparatus used for play or recreation.

Rear Yard Setback Requirements

Gazebo, Trellis, Playhouse/Structures & Deck: Minimum 10’ from property line, adjacent home, fence/wall and/or top of slope, whichever is more restrictive.

Trellis/Patio Cover: Minimum 2’ setback requirement from property line, adjacent home, perimeter fence/wall and/or top of slope, whichever is more restrictive.

Side Yard Setback Requirements

Gazebo and Playhouse/Structures & Deck: Minimum 10’ from property line adjacent home, perimeter fence/wall and/or top of slope, whichever is more restrictive.

Trellis/Patio Cover: Minimum 2’ setback requirement from property line, adjacent home, perimeter fence/wall and/or top of slope, whichever is more restrictive.

Maximum Heights

Gazebo: 12’

Trellis: 10’

Deck: 2’ off the ground

Deck Railing: Minimum 42”, maximum 48”

Playhouse/Structure: 8’ (structure raised off the ground no more than 2’)

Materials

Gazebo: Alumawood or wood construction. Color shall be compatible or match existing house. Roof material (if solid) shall match existing house roof material and color.

Trellis: Alumawood or wood construction, minimum 4x4 post size, minimum 2x3 lattice size. Color and detailing shall be compatible to or match existing house color(s) and style.

Deck:	Alumawood, wood construction or other deck materials. Color and detailing shall be compatible to or match existing house color(s) and style.
Basketball Structures:	Will not be permitted.
Playhouses/ Structures:	Wood, plastic or metal construction. Wood must be stained, painted and/or sealed. Colors shall be earth tones and be complimentary to, or match, colors of existing home. This criterion shall also apply to tarps, screens or fabric canopies, and should be limited to one color maximum. Playhouses/structures shall be buffered from public view including neighboring residences with appropriate planting. Play structures will not be allowed on lots with open view fencing. Structures are not permitted on lots with open view fencing.

The design of all structures must include a construction plan with dimensions, elevation view (decks attached to house must provide rear and side elevation including existing house elevations and photos) and construction details/catalog cut sheets, and shall be subject to review and must be approved by the ARC prior to construction. Trellises/patio covers with open roof shall not be constructed over decks or balconies.

The ARC has the authority to approve standards less than above on a case-by-case basis.

Lake Lot Fencing and Landscaping

Walls, Fences and Gates

1. Fences of chain link, poultry wire, woven wire, aluminum, sheet metal, reeds, straw, bamboo, rope and other similar temporary or commercial materials are not permitted.
2. Return walls shall be colored precision or slump stone to match existing walls or shall match existing design materials and colors. Tubular steel fencing may be used in certain situations such as slope conditions and will be considered on a case-by-case basis.
3. No double fences shall be allowed along adjoining property lines.
4. Fencing and walls shall not exceed six (6) feet in height unless garage differential requires one side to be higher. There is a 36" maximum height on front yard low walls.
5. Side gates are to complement adjoining walls. They may be painted wood or tubular steel. A privacy screen (mesh) will be required on any tubular steel side gates behind which trash cans or other utilities would otherwise be visible from the street. Details of all gates must be provided (material, design, color and dimensions). A cut sheet or photo may be submitted to the DRC
6. No gates or other means of access to the Master Common Area adjacent to a Lot are permitted to be installed in any wall or fence of a Lot.

Swimming Pools, Water Features and Spas

Before installation of a spa or pool Owners should consult with a licensed soils engineer to ensure that the improvement is designed and constructed correctly in light of current soil conditions, including groundwater level determinations.

Fountains and Waterfalls

Fountains and waterfalls may be incorporated into the hardscape design of your front and/or rear yard with prior written approval of the ARC, provided they meet certain guidelines. The size, location, material, and color of fountains/waterfalls shall be compatible with the design of the home. All proposed statuary and water features, (especially front yard improvements), must be accompanied by a color photograph or drawn detail with dimensions, colors and materials for consideration.

Temporary Buildings

Outbuildings, tents, shacks, trailers, garage or other temporary buildings or improvements including sheds may not be placed upon any portion of the properties either temporarily or permanently.

Barbecues and Fireplaces

Barbecues, outdoor fireplaces, or other similar items must be set back a minimum of 3 feet or equal its height, whichever is more restrictive. For example, a 6 foot high fireplace must be set back 6 feet minimum from both rear and side property lines. Height may not exceed 8 feet. The applicable governmental entities or agencies may have more restrictive guidelines and owners are required to obtain all necessary permits.

General Landscape Standards

Landscaping can be effectively used to accent entryways, define space, and create "soft" privacy screens. Since landscaping is a design element, the same consideration should be given to the relationship of the applicant's residence to adjacent residences.

1. All landscaping, plantings, and installation of permanent irrigation systems by an owner shall remain aesthetically consistent with the design and plan of the community.
2. Trees, hedges, and shrubs which restrict sight lines for vehicular traffic from neighboring units shall be cut back or removed.
3. Any plant material, including trees and shrubs, planted to create a visual barrier/privacy screen will be reviewed by the ARC on a case-by-case basis. Use of Italian Cypress (*Cupressus Sempervivens*) or other similar plants to create barriers/screens is not permitted.
4. No raised hardscape (walls, pilasters, stairs, etc.) may be installed up against the back of the sidewalk. A significant planter area must be provided between the proposed improvement and the back of the sidewalk. (The minimum setback is 36" unless the size of the front yard would prohibit such a setback). Any proposed setback of less than 36" will be reviewed by the ARC on a case-by-case basis.

Drainage: Area drains must be installed in private yards for adequate drainage to permit the plants to survive and to minimize the ponding of water. There shall be no interference with the established drainage patterns over any lot, or common area, unless an adequate alternative provision is made for proper drainage. The landscape irrigation system shall be designed to prevent excessive saturation of soils. Planters created by walkways next to a residence should be lined with an impervious surface and should contain drain inlets to drain excess water.

Shrubs, Groundcover and Turf: 100% of the unpaved ground plane visible to the street must be covered with at least 75% plant material. Large areas of bare earth or rocks are not permitted and all plant material must be contained within the lot.

Paved Areas: Driveway expansions are not permitted, except for a maximum of 2-foot wide bands on each side.

Lava and Decorative Rock

1. Rock, gravel, bark and/or mulch must not be the dominant or the primary feature in the front yard.
2. The plan must show the total percentage of the overall front yard to be covered by rock and/or gravel.
3. Colors must be used which blend with the natural landscape.

Miscellaneous

Clotheslines

No exterior clotheslines or other outside clothes drying or airing facility shall be erected or maintained upon any Lot. Refer to Article 4, Section 4.16.

Holiday Decorations: Holiday decorations are permitted without ARC approval, provided that such decorations are in compliance with the following guidelines. Installation of the holiday decorations is limited to a reasonable period of time prior to date of the holiday and should be removed no more than 7 days after the holiday. Owners are prohibited from installing holiday decorations on Master Common Area.

Exterior Painting: Any change in the color of the exterior of a building or of a single-family residence, regardless of whether submitted by an owner or a sub-association, must receive the written approval from the Four Seasons at Westshore Community Association ARC.

Unightly Items: All weeds, rubbish, debris, or unsightly materials or objects of any kind shall be regularly removed from the lots and shall not be allowed to accumulate thereon. All clotheslines, refuse containers, wood piles, storage areas, machinery, and equipment shall be prohibited upon any lot unless obscured from view of adjoining streets, sidewalks, lots, residences, or common area.

Flagpoles: The installation of flagpoles shall be subject to review by the ARC.

Window Coverings: Only curtains, drapes, shutters, or blinds may be installed as permanent window coverings. All window coverings shall be of uniform neutral color that is consistent with the exterior color scheme of the home. Window tinting is not permitted. No aluminum foil, paint, newspaper or similar coverings deemed to be inappropriate for a window covering shall be applied to the windows or doors of any residence (CC&Rs Article 4, Section 4.7).

View Obstructions: Each owner acknowledges that there are no protected views in the Community, and any construction or installation by the Declarant, any Community Builder, Association, or other Owners may impair the view from any Unit, and each Owner and hereby consents to such view impairment.

Rain Gutters and Downspouts: Such improvements shall be primed and painted to match the color of the adjacent surfaces.

Screen Doors: Such improvements, located on the front door or entrances should be simple in design and shall be required to be painted to match and/or compliment the residence.

Flower Pots/ Planters - Amended 10.22.2009

Flower pots or planters may only be displayed on entryways, front porch/courtyard or courtyard walls. The pots/planters must contain live flowers or shrubs and must be maintained by resident. The total height of the pot/planter must not be taller than three (3) feet. The pots/planters color and design must complement the homes design. The landscape contractor will not maintain these plants.

Modification to the irrigation system located in the front yard planting beds is not permitted. This Rule does not apply to any pots, planters or shrubs inside of a courtyard that can not be seen from the sidewalk or street.

Satellite Dishes and Antennae: The proposed location of "Authorized Antenna" is required to be reviewed and approved by the ARC prior its installation in order to preserve the aesthetics of the community. Satellite dishes or antennae are not allowed to be installed on the front of the home. **Areas under an owner's exclusive use and control**

- (a) Dishes.** Satellite dishes and antennae(s) designed to receive video programming services via multi-point distribution services may be installed in an area under an owner's exclusive use or control so long as such antennae and satellite dishes are (i) one meter or less in diameter, (ii) installed in the least visually obtrusive portion of an owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonably expensive. All wiring/cabling must be secured to the home, and wiring should match the color of the stucco or be painted to match, or it must be installed so as not to be visible.
- (b) Broadcast Antennae.** Antennae designed to receive television broadcast signals may be installed in an area under an owner's exclusive use or control so long as (i) an acceptable quality signal cannot be received via an indoor antenna (e.g., an antenna mounted in an attic, "rabbit ears," etc.), (ii) the antenna used is the smallest size available from the retailer at a reasonable cost that receives an acceptable quality signal, and (iii) the antenna is installed in the least visually obtrusive portion of an owner's property where an acceptable quality signal can be received, so long as such installation is not unreasonably expensive.
- (c) Notification.** After installing an outdoor antenna or satellite dish pursuant to paragraph (a) or (b) above, the owner must notify the ARC in writing. A representative of the ARC will inspect the antenna or satellite dish to determine compliance with the above requirements.

FOUR SEASONS AT WESTSHORE COMMUNITY ASSOCIATION

LOT _____ TRACT NUMBER _____

c/o Four Seasons Lodge at Westshore
4200 Hovnanian Drive
Sacramento, CA 95834
(916) 419-4300 Fax (916) 263-9446

PROPERTY IMPROVEMENT FORM (Exhibit A)

RESUBMITTAL : Yes or No (circle one)

X _____ Name _____
Homeowner's Signature

Mailing Address _____ Home Phone _____ Work Phone _____

Property Address _____

PLAN SUBMITTAL CHECK LIST

- _____ Three (3) Copies of Property Improvement Form Completed (Exhibit A)
- _____ Three (3) Copies of Neighbor Awareness Form Completed (Exhibit B)
- _____ Three (3) Copies of Proposed Plans (Must include details of size, design, color and materials listed on each set of plans.
- _____ Location of residence on lot and dimensions from lot line. Drawings must show affected elevations. Location of area drains must be included on plans. Names of Plants (include the common name if Latin names are used)
- _____ Please fold plans to 8 1/2" x 11"
- _____ Color photograph of the front of the Home. (Will not be returned)
- _____ Within Thirty (30) days of completion, a Notice of Completion form along with photographs of improvements must be filed.

PROJECTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

- _____ Deck / Balcony
- _____ Gazebo
- _____ Patio Cover
- _____ Painting
- _____ Rain Gutters
- _____ Room Addition
- _____ Solarium
- _____ Patio Slab

LANDSCAPE / HARDSCAPE

- _____ Landscape / Hardscape (circle one)
- _____ Front _____ Front
- _____ Rear _____ Rear
- _____ Trees (Type, Size & Location)
- _____ Fence (S) / Wall (S): (circle one)
- _____ Front _____ Side
- _____ Rear _____ Retaining
- _____ Extension
- _____ Drains

EQUIPMENT

- _____ Air Conditioner
- _____ Fireplace/ Fire pit
- _____ Built-In Barbeque
- _____ Lighting
- _____ Pool / Spa & Equipment
- _____ Solar Panels
- _____ Play Equipment / Playhouse
- _____ Waterfall / Fountain

Other: _____

1. Architectural Review Committee approval does not waive any Federal, State, or local regulation.
2. Architectural Review Committee approval does not constitute acceptance of any technical or engineering specifications, and Four Seasons at Westshore Community Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The Architectural Review Committee reviews for aesthetic purposes only.
3. An oversight of a provision of the CC&Rs, or Design Guidelines, does not waive the rule. Corrections may be required.
4. Approval of drawing is not authorization to revise the original drainage system installed by the homebuilder and approved by the County/City.
5. The use of neighbor's yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Association for construction access or storage is not permitted, unless authorized by the Association and the applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Association.
6. The property owner is financially responsible for any repairs to property owned and/or maintained by the Association damaged by a property owner's project.
7. Building materials may not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment.
8. Approval of drawings is not authorization to proceed with improvements on any property other than the lot reviewed by the Architectural Review Committee and owned by the applicant. All construction, reconstruction or alteration of any structure must take place wholly within and upon property owned by applicant.

The Architectural Review Committee has determined that the above submitted plan is:

_____ Approved _____ Approved with conditions _____ Disapproved as submitted

Date: _____ Signature: _____

**EXHIBIT B - FOUR SEASONS AT WESTSHORE COMMUNITY ASSOCIATION
NEIGHBOR AWARENESS FORM**

The attached plans were made available to the following neighbors for review:

Impacted Neighbor	

Name	

Address	
Signature	Date

Impacted Neighbor	

Name	

Address	
Signature	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	

Name	

Address	
Signature	Date



Adjacent Neighbor	

Name	

Address	
Signature	Date

Your Street - Front of Home

Facing Neighbor	

Name	

Address	
Signature	Date

Facing Neighbor	

Name	

Address	
Signature	Date

Facing Neighbor	

Name	

Address	
Signature	Date

My neighbors have seen the plans I am submitting for the Architectural Review Committee review (see above verification). I as the owner certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not in themselves cause denial of the plans. If the home is not yet sold or occupied, I have had a builder representative sign in the appropriate box to confirm that the home is not occupied.

SUBMITTED BY:

Name: _____ Date: _____

—

Address: _____

EXHIBIT C

**FOUR SEASONS AT WESTSHORE COMMUNITY ASSOCIATION
NOTICE OF COMPLETION**

Owner Name: _____

Property Address: _____

Tract: _____ Lot: _____

Home Phone: () _____ Work Phone: () _____

On the ____ day of _____ the improvement(s) on the described property was (were) completed in accordance with the plans and submittal package, which was approved by the Design Review Committee.

The completed improvement(s) is (are): _____

Signature of owner(s)

Date

EXHIBIT D

**FOUR SEASONS AT WESTSHORE COMMUNITY ASSOCIATION
VARIANCE FOR DESIGN REVIEW**

Property address: _____

Tract: _____ Lot: _____

Owner name: _____

Description of variance requested: _____

CC&Rs Article: _____ Section: _____

Architectural Review Committee
(signatures)

Date of recordation: _____

(Corporate Seal)

Attached:

- 1. Property Improvement Form
- 2. Neighbor Awareness Form
- 3. Complete set of plans
- 4. Owners written request for variance