



LAKE HILLS  
*Reserve*

***ARCHITECTURAL  
GUIDELINES***

***Revised and Adopted  
September 26, 2011***

# LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION

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## **I. INTRODUCTION**

An important function of Lake Hills Reserve Homeowners Association (Association) is the retention of the architectural character of the community. The Board is responsible for the administration and enforcement of architectural review and control within the community by the authority given to it in the Master Declaration of Covenants, Conditions and Restrictions (CC&R's). The CC&R's provide for an Architectural Committee (ARC) that is to be appointed to review all plans and specifications for any improvements proposed to be constructed within the community, and to approve, conditionally approve or disapprove such proposed improvements. The CC&R's authorize the Board to adopt, create change, eliminate, enforce, and administer the Architectural Guidelines (Guidelines). The CC&R's also offer an option for the Board to obtain the service of a landscape architect to review the plans. The Board also has the right to levy "Compliance and/or Special Assessments" against any owner who fails to comply with the provisions of the Guidelines. These Assessments are a way of reimbursing the Association for costs incurred in the repair of damage to the Common Area that is being maintained by the Association for which an owner was allegedly responsible.

### **Section 1.1 Intent of the Guidelines:**

These guidelines are mainly concerned with the physical appearance of the community environment. The ARC's areas of concern in the Architectural Guidelines include but are not limited to 1) room additions, patio covers, and gazebos that are generally considered "architectural improvements", and 2) planting, flatwork, pools spas, walls and fences, that are generally considered "landscape" improvements. All proposed "architectural" and "landscape" improvements are to be submitted to the ARC for review and approval. In order to be considered for review, all submittals must include a completed Submittal Checklist and an ARC Application. No work, improvements or demolition is to be started prior to ARC or Board approval of the proposed plans.

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&R'S AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS IN REGARDS TO CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

### **Section 1.2 Architectural Guidelines:**

The Board may, from time to time and in its sole discretion, adopt, amend and repeal, by unanimous vote, rules and regulations to be known as "Architectural Guidelines." The Architectural Guidelines shall interpret and implement the provisions hereof by setting forth the standards and procedures for Board review and guidelines for architectural design of improvements, placement of improvements, color schemes, exterior finishes and materials and similar features which are recommended for use in the Community; provided, however, that said rules shall not be in derogation of the standards required by this Declaration.

THE ARCHITECTURAL GUIDELINES ARE INTENDED TO WORK IN CONCERT WITH THE COUNTY OF RIVERSIDE'S GOVERNING CODES, REGULATIONS AND ORDINANCES AND WHICHEVER IS THE MORE RESTRICTIVE SHOULD BE FOLLOWED AND IMPLEMENTED.

**Section 1.3 Approval:**

The ARC may condition its approval of plans and specifications with any changes it deems appropriate and has the right to require the submission of additional plans and specifications or other information for materials prior to approving or disapproving plans and specifications. Within thirty (30) days after an Owner's proper application for preliminary approval, the Board shall consider and act upon such request. In the event the Board fails to approve or disapprove any such Plans and Specifications within thirty (30) days after all documents and information requested by the Board have been received by it, the Owner requesting said approval may submit a written notice to the Board advising the same of its failure to act. If the Board fails to approve or disapprove any such Plans and Specifications within fifteen (15) days after the receipt of said notice from such, said Plans and Specifications shall be deemed approved, provided that any Improvements conform to all conditions and restrictions contained in this Article (Section 9.5.1)

**Section 1.4 Appeal:**

If the ARC disapproved anyone's plans and/or specifications, the person that submitted the plans and/or specifications may appeal in writing to the Board of Lake Hills Reserve Homeowners Association. The Board must receive the written appeal no more than thirty (30) calendar days following the decision of the ARC.

**Section 1.5 Inspection:**

Per Section 9.6.1 of the CC&R's the Board or its duly authorized representative may enter into any residential lot, from time to time, as provided below during the course of construction or installation of any improvements for the purpose of inspecting the construction or installation. If the Board determines that such construction and/or installation is not being done in substantial compliance with the approved Plans and Specifications, it shall notify the owner of the residence of such noncompliance. The Board may not enter into a residence without obtaining the prior permission of the owner or occupant of such residential lot; provided, however, that such prior permission shall not be unreasonably withheld and shall be given for entry by the Board during the daylight hours within forty-eight (48) hours of the request for entry.

The ARC and/or its designate representative(s) has the right but not the obligation to make an "On-Site" inspection at the ARC's discretion of the completed improvements once the owner has notified the ARC that the improvements have been completed. The notification to the ARC is to be made within thirty (30) days of the completion of the approved improvements. Failure to obtain the inspection approval may constitute a violation of the CC&R's and may require disciplinary action under the governing documents.

**Section 1.6 County – Approval:**

Please be aware that approval of the ARC is for aesthetic purposes only and that all necessary County of Riverside building permits must be obtained and that all County regulations must be adhered to at all times. After the Committee has approved the plans for aesthetic purposes, the local regulatory agencies must be contacted, and processed if required, to ensure that the plans are in compliance with all building, zoning, health and other applicable regulations currently in force.

**II. GENERAL SUBMISSION PROCEDURES & REQUIREMENTS**

The approval of any improvement by the ARC does not waive the necessity of obtaining the required County of Riverside Permits. Obtaining a County of Riverside permit does not waive the need for ARC approval.

**Section 2.1 Application Submittal:**

Each owner shall, not later than one hundred and eighty days (180) days after the residence is conveyed by Declarant to any owner, prepare and submit in accordance with the provisions of Article 9 of Association’s CC&R’s landscaping plan for the side and rear yard and all other areas of such owner’s residential lot not landscaped by Declarant. If such plan is disapproved, a revised plan(s) shall be submitted seven (7) days after such disapproval, until a plan has been approved in accordance with the provisions of Article 9 of the Association’s CC&R’s. Each owner shall install the improvements and landscaping shown on such owner’s approved landscape plan within twelve (12) months after the residence is conveyed by Declarant to such owner. As provided in Article 7, an owner shall not install any landscaping which interferes with the established drainage pattern over the Property.

All applications are to be made to Avalon Management (the Management Company), the managing agent for Lake Hills Reserve Homeowners Association. Applications may be mailed or delivered to:

Lake Hills Reserve Homeowners Association  
c/o Avalon Management  
31608 Railroad Canyon Road  
Canyon Lake, CA 92587

Telephone inquiries should be directed to (951) 244-0048 or by email to Service3@avalonweb.com.

All requests for ARC approval must be made on Lake Hills Reserve Homeowners Association ARC Standard Application forms and include a completed copy of the Submittal Checklists and Neighbor Awareness Forms. One set of application materials is provided with these guidelines or may be obtained from the Management Company.

Applications submitted to ARC members will not be accepted and will be returned to Applicant for submittal to the Management Company.

### **Section 2.2 Required Copies:**

Each application must include three (3) complete sets of plans, showing all of the items requested in Section IV of these guidelines and that apply to the appropriate housing type.

### **Section 2.3 Construction Drawings:**

Plans must be prepared in accordance with all applicable building codes and ordinances and with clarity and completeness. It is requested that any work involving major improvements or work requiring variances be submitted at the preliminary drawing stage for review by both the ARC and the County of Riverside.

### **Section 2.4 Right of Entry:**

If work related to the approved improvements requires the use of the common areas for purposes of transporting labor and materials, or for the temporary storage of materials for the work, such need shall be stated on the plan with the submittal. The applicant shall obtain written permission from the Association for the "Right of Entry" prior to such use during the course of reconstruction. A copy of this letter granting permission shall be filed with the ARC prior to the commencement of construction.

### **Section 2.5 Improvement Security Deposit:**

Effective February 1, 2011, any architectural application submitted will not require any security deposit. The costs, should any arise, of restoration, cleaning, and repair of common areas caused in connection with improvements to a lot or residence shall be the liability of the Owner(s) pursuant to Article 8, Section 8.4 of the Association's CC&Rs.

Those deposits and applications submitted prior to February 1, 2011 remain subject to the requirement to submit an initial security deposit of five hundred dollars (\$500). Any security deposit not utilized for repair of common areas shall be returned to the Owner after completion of the proposed improvements based upon submittal and approval of the Notice of Completion and Request for Deposit form.

### **Section 2.6 Neighbor Awareness:**

The Neighborhood Awareness form is intended to advise the adjacent property owners of the proposed improvements in an attempt to avoid potential conflicts. The completion of this form will necessitate obtaining the signature of your neighbor(s) on the application. If no one has moved into the adjacent property and is still owned by the Builder, than the signature of the Builder (Sales Office Personnel) is required. The neighbors who must sign the Neighborhood Awareness form must also initial each and every sheet of drawings they are shown. At the minimum, the signatures of the property owners who have a lot line in common with the property for which the submittal is made along with the property owner(s) across the street from the property will be required. Additional property owner signatures may be required at the discretion of the Management Company, the Board, the and/or its representatives. In the event of neighbors that are in escrow or uncooperative in reviewing plans, a good faith effort must be made to obtain signatures. If the unit has closed escrow and you are unable to contact them, the Board requires that a good faith attempt be made by

sending a certified letter to the neighbor that you have been unable to contact. Please include with the letter a copy of your plans and Neighbor Awareness form for them to sign along with a pre-addressed and stamped envelope. The green certified receipt may be used as proof of your attempt to secure their signature. The Neighborhood Awareness form is intended as a notification tool only. By requiring notification, this will promote discussion between homeowners and hopefully resolve any disputes before the improvements are submitted for approval. The approval or disapproval of architectural plans by the ARC is not based solely on the homeowner awareness form. No application will be considered a complete submission until the Neighbor Awareness Form condition has been met to the satisfaction of the ARC.

### **Section 2.7 Review and Appeal Fees:**

There is a one hundred dollar (\$100.00) fee required for rear yard architectural plan review. The review fee is one hundred and fifty dollars (\$150.00) for front and rear yard architectural plan review. The review fee is required with the submission of the architectural application. Any application submitted without the required fee will not be considered complete and will be returned to the applicant. The ARC can require an additional fee for major architectural or landscape improvements in excess of the initial one hundred dollar (\$100.00) or one hundred and fifty dollar (\$150.00) amount. The major improvement review fees will be set by the Board to assist in the review process. There is a minimum of a one hundred dollar (\$100.00) fee for all appeals. The Board may assess a fee to cover any and all associated costs with the plan review and/or appeal that are in addition to the initial fee amount.

The ARC and/or Board of Directors may amend all review and appeal fees from time to time as the cost of professional consultants change.

### **Section 2.8 Incomplete Submittals:**

To avoid unnecessary delays and expenses, the Management Company is unable to accept incomplete submittals for consideration. Incomplete submittals shall be returned to the applicant along with a copy of the checklist noting the area of deficiency. Should the Management Company and/or ARC accept an incomplete submittal either by exception or error, the “acceptance” does not deem the submittal complete. The ARC may proceed with the review and deny formal approval until a complete package is submitted.

### **Section 2.9 Non-Liability:**

Plans and Specifications are not approved for (a) engineering design, (b) compliance with zoning and building ordinances, and other applicable statues, ordinances or government rules or regulations, (c) compliance with the requirements of any public utility, (d) any easement or other agreement, or (e) preservation of any view. By approving or not approving such plans and specifications neither the ARC, the members thereof, the Association, the Owners, the Board, nor Builder assume liability or responsibility for any defect in any improvement constructed from such plans and specifications or for any obstruction or impairment of view caused or created as the result of any improvements approved by the ARC.

### **Section 2.10 Disposition:**

Upon approval, disapproval, or in the event the ARC requests clarification or additional information, all submissions shall be distributed as follows:

1. The ARC shall retain one (1) plan, as its working copy.
2. One (1) approved plan shall be placed in the Association files.
3. One (1) approved plans shall be returned to the owner who shall be required to maintain the same at the work site during the course of construction until such time as the Notice of Completion has been approved by the ARC or its designated representative.
4. Disapproved plans or those requiring clarification or additional information shall be returned to the Owner. One set of said plans shall be included in subsequent submittals.

### **Section 2.11 Time Period:**

Work related to the approved submittal must commence within one hundred twenty (120) days of approval or the ARC may void this approval and require new submission for review. All works of improvement shall be completed within one (1) year after the date of approval, unless otherwise specified in writing by the ARC.

### **Section 2.12 Inspection During Construction:**

Right of Inspection during Course of Construction: The Board or its duly authorized representative may enter into any residential lot, from time to time, as provided below during the course of construction or installation of any improvements for the purpose of inspecting the construction or installation. If the Board determines that such construction and/or installation is not being done in substantial compliance with the approved Plans and Specifications, it shall notify the owner of the residence of such noncompliance. The Board may not enter into a residence without obtaining the prior permission of the owner or occupant of such residential lot; provided, however, that such prior permission shall not be unreasonably withheld and shall be given for entry by the Board during the daylight hours within forty-eight (48) hours of the request for entry.

### **Section 2.13 Notice of Completion:**

Upon the completion of any construction or reconstruction or the alteration or refinishing of any improvements, or upon the completion of any other work for which approved Plans and Specifications the owner shall give written notice of completion thereof to the Board.

### **Section 2.14 Notice of Completion Inspection:**

Within thirty (30) days after receiving notice of completion, the Board, or its duly authorized representative, shall have the right to enter into a residential lot (but not the interior of the residence situated herein), as provided above, to inspect the improvements, to determine whether they were constructed or installed to substantial compliance with the approved Plans and Specifications. If the Board finds that such construction or installation, was not done in substantial compliance with the approved Plans and Specifications, it shall notify the owner

in writing of such non-compliance within such thirty (30) day period, specifying particulars of non-compliance, and shall require the owner to remedy such non-compliance.

**Section 2.15 Non-Compliance:**

If, upon the expiration of thirty (30) days from the date of such notification, the owner shall have failed to remedy such non-compliance, the Board, after affording the owner Notice and Hearing, shall determine whether there is non-compliance, and if so, the nature thereof and the estimated cost of correcting or removing the same. If non-compliance exists, the Board shall require the owner to remedy or remove the same within a period of not more than thirty (30) days from the date of the Board ruling. If the owner does not comply with the Board ruling within such period or within any extension of such period as the Board, in its discretion, may grant, at its option, may either remove the non-complying improvement or remedy the non-compliance and the owner shall reimburse the Association for all expenses incurred in connection upon demand. If such expenses are not promptly repaid by the owner to the Association, the Board shall levy an Enforcement Assessment against such owner for reimbursement.

**Section 2.16 Failure to Notify:**

If for any reason the Board fails to notify the owner of any non-compliance within sixty (60) days after receipt of said notice of completion from the owner, the improvement shall be deemed to be in accordance with said approved Plans and Specifications.

**Section 2.17 Appeals:**

In the event plans and specifications submitted to the ARC are disapproved thereby, the party or parties making such submission may appeal in writing to the Board. The appellant should check with the Management Company for appeal forms. The Board must receive the written request not more than thirty (30) calendar days following the final decision of the ARC. The Board shall submit such request to the ARC for review, whose recommendation and supporting materials will be submitted to the Board. Within forty-five (45) calendar days following receipt of the request for appeal, the Board shall render its written decision. The failure of the Board to render a decision within said forty-five (45) calendar day period shall be deemed a decision in favor of the appellant. There is a minimum of a one hundred dollar (\$100.00) fee for all Appeals. The Board may assess a fee to cover any and all associated costs with the plan review and/or appeal that are in addition to the initial fee amount.

**Section 2.18 Enforcement:**

Failure to obtain the necessary approval from the Association will constitute a violation of the CC&R's and may require modifications or removal of work at the expense of the owner.

**Section 2.19 Violations:**

All residents have the right and responsibility to bring to the attention of the ARC any violations of any of the provisions or guidelines. Such comments, observations or complaints must be presented in writing with a homeowner's signature. Anonymous letters or verbal comments in person or over the phone will not be deemed properly submitted and are not acceptable to be acted upon.

### **Section 2.20 Amendments:**

These guidelines along with the provisions set forth in the CC&R's form the basis and criteria for evaluation of plans and specifications submitted for review and approval by the ARC. Any condition or material not defined in the Association's Governing Documents shall become a matter of discretionary judgment on the part of the ARC acting in good faith on behalf of the best interests of the Association as a whole.

**The Board of Directors may at their discretion from time to time amend the Architectural Guidelines.**

### **III. GENERAL CONDITIONS OF APPROVAL**

The following shall be the conditions of any architectural approval and shall be incorporated by reference only as the approval plans or ARC's letter of approval. It shall be the responsibility of the owner of the residence, on which an approval was granted to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with said improvement.

#### **Section 3.1 Signs:**

No signs shall be displayed on any residence other than the signs advertising the property for sale and/or as permitted by the CC&R's. This restriction includes contractor's and installer's signs of any type, including signs identifying the residence as the site of their activities of operation.

#### **Section 3.2 Hours of Operations:**

All operations shall observe the following hours that are the current acceptable hours of operation for the County of Riverside:

Monday through Friday    Between 7:00 a.m. and 6:00 p.m.

Saturday                      Between 7:00 a.m. and 6:00 p.m.

Sundays and Holidays    No work permitted.

The hours of operation are governed by the County of Riverside and may be changed from time to time by the County.

#### **Section 3.3 Temporary Structure:**

No structure of a temporary character will be permitted to remain on any lot without the written approval of the Board.

#### **Section 3.4 Construction Materials:**

All construction materials must be stored within an owner's lot. Any construction materials that are delivered and deposited on the streets or on any other common area must be relocated to the owner's lot at the end of each calendar day unless otherwise authorized in

writing by the County of Riverside, the ARC or the Board. The owner who is making the improvements shall be responsible for removing all debris and maintaining all common areas, including the streets and walkways, in a clean and attractive condition. The Board has the right to levy Compliance and/or Special Assessments against the owner who is making the improvements to recover the cost of cleaning or restoring any common area to the condition that existed prior to the commencement of such improvements.

### **Section 3.5 Maintenance of Improvements:**

The repair and maintenance of any work or improvement will be the responsibility of the installing owners or subsequent owner.

### **Section 3.6 Slope Control, Use and Maintenance:**

Each owner shall keep, maintain, water, plant and replant all slopes located on such owner's residential lot, so as to prevent erosion and to create an attractive appearance. It shall be the duty of all owners to conduct all construction and installation of improvements on such slopes in accordance with any guidelines or rules adopted by the Board for maintenance of such slopes. Thereafter each owner shall keep, maintain, water, and replant all in such a manner as to protect the integrity of such owner's residential lot and all adjoining residential lots and the structural improvements thereon. No structure, planting or other material shall be placed or permitted to remain in other activities undertaken on such slopes that may damage or interfere with established slope ratios, create erosion or sliding problems, or that may change the direction of flow of drainage channels or obstruct or retard the flow of water through drainage channels. The Association, acting through its Board of Directors, shall have the right, after providing an owner with reasonable notice and an opportunity to be heard before the Board, to perform slope maintenance and repairs with respect to any slopes on a residential lot to be maintained by the owner thereof after a determination by the Board that such action is necessary in order to protect the integrity of any residential lot or structural improvement within the project. The Board may only initiate such action after providing an affected owner with reasonable notice together with an opportunity to be heard by the Board. The costs of any such remedial work performed by the Association on behalf of an affected owner may be collected by the Association as a reimbursement assessment as provided in the Association's CC&R's.

### **Section 3.7 Conditions Not Covered:**

Any condition not covered or material not maintained within these Guidelines shall become a matter of judgment on the part of the ARC.

### **Section 3.8 Construction Equipment:**

The owner who is making improvements shall be responsible for ensuring that construction equipment such as trucks, concrete mixers, trailers, trash bins, and compressors shall not be parked or placed on the streets for a period greater than seventy-two (72) hours or as regulated by the County of Riverside. Additionally, all construction equipment is strictly prohibited from all common areas. The Board has the right to levy against the owner who is making such improvements compliance and/or special Assessments as a disciplinary measure for any violations of the foregoing regulation and Special and/or Special Assessments of

reimbursement of any costs incurred by the Association in the repair of the damage for which such owner, or such owners agents or contractors was allegedly responsible.

### **Section 3.9 Drainage**

There shall be no interference with the established drainage pattern over the property, unless an adequate alternative provision is made for proper drainage with the prior written approval of the Architectural Committee. For the purpose hereof, “established” drainage in any phase is defined as the drainage that exists at the time of the first close of escrow for the sale of a residential lot in such Phase, or that is show on any plans approved pursuant to Article 9 of the Association’s CC&R’s. Each owner shall maintain the drainage situated within any residential lot (including any Cross Lot Drainage Facilities located within the residential lots) free of debris and any other material that may impede the flow of water. If such owner fails to maintain such drainage and, as a result, imminent danger of person or property may result, then the Association shall have the right of access onto the residential lot for the purpose of clearing debris and other material so as to not impede the flow of water. This right of access shall be exercised only for the purpose of preventing damage to persons and property and the entry party (“Entering Party”) shall use reasonable care so as to not cause any damage to the residential lot. The owner shall reimburse the Association for any costs and expenses incurred in clearing such debris pursuant to Section 4.3.5 of the Association’s CC&R’s.

### **Section 3.10 Cross Lot Drainage Facilities:**

The owners of residential lots upon which Cross Lot Drainage Facilities are located shall be prohibited from damaging, altering, modifying or interfering with any Cross Lot Drainage Facilities, including the erection, placement or construction of any building, obstruction or other structure, plant any tree, drill or dig any well, within that portion of the residential lots upon which the Cross Lot Drainage Facilities are located. Homeowner’s shall also be prohibited from changing the ground elevations within the areas where the Cross Lot Drainage Facilities are located without prior written consent of all property owners benefiting from the Cross Lot Drainage Facilities.

### **Section 3.11 Post Tension Slabs:**

The concrete slabs for the Residences in the Community were reinforced with a grid of steel cables that were installed in the concrete and then tightened to create very high tension. This type of slab is commonly known as “Post Tension Slabs.” Cutting into a Post Tension Slab for any reason s (e.g. to install a floor safe, to remodel plumbing, etc.) is very hazardous and may result in serious damage to the residence and/or personal injury. By accepting a grant deed to a residence in the Community, each owner specifically covenants and agrees that:1) such owner shall not cut into or otherwise tamper with the Post Tension Slab; 2) such owner shall not knowingly permit or allow any person to cut into or tamper with the Post Tension Slab so long as such owner owns any interest in the residence; 3) such owner shall disclose the existence of the Post Tension Slab to any tenant, lessee or subsequent purchaser of the residence; 4) such owner shall indemnify, protect, defend and hold Declarant and its respective officers, employees, contractors, and agents, free and harmless from an against any and all claims, damages, losses or other liability (including, without limitation, attorney’s fees) arising from any breach of this section.

### **Section 3.12 Construction by Builder:**

Pursuant to the CC&R's nothing in these Guidelines shall limit the right of the Builder to alter the Non-Exclusive Common Areas or the Residences still owned by the Builder or to construct such additional improvements as the Builder deems advisable prior to the completion of improvements upon the sale of the entire Development. The CC&R's exempt the Builder from compliance with the architectural control provisions of the Association Management Documents and therefore no approvals shall be required from the ARC for any construction by the Builder.

## **IV. SUBMITTAL REQUIREMENTS**

In addition to the general submission procedures described in Section II of these Architectural Guidelines, owners within the Development, other than Builder, shall comply with the following submission guidelines:

### **Section 4.1 Submittal Checklist:**

There are four (4) parts to the Submittal Checklist attached.

1. The first part lists the submittal requirements for ALL improvements that must be included with any and all submittal requests.
2. The second part lists the submittal requirements for Landscape Improvements (e.g., plant material, hardscape, spa and pool, and fences and walls).
3. The third part lists the submittal requirements for Exterior Improvements (e.g., trellis, gazebo, sunshade, balcony, window and door treatment, and exterior color or material changes).
4. The fourth parts lists the submittal requirements for Space Improvements (e.g., room additions, large decks, and room conversions affecting the exterior appearance of the home).

If you are applying for landscape improvements, you must submit all of the items listed under the Landscape Improvements part of the checklist. If you are applying for exterior improvements such as a trellis or gazebo, you must submit all of the items listed under the Exterior Improvements part of the checklist. If you are applying for a room addition(s) or conversion, you must submit the Space Improvement Architectural Review Application and all of the items listed under the Space Improvements part of that checklist. If you are applying for improvements involving items related to more than one part of the checklist, you must include all of the items for all parts of the specific checklist related to the improvements for which you are applying. Requests involving a landscape plan with a gazebo or shade structure must be submitted with the items required for both the Landscape Improvements and Exterior Improvements part of the checklist.

All applications shall include the items listed under the "All Improvements" part of the checklist.

## **Section 4.2 Minimum Submittal Requirements For All Improvements:**

When required by the checklist, each type of drawing submitted must include the minimum amount of information listed below

### **Plot Plan:**

- Plot Plan to be drawn to scale at either ¼" = 1'-0" (1/4" scale). Drawings must be submitted at this scale and not drawn at this scale and then reduced during the reproduction process in order to fit it onto a smaller size sheet of paper.
- Show all lot lines accurately to length, angles and amount of curve. Show and label all existing and proposed buildings, structures, fences, walls, sidewalks, and driveways, driving approaches and other improvements. Indicate all required setbacks, easements and top and bottom of slopes.
- Show all dimensions on work to be considered, distances between existing and proposed work and distances between proposed work and property lines, setback lines and slopes.

### **Landscape Plan:**

- Utilize the "Plot Plan" noted above and include proposed walk-ways, walls, pilasters, fire pits, barbecues, decks, fences and walls, stairs, trellises, arbors, gazebos, spas, ponds, fountains, ornamental rocks, barbecues, courts, play equipment, apparatus and yard lighting and other hardscape elements.
- Planting plans shall utilize the "Plot Plan" noted above along with the hardscape elements noted above and shall indicate the location of each shrub, tree, and vine along with its botanical and common names and the size of container from which it is to be planted.
- Proposed fences and wall drawings shall note materials, colors and heights. Heights shall be noted in relation to the immediate ground elevations.
- Pool and spa plans shall include the location, size, visual and sound mitigation treatment of all mechanical equipment.

### **Exterior Elevations:**

- Provide exterior elevations at a minimum scale of ¼" = 1'-0" of all proposed structures including trellises, gazebos, and shade structures. When the proposed improvement is attached to the existing home, show the existing elevation in relation to the proposed improvement.
- Note all member sizes, materials, finishes, colors and textures of proposed work. Note if proposed finishes and materials are to match existing finishes and materials. Trellises and gazebos are to be painted to match the homes existing trim, fascia or white.

- If the proposed finish materials or colors are different than those noted above or of the existing structure, a color and material board must be included clearly depicting the materials and/or colors that are to differ.

**Floor Plans:**

- Indicate all walls, columns, openings and any condition or feature that will affect the exterior design of the structure.
- Show dimensions and labels for all proposed work and related existing work; and indicate their relationships.
- Delineate all parts of the exterior that cannot be shown on the elevation drawings.
- Identify square footage of proposed work and existing work.

**Roof Plan:**

- Show all existing and proposed roof surfaces. Note pitches and overhangs.
- Call out existing and proposed roof materials and colors.

**Mechanical and Solar Energy Plans:**

- Include all mechanical devices exposed to the exterior and all solar collectors, racks, storage facilities, piping and distribution components.

**V. SITE DEVELOPMENT GUIDELINES**

The following site development guidelines shall apply to all improvements, except such work undertaken by the Builder:

**Section 5.1 Workmanship:**

All lot improvements shall be performed in a manner consistent with the guidelines or existing walls, fences, gates, or drainage devices. Any work deemed by the ARC as not meeting the guidelines shall be reworked to meet those guidelines or removed and the lot improvements restored to its original condition. Any damage or destruction to the common area caused by such improvements shall be repaired or replaced by the property owner to the condition that existed prior to the commencement of the work by the owner or his/her contractor. In the event the owner refuses to rework, remove and/or restore as called for above, the ARC shall request the Board of Directors to cause such rework, removal and/or restoration and the cost thereof shall be assessed to the owner as provided in the Bylaws of Lake Hills Reserve Homeowners Association.

## **Section 5.2 General Development Guidelines:**

### **Heights:**

#### **Dwellings:**

Heights of improvements other than landscaping shall be restricted to the maximum heights of the existing structure and must be compatible with the intent of the existing structure with respect to massing and enclosure.

#### **Other Structures:**

Maximum height of the occupiable area of all other structures including patio structures, trellises and gazebos shall be limited to ten (10) feet in height for flat roofs and up to twelve (12) feet for peaked or sloping roofs. All portions of proposed structures that are decorative and unoccupiable and exceed the ten (10) feet for flat roof areas and twelve (12) feet for sloping or peaked roof structures are subject to review and may not be permitted.

Vertical trellises, trellage, grills, or small arbors are not to exceed seven (7) feet in height.

Except for patio covers, trellises, gazebos, trellage, and fireplace chimneys shall exceed the height of the adjacent perimeter wall or fence or six (6) feet above the lowest immediately adjacent grade, whichever is less.

Homeowners must obtain building permits from the County of Riverside before constructing any structure.

### **Setbacks:**

Minimum setback guidelines for the community are established in conformance with the applicable County of Riverside building and zoning codes. These guidelines affect all improvements including without limitation, buildings, out-buildings, garages, carports, pools, recreation facilities, parking areas, awnings, patio covers, balconies, stairs and decks. In the case of irregular shaped lots or flat lots, the ARC may establish front, side and rear yard setbacks, consistent with the approved minimum guidelines, to allow alternative site of improvements. Freestanding structures shall occupy the lesser of the maximum of 20% of rear yard area or 200 square feet. The rear yard area shall be measured from the back of the house to the rear and side property lines. All freestanding and attached structures, regardless of size, require approval from the ARC.

All plans must show the setbacks of all architectural structures. Elements such as but not limited to patio covers, arbors, gazebos, fireplaces, fountains, etc. is measured from the property line wall to the outer most point of the elements. Architectural structures such as front walls, pilasters, builders, etc. are measured from the face of the structure to the sidewalk or street whichever is most restrictive.

**Association Areas:**

Plans must label any Association areas adjacent to the property or on the property. The Architectural Committee will not be responsible for knowing where Association areas are located if they are not noted on the plan.

**Existing or Proposed Elements:**

Plans must show if an element is existing or proposed on the plan. All front yard landscaping has been installed by the Builder, so any proposed changes to the front yard must show what currently exists on the plans.

**Chimneys and Fireplaces:**

No chimney may extend higher than the maximum height as required by the Building Code of the County of Riverside. Freestanding fireplaces placed out in the yard area are not to exceed 10 feet (10') in height. Plans must show the location of the fireplace, and the setbacks from the property line walls. Plans must include a drawing, photograph, or catalog page of the fireplace showing dimensions (width and height including spark arrestor), colors, materials etc.

Any fireplace and chimney detached from a residence or attached to a patio cover structure shall be setback a minimum of five feet (5') from adjacent wall or fence. If the proposed structure (include spark arrestor) is higher than the adjacent wall or fence, a setback equal or greater than the height of the structure is required. The maximum height of detached fireplaces and chimneys shall be not more than 10'. The structures shall be screened with evergreen landscape materials.

**Fences and Wall:**

Fences, walls, and gates shall not be installed, removed, reconstructed, or modified as to structure, finish or color without prior written consent of the ARC per Article 7, Section 7.10.6 and Article 9 of the Associations CC&R's. Double walls constructed side by side shall not be permitted except in the form of "flash" or "check" walls utilized to retain grade against existing fences or walls. Fences, walls and gates shall not exceed six (6) feet in height or the adjacent property line wall or fence, which ever limits the height to a lower elevation. Retaining walls are subject to the approval of the ARC. Such approval will be for the aesthetic appearance of the wall but shall not be deemed to warrant or approve in any manner the engineering or structural design of the wall. Structural framing and/or unfinished sides fences or walls shall not be exposed to any public right of way, common area, or other lot.

Side yard return walls shall be masonry with wood or wrought iron gates; however, all walls, fences and gates must properly screen any element as required in these guidelines. Exposed wood fences with the exception of lattice screens or trellage, as viewed from a public place, are prohibited.

Front yard fencing of any kind, including but not limited to bushes, shrubbery, hedges, planters or retaining walls, etc., shall not be permitted across any portion of the front yard protruding beyond the most forward portion of the dwelling structure. This does not preclude planters and shrubbery adjacent and parallel to the front of the house, nor does it

preclude a short span of decorative wall or hedge to form a small patio or courtyard providing general height limitation of thirty six (36) inches is not exceeded and it does not protrude beyond the most forward portion of the dwelling (i.e. garage). The intent is to eliminate the possibility of the appearance of an enclosed yard.

**Side-Yard Walls:**

The ARC will approve requests to modify side-yard walls if the owner first obtains the approval of the adjoining neighbor and agrees to construct the wall so that it matches the existing wall in terms of material, color and height. The owner must also agree to consult with a professional soils and structural engineer as to the design of the wall.

NO APPROVAL IS GIVEN OR IMPLIED TO CHANGE, REMOVE, MOVE OR MODIFY ANY AND ALL EXISTING FENCES, WALLS, PILASTERS, GATES AND OTHER SUCH ITEMS THAT ARE MAINTAINED BY THE ASSOCIATION EVEN IF INDICATED ON THE APPROVAL PLAN.

**Planter Walls:**

Building materials used to construct decorative planters should blend in and compliment the style of the home and existing walls or fences. These materials are subject to the ARC's approval. All planter walls shall also have an approved drainage system located near the wall footing. Plans must show all materials (concrete, stone, flagstone, stucco, brick, wrought iron, etc.), colors, finishes, dimensions, heights, widths, any design that might be incorporated into the elements of the proposed planter wall including setbacks from property lines, sidewalks or streets.

**Antennae:**

Appliances or installations upon the roof of any residential or accessory structure, except for solar panels or other appliances installed by the Builder, shall not be permitted unless approved by the ARC per Article 7, Section 7.5. All electrical, mechanical or other equipment on any roof of any building in the property shall be treated, wherever possible and in such a fashion, as not to be visible from the street.

**Satellite Dish:**

No satellite "dish" antennae shall be constructed, erected, altered, placed or permitted to remain on any lot without the prior written approval of the ARC per Article 7, Section 7.5. The size of the satellite antennae must be compatible in scale with its location. The satellite antennae must be screened by landscape that is, or will be, located solely on that owner's lot or if mounted on the home and painted to match the existing surface color. The antennae's designated to look like patio umbrellas must also receive approval under these criteria.

The goal of the ARC will be to balance the aesthetic requirements of the community with the reasonable functionality of the satellite dish. The Committee shall:

- Strive to prohibit the location of the dish from the front yards or portion of the roof that face the front yard.

- Require reasonable screening of the dish from view by other surrounding properties where the dish is approved for the roof. Such screening shall be accomplished, for example, by modifying the roof in order to inset the dish into the existing roofline or augmenting the roof structure such that it remains consistent with the existing form of the roof or requiring the equipment to be painted to match the existing adjacent surface.
- Require reasonable screening of the dish from view by surrounding properties where the dish is located in the yard of a Lot. Such screening shall be accomplished in order of priority by:
  - Lowering the grade elevation of the pad supporting the dish such that the top of the dish shall not exceed the height of any existing opaque perimeter Lot wall or fence.
  - Installing landscape materials around the dish to screen the dish from view.
  - Installing walls/fences around the dish to screen the dish from view.
  - Combination of the above.
- Operate in good faith and in the best materials of the community in reviewing applications for satellite dishes. The Committee shall require reasonable mitigation of the visibility of the dishes in order to promote aesthetic compatibility of the dishes with the surrounding properties. If it is determined by the Committee that satellite dishes are regulated by City, or Federal Agencies such that these or other architectural guidelines of Lake Hills Reserve Homeowners Association may be limited in their enforceability, the adoption of these guidelines shall not be construed as an absolute obligation of the Associations to litigate the enforceability of its architectural guidelines for satellite dishes.
- All architectural applications concerning satellite “dish” antennae shall:
  - Include “Plot Plans” per Section 4.2 of these guidelines showing the location of the antennae in relation to adjoining structures.
  - Specify the “dish’s” shape, height, width, diameter and shall include a photograph, drawing or catalog cut or specification sheet of the antennae; and a “Landscape” or “Plot Plan” per Section 4.2 of these guidelines showing the type, locations, elevation and color (in the case of a fence) of trees, bushes, shrubs, plants, hedges or fences designed for the purpose of screening the dish.
- The Association will determine if the screening chosen by the homeowner is appropriate by considering the following criteria:

- The effect of the “dish’s” location on neighboring property;
- The location and heights of the “dish” with respect to visibility, color scheme, and aesthetic beauty;
- Whether the “dish” confirms and is “in harmony” with the external design of surrounding and neighboring structures; and the location of the “dish” in relationship to the topography, surrounding and natural obstructions, grade and finished ground elevation of the neighboring property.

**Door and Window Coverings:**

Windows shall not be covered with unsightly material such as aluminum foil, paper, paint, etc.

**Window Coverings:**

Temporary window coverings (“Temporary Window Coverings”) in a design and color that does not conflict with the surrounding improvements (but excluding aluminum foil, newspapers, or any other contrasting material) shall be permitted for a maximum period of sixty (60) days from the date that a residential lot is conveyed to an owner by Declarant. Except as specifically provided, no temporary window coverings shall be used to cover any window of any residence. All window coverings (including temporary window coverings) shall be a neutral color harmonious with and not conflicting with the color scheme of the exterior wall surface of the residential lot.

**Garage Doors:**

Garage doors shall be compatible with the design, color and style of the house. The door shall be simple in design and color with no ornate decoration. Decorative glass panels in the upper sections of the door are acceptable if they are in keeping with the homes architectural style. Garage doors shall remain closed unless allowing vehicle entry or exit.

**Exterior Lighting:**

Any exterior electrical, gas or other artificial lighting installed on any residential lot shall be positioned, screened, or otherwise directed or situated and of such controlled focus and intensity so as not to unreasonably disturb the residents of any other residential lot(s). Further rules regarding exterior lighting may be promulgated by the Board.

All lights must be compatible with the house design and should be simple in design and color. No exposed wires or cables. No exterior lighting shall be placed or maintained upon any lot so as to cause an unreasonable glare or illumination upon any other private or common lot. “High pressure sodium”, “metal halide” or other high intensity lamp sources are considered appropriate.

**Outside Drying and Laundering:**

No exterior clothesline shall be erected or maintained within the Community and there shall be no exterior drying or laundering of clothes on any residential lot.

**Patio Structures, Sun Shades and Gazebos:**

All patio structures, sunshades and gazebos shall be constructed according to the governing standards, regulations and ordinances of the County of Riverside, Patio covers must be constructed with wood and may have wood, brick or stucco support columns that are compatible with the existing dwelling unit materials. Patio covers, and patio cover columns of stucco or wood shall be painted to match the color of the house or the house trim or white.

Patio structure posts shall be a minimum of 4x4's with 1x plant-ons on four (4) sides or 4x4's with 2x plant-ons on opposite sides or 6x6's or larger. No metal or aluminum patio covers are permitted. Side elevations of shade structures shall not be enclosed in any manner, except in the case where a wall of a dwelling forms a natural enclosure to some or all portions of a side of elevation. Trellis posts shall be located a minimum of five (5) feet from all side and rear property lines or in accordance with the County of Riverside ordinances, whichever is the more restrictive.

Maximum height of the patio structures, trellises and gazebos shall be limited to ten (10) feet in height for flat roofs and up to twelve (12) feet for peaked or sloping roofs. All portions of proposed structures that are decorative and unoccupiable and exceed the ten (10) feet limit for flat roof areas and twelve (12) feet for sloping or peaked roof structures are subject to view and may not be permitted. Design, color, finish and detailing are to be consistent with the existing house. Color is to match the home's trim, fascia or white.

Plans must show where the patio cover will be located not just an outline of the posts. Include dimensions, sections (top view and side view), elevations, details (any design or lattice or other feature incorporated into the patio cover), member sizes (size beams used on top of the patio cover and the size of the post being used to hold the patio cover), finishes, colors, etc. No written descriptions of the patio cover will be accepted. Either a drawing, photograph or manufacture's catalog page will be accepted as a sample of what the patio cover will look like. If a manufacture's catalog page is provided you must highlight the patio cover which is being proposed.

Homeowners must obtain building permits from the County of Riverside before constructing any structure.

**Sundecks:**

No sundecks are permitted on or over any portion of a second story roof (e.g. crow's nests etc.). Floor heights for decks are limited to those of the existing second floor living levels. All sun decks shall be directly accessible from living unit levels. A sundeck is further defined as a balcony, open porch, etc., which is attached to the house at second floor level height. The railing is to be appropriate to the home's architectural style- no horizontal pipe rails are allowed.

**Painting:**

No owner shall paint the exterior of the owner's residence or any other exterior improvements within a residential lot without prior approval in accordance with Article 7, Section 7.10.7 of the Association's CC&R's, except that no consent shall be required if

an owner repaints the exterior with the same original color. Color samples of any proposed paint or stain are required when the proposed paint or stain is different than the existing color scheme for the existing dwelling. A recent photo of the existing color of the residence, along with the proposed color chips for comparison, must be submitted.

**Flagpoles:**

The design, material and installation of flagpoles of any kind (including decorative or seasonal flags) shall be subject to the review and approval of the ARC.

**Mechanical and Solar Devices:**

All mechanical equipment exposed to the exterior, including pumps, heaters, air-conditioning compressors, and solar devices including collectors shall be subject to review and approval of the ARC. The design of the proposed solar panel-mechanical device shall be integrated into the roof design of the building and be parallel with the existing roof slope and as close as possible to the roof surface. Frames must be colored to compliment the roof. Natural aluminum frames are prohibited. All mechanical equipment exposed to the exterior shall be located in a manner to minimize visual impact.

**Basketball Backboards:**

Permanent basketball backboards mounted on posts are strictly prohibited in front yard areas or areas visible from the street.

No basketball standards or fixed sports apparatus shall be attached to any Residence. Portable basketball apparatus shall not be permitted in any street within the Community, but may be used within the yard of an Owner's Residential Lot. The Association rules may further limit the use or placement of portable basketball apparatus.

**Play Equipment:**

Play equipment is not to exceed the height of the adjacent property line wall or fence or six (6) feet whichever is greater. If the play equipment exceeds this height limit it shall be screened by means of landscaping on the homeowner's lot. If the equipment exceeds the height limit it shall be painted a color or built of materials that are consistent with the architectural style and color scheme of the existing home. In no way shall the play equipment exceed twelve (12) feet in height. Design of all proposed play equipment shall be subject to height limit requirements and must be reviewed and approved by the ARC.

**Paving Materials:**

Enhancement of front yard hardscape is subject to the approval of the ARC. All exterior paved areas exposed to street right-of-way shall be of materials and colors consistent with existing treatments and approved by the AC.

Applicant will be responsible for replacing all common area improvements damaged during the installation of such enhancements. Modification to the common area irrigation system is prohibited unless otherwise approved by the Board. The Association, at the applicants' expense, will do modification to the common area irrigation system.

### **Planting:**

Plans must show the location of all trees and shrubs, the size of container from which it will be planted from (1 gallon, 15 gallon, 24 inch box), the common and Botanical name. If the names of the planting material are not noted next to the plant, shrub or tree a legend must be provided to show the symbols with the botanical and common name of the planting material.

### **Front Yard Areas:**

- Driveway expansion shall not exceed more than two (2) feet on the right side and shall not exceed more than two (2) feet on the left side.
- A five (5) foot wide planting area shall remain between the back of sidewalk and any hardscape element other than the entry walk and/or driveway.
- Water meter cannot be relocated, moved or removed. Hardscape cannot be installed over or around water meter.

## **Section 5.3 Landscaping and Pool Guidelines**

### **Landscape Review Items:**

The plant palette (see Exhibit “A”) contains a list of plant material approved by Lake Hills Reserve Homeowners Association Board of Directors that has been selected based on visual and aesthetic considerations only. No representation, explicit or implicit is made as to the soil suitability or disease resistance of the attached list of plant material. The Lake Hills Reserve Homeowners Association and the surrounding area are not “thematic” in their landscape treatment. The list of approved plant material is intended only as a starting point.

- Owners are encouraged to select plant material suitable to the general environment appropriate to the area. The use of “exotic” (e.g., cactus, etc.) landscape material is specifically discouraged.
- All portions of the yard of a lot must be landscaped within six (6) calendar months of the close of escrow of the homebuyer. A time variance may be granted by the ARC at its own discretion upon submittal of a written request by the property owner.
- The ARC shall have the right, but not the obligation, to require any owner to remove, trim, top or prune any bush, tree, shrub or plant that in the reasonable belief of the ARC detracts from the appearance of the Community.
- Each owner agrees that the established drainage pattern over the lot from and to the adjoining or other lots will not be interfered with or the adequate provisions for proper drainage will be made in the event it is necessary to change said established drainage.
- All owners of lots shall continuously maintain and properly water any slope within their rear yard. All improvements located within the slope areas such as landscaping

and sprinklers shall be maintained in a safe condition and state of good repair. The ARC must approve any re-planting of slope area.

- Each owner of a lot shall keep all shrubs, trees, grass and plantings of every kind on his lot neatly trimmed, properly cultivated, irrigated and free of trash, weeds and other unsightly materials.
- Owners will provide an irrigation design for their landscaping to provide adequate water. Excess or too little water can cause serious damage to the lot or hardscape improvements.

### **Front Yards:**

- Any trees installed by the original Builder are to be retained – especially in the parkway areas between the curbs and sidewalks.
- One hundred percent (100%) of the ground plane is to be covered by plant material or shredded bark mulch. Rock, marble chips, tile chips, pea gravel, plastic sheeting and other like materials are not acceptable.
- No large bare areas of earth are acceptable.
- Shrubs are to be planted at the base of the house, walls and fences visible from the street.
- No mirror balls, pink flamingos, statues, sculptures, Astroturf or gravel yards in front yard areas are to be visible from the street.
- Vines and shrubs are encouraged to soften the appearance of walls and fences.

### **Pools, Spas, Hot Tubs, Ponds and Fountains:**

- Pools, spas, hot tubs, ponds, waterfalls and fountains shall be subject to review by the ARC.
- All accessory equipment shall be located, screened, or recessed in such a manner so as not to be viewable from any lot or street and the noise from the equipment attenuated for the adjacent property owners.
- Heaters shall be stackless or low profile in configuration.
- All equipment installations shall be located, sound controlled and maintained in such a manner so as not to unreasonably disturb residents of other lots. The ARC shall have the right, but not the obligation, to require any owner to repair or restore any installation to quiet operation or restrict its use or operation if in the reasonable opinion of the ARC continued use or operation disturbs residents of other lots.
- The construction of pools and spas will need to consider/evaluate and mitigate: 1) the expansive nature of the on-site soils, 2) the potential sulfate exposure, 3) the

proximity of the pool/spa to slopes and/or structures, 4) the possible occurrence of a bedrock fill condition, 5) the possible presence of harder bedrock, 6) long-term effects of landscape irrigation, 7) confirmation of the soil compaction, and 8) the impact of any proposed grade changes. Individual homeowners who are considering adding a swimming pool and/or spa should retain a geotechnical consultant to review and accept the design. In addition, the homeowner is advised to include a hydrostatic relief valve in the design of the pool or spa to protect the pool from the effects of perched ground water. Pools shall be designed in compliance with all applicable codes of the County of Riverside.

- Provide a drawing, photograph or catalog cut sheet of proposed water features. The picture sample must note the dimensions, heights, widths and setbacks from the property line walls. If a drawing or photograph is not included with the plans, then the exact height of the fountain and the setbacks from the property line fence/wall must be included in writing on the plans.
- Building Permits must be obtained by the County of Riverside before construction of a pool, spa, hot tub, ponds, fountains and walls.

**Holiday Decorations/Lighting:**

- Holiday lighting and decorations may be displayed thirty days prior to the holiday and must be removed within thirty days following the holiday.

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## SILVER SAGE

Plant Species	Characteristics					Tree Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Trees</b>											
Brachychiton populneus (Bottle Tree)											
Cedrus deodara (Deodar Cedar)											
Citrus spp. (Lemon Tree)											
Cupressus sempervirens (Italian Cypress)											
Geijera parviflora (Australian Willow)											
Juniperus chinensis 'Blue Point' (Blue Point Juniper)											
Olea europaea (Olive)											
Laurus nobilis (Sweet Bay)											
Magnolia grandiflora (Southern Magnolia)											
Melaleuca quinquenervia (Cajeput Tree)											
Pinus eldarica (Afghan Pine)											
Platanus racemosa (California Sycamore)											
Podocarpus macrophyllus 'Maki' (Shrubby Yew Pine)											
Prunus cerasifera 'Krauter Vesuvius' (Purple Leaf Plum)											
Schinus molle (California Pepper Tree)											
Schinus terebinthifolius (Brazilian Pepper Tree)											

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## SILVER SAGE

Plant Species	Characteristics					Shrub Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Shrubs</b>											
Aloe barbadensis (Aloe)											
Anigozanthos flavidus (Kangaroo Paw)											
Artemisia 'Powis Castle' (Sagebrush)											
Buxus m. japonica (Japanese Boxwood)											
Carex morrowii 'Gold Beauty' (Goldband Sedge)											
Ceanothus griseus horizontalis (Carmel Creeper)											
Chamaerops humilis (Mediterranean Fan Palm)											
Cyperus alternifolius (Umbrella Plant)											
Diets vegeta (Fortnight Lily)											
Echium fastuosum (Pride of Madeira)											
Eleagnus pungens (Silverberry)											
Euonymus japonicus 'Variegata' (Evergreen Euonymus)											
Festuca ovina 'Glauca' (Fescue)											
Gardenia 'Vetchii' (Gardenia)											
Lantana montevidensis (Trailing Lantana)											
Liriope muscari 'Gigantea' (Lilyturf)											
Mahonia 'Golden Abundance' (Golden Abundance)											
Nandina domestica (Heavenly Bamboo)											
Nephrolepis cordifolia (Southern Sword Fern)											
Ophiopogon planiscapus 'Nigrens' (Black Mondo Grass)											
Pennisetum setaceum 'Rubrum' (Fountain Grass)											
Photinia fraseri (Fraser Photinia)											
Pittosporum tobira 'Variegata' (Tobira)											
Pittosporum viridiflorum (Cape Pittosporum)											
Pyracantha 'Tiny Tim' (Firethorn)											
Raphiolepis indica 'Balleriana' (Indian Hawthorn)											
Rosa 'Flower Carpet' (Rose)											
Rosemarinus officinallis (Rosemary)											
Salvia gregii (Autumn Sage)											
Strelitzia reginae (Bird of Paradise)											
Tulbaghia violaceae 'Silver Lace' (Society Garlic)											
Viburnum tinus (Laurustinus)											

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## SILVER SAGE

Plant Species	Characteristics					Vine Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Vines</b>											
Bougainvillea spp. (Bougainvillea)											
Clematis armandii (Evergreen Clematis)											
Clytostoma callistegioides (Violet Trumpet Vine)											
Distictis buccinatoria (Blood Red Trumpet Vine)											
Gelsemium sempervirens (Carolina Jessamine)											
Rosa banksiae (Lady Banks' Rose)											
Jasminium polyanthum (Lady Banks Rose)											

Plant Species	Characteristics									Growth Rate			Shrub Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Height	Width	Flowering Season	Flower Color	Fast	Moderate	Slow	Foreground	Middle	Background	Low	Medium	High
<b>Ground Cover</b>																		
Arctotheca calendula (Cape Weed)						1'	18"	SP	Y									
Cerastium tomentosum (Snow-in-Summer)						8"	3'	SP	W									
Cotoneaster horizontalis (Rock Cotoneaster)						3'	15'	SP	W									
Duchesnea indica (Indian Mock Strawberry)						8"	18"	SP	R									
Fescue/Bluegrass Turf						2"												
Fescue/Bermuda Turf						2"												
Fragaria chiloensis (Wild Strawberry)						8"	18"	SP	W									
Gazania species						1'	8"	S	MC									
Lonicera japonica (Japanese Honey Suckle)						1"		SP	Y									
Osteospermum fruticosum (African Daisy)						1'	4'	W	PU									
Plumbago auriculata (Cape Plumbago)						6'	10'	W	B									
Potentilla verna (Spring Cinquefoil)						6"	1'	SP	Y									
Rosemarinus officinalis (Rosemary)						6'	2'	SP	B									
Verbena peruviana (Verbena)						1'	1'	SP	MC									

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## STONE VIEW

Plant Species	Characteristics					Tree Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Trees</b>											
Arbutus unedo (Strawberry Tree)											
Brachychiton populneus (Bottle Tree)											
Citrus spp. (Lemon Tree)											
Cupressus sempervirens (Italian Cypress)											
Eriobotrya deflexa (Bronze Loquat)											
Geijera parviflora (Australian Willow)											
Juniperus chinensis 'Sargentii' (Sargent Juniper)											
Juniperus chinensis 'Torulosa' (Hollywood Juniper)											
Olea europaea (Olive)											
Pinus pinea (Italian Stone Cypress)											
Podocarpus macrophyllus 'Maki' (Shrubby Yew Pine)											
Schinus molle (California Pepper Tree)											
Tristainia conferta (Brisbane Box)											

Plant Species	Characteristics					Vine Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Vines</b>											
Bougainvillea spp. (Bougainvillea)											
Clematis armandii (Evergreen Clematis)											
Ficus pumila (Creeping Fig)											

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## STONE VIEW

Plant Species	Characteristics					Shrub Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Foreground	Middle	Background	Low	Medium	High
<b>Shrubs</b>											
Abelia "Edward Goucher" (Glossy Abelia)											
Agapanthus africanus (Lily of the Nile)											
Agapanthus 'Peter Pan' (Lily of the Nile)											
Agave vilmoriniana (Octopus Agave)											
Armeria maritima (Common Thrift)											
Bougainvillea 'Raspberry Ice' (Bougainvillea)											
Buxus m. japonica (Japanese Boxwood)											
Camellia sasanqua 'Cleopatra' (Camellia)											
Ceanothus griseus horizontalis (Carmel Creeper)											
Cotoneaster lacteus (Contoneaster)											
Crassula argentea (Jade Plant)											
Dietes bicolor (Fortnight Lily)											
Dietes vegeta (Fortnight Lily)											
Echium fastuosum (Pride of Maderia)											
Euonymus japonicus 'Variegata' (Evergreen Euonymus)											
Gardenia 'Vetchii' (Gardenia)											
Grevillea 'Noelii' (N.C.N.)											
Kniphofia uvaria (Red Hot Poker)											
Lantana montevidensis (Trailing Lantana)											
Lavandula stoechas (Spanish Lavandar)											
Leptospermum l. 'Compactum' (Australian Tea Tree)											
Ligustrum japonicum 'Texanum' (Texas Privet)											
Liriope muscari 'Gigantea' (Lilyturf)											
Nandina domestica 'Nana' (Dwarf Heavenly Bamboo)											
Nephrolepis exalta (Sword Fern)											
Pelargonium peltatum (Ivy Geranium)											
Phormium tenax 'Maori Sunrise' (New Zealand Flax)											
Photinia fraseri (Fraser Photinia)											
Pittosporum tobira 'Variegata' (Variegata Tobira)											
Rhaphiolepis indica 'Balleriana' (Indian Hawthorn)											
Rhaphiolepis indica 'Clara' (Indian Hawthorn)											
Rosa spp. (Flower Carpet Rose)											
Rosa floribunda 'Showbiz' (Rose)											
Rosemarinus officinallis 'Prostratus' (Trailing Rosemary)											
Rosemarinus officinallis (Rosemary)											
Scaevola 'Mauve Clusters' (N.C.N.)											

# LAKE HILLS RESERVE RECOMMENDED PLANT LIST

## STONE VIEW

Plant Species	Characteristics									Growth Rate			Shrub Placement			Water Needs		
	Evergreen	Deciduous	Sun	Partial Shade	Shade	Height	Width	Flowering Season	Flower Color	Fast	Moderate	Slow	Foreground	Middle	Background	Low	Medium	High
<b>Ground Cover</b>																		
Arctotheca calendula (Cape Weed)						1'	18"	SP	Y									
Cerastium tomentosum (Snow-in-Summer)						8"	3'	SP	W									
Cotoneaster horizontalis (Rock Cotoneaster)						3'	15'	SP	W									
Duchesnea indica (Indian Mock Strawberry)						8"	18"	SP	R									
Fescue/Bluegrass Turf						2"												
Fescue/Bermuda Turf						2"												
Fragaria chiloensis (Wild Strawberry)						8"	18"	SP	W									
Gazania species						1'	8"	S	MC									
Lonicera japonica (Japanese Honey Suckle)						1"		SP	Y									
Osteospermum fruticosum (African Daisy)						1'	4'	W	PU									
Plumbago auriculata (Cape Plumbago)						6'	10'	W	B									
Potentilla verna (Spring Cinquefoil)						6"	1'	SP	Y									
Rosemarinus officinalis (Rosemary)						6'	2'	SP	B									
Verbena peruviana (Verbena)						1'	1'	SP	MC									

***SUBMITTAL CHECKLIST***  
**LANDSCAPE/HARDSCAPE**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

This checklist must be completed by the Owner and must be attached to the Architectural Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The Committee will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Architectural Review Guidelines.

**PART I - ALL IMPROVEMENTS**

This section lists the submittal requirements for all Improvements that must be included with any and all submittal requests. Per the Association CC&R's - Improvements mean any structure and any appurtenance thereto including a building, walkway, irrigation system, controlled access facility, recreational facility, road, driveway, parking area, alley, fence, any type of wall, awning, patio, porch, deck, any type of landscaping and planting, antenna, poles, signs, air conditioning and water softener fixture or equipment. The Architectural Review Committee may identify additional items that are Improvements.

- Completed Architectural Review Committee Application– Exhibit ‘A’ (2 pages)
- Signed Neighbor Awareness Form – Exhibit ‘B’
- Submittal Checklist
- Photo(s) of entire front, back and side yards of residence indicating architectural style & color scheme prior to improvements.
- Plot Plan (minimum ¼” = 1’-0” for ¼” scale) –3 SETS (*with neighbor initials and address*)
- Architectural Review Fee of \$100.00 is required for rear yard review only. The Architectural Review Fee of \$150.00 is required for rear and front yard review.** – Exhibit ‘E’ (*Payable to Lake Hills Reserve Homeowners Association*)

**PART II - LANDSCAPE IMPROVEMENTS**

This part must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- Part I submittal requirements
- Landscape Plan (may be included on plot plan)

**PART III - EXTERIOR IMPROVEMENTS**

This part must be completed for exterior alterations including trellis and sunshades, gazebos, balcony, window and door treatment, and exterior color or material changes.

- Part I submittal requirements
- Exterior Elevations
- Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan)

**PART IV - SPACE IMPROVEMENTS**

This part must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home. **COMPLETE SPACE IMPROVEMENT ARCHITECTURAL REVIEW APPLICATION AND INCLUDE THE FOLLOWING ITEMS.**

- Exterior Elevations
- Roof Plan
- Building Section(s)

**EXHIBIT 'A'**  
**LANDSCAPE/HARDSCAPE**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

Please complete this request form, the submittal checklist form and attach THREE (3) copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee:

Mail or deliver to: Lake Hills Reserve Homeowners Association  
 c/o Avalon Management  
 31608 Railroad Canyon Road  
 Canyon Lake, CA 92587

From: \_\_\_\_\_ Date: \_\_\_\_\_  
 Owner

\_\_\_\_\_  
 Mailing Address City Zip  
 ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Area Code Home Phone Number Area Code Work Phone Number

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

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

Architect, Engineer or Owner's Representative: (if applicable)

\_\_\_\_\_  
 Contact Company Name  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

**Type of Work:** *(Check all that are appropriate)*

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Room Addition  | <input type="checkbox"/> Sundeck or Balcony          | <input type="checkbox"/> Attached Patio Cover      | <input type="checkbox"/> Gazebo                       |
| <input type="checkbox"/> Spa            | <input type="checkbox"/> Swimming Pool               | <input type="checkbox"/> Pond, Fountain, Waterfall | <input type="checkbox"/> Fire Pit, Fireplace          |
| <input type="checkbox"/> Barbecue       | <input type="checkbox"/> Drainage System             | <input type="checkbox"/> Fence, Screen Wall, Gate  | <input type="checkbox"/> Trellis, Arbor               |
| <input type="checkbox"/> Front Yard     | <input type="checkbox"/> Rear Yard                   | <input type="checkbox"/> Planter, Retaining Wall   | <input type="checkbox"/> Seat Wall                    |
| <input type="checkbox"/> Tubular Steel  | <input type="checkbox"/> Driveway Widening           | <input type="checkbox"/> Irrigation                | <input type="checkbox"/> Planting                     |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Exterior Low Voltage Lights |  | <input type="checkbox"/> Exterior High Voltage Lights |
| <input type="checkbox"/> Other          |  |  |   |

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&R's AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS AS REGARDS CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

Mail to: Avalon Management, 31608 Railroad Canyon Road, Canyon Lake, CA 92587

**EXHIBIT 'A' – PAGE 2**  
**LANDSCAPE/HARDSCAPE**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

**I understand and agree that:**

1. No work on this request shall commence until written approval of the Architectural Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Guidelines shall apply to any approval.

SIGNATURE: \_\_\_\_\_  
Owner Date

Received by the Architectural Committee: \_\_\_\_\_  
Date

*(Do Not Write Below Line. This is to Be Completed By Architectural Committee Only)*

---

**Consultant Review Recommendation:**

Submittal

**NOT APPROVED**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |

Submittal

**APPROVED WITH CONDITIONS**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of ARC Application Form     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____                            |

**Consultant Signature:**

\_\_\_\_\_  
 Signature (1<sup>st</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (2<sup>nd</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (3<sup>rd</sup> Submittal)

\_\_\_\_\_  
 Date

***EXHIBIT 'B'***  
**LANDSCAPE/HARDSCAPE**  
**NEIGHBOR AWARENESS FORM**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

*(Owner to Complete)*

**NEIGHBOR AWARENESS** - The intent is to advise your neighbors who own property adjacent to your lot (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

**YOUR HOME**

\_\_\_\_\_

Name

\_\_\_\_\_

Address

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

NEIGHBOR CONCERNS OR COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT 'C'**  
**NOTICE OF COMPLETION FORM &**  
**REQUEST FOR SECURITY DEPOSIT REFUND**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Tract #: \_\_\_\_\_      Lot #: \_\_\_\_\_

Address Where Work Took Place: \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Evening Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date Work Was Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
*(Please Print)*

Please provide the following documents in order that the Notice of Completion may be reviewed.

- Photographs of everything completed on the property.
- Copy of approved stamped plans *(and any approved revised/amended plans) (verify if Management retained an extra copy of the approved and/or revised plans before submitting).*

*(Do Not Write Below Line. This is to be completed by Architectural Review Committee Only)*

**Committee Comments:**

Submittal

NOT APPROVED

- |                          |                          |                          |                                |
|--------------------------|--------------------------|--------------------------|--------------------------------|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review   |

Submittal

APPROVED WITH CONDITIONS

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of ARC Application Form     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____                            |

**Consultant Signature:**

Signature (1<sup>st</sup> Submittal)

Date

Signature (2<sup>nd</sup> Submittal)

Date

Signature (3<sup>rd</sup> Submittal)

Date

*EXHIBIT 'D'*  
**LANDSCAPE/HARDSCAPE  
CHECK SUBMITTAL FORM**  
LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION

---

ARCHITECTURAL  
REVIEW  
FEE  
(\$100.00)  
Rear Yard Only

Staple Check Here  
Make Check Payable:  
Lake Hills Reserve Homeowners Association

ARCHITECTURAL  
REVIEW  
FEE  
(\$150.00)  
Front & Rear Yards

Staple Check Here  
Make Check Payable:  
Lake Hills Reserve Homeowners Association

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

***SUBMITTAL CHECKLIST***  
**SPACE IMPROVEMENT**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

This checklist must be completed by the Owner and must be attached to the Architectural Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The Committee will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Architectural Guidelines.

**PART I - ALL IMPROVEMENTS**

This section lists the submittal requirements for all Improvements that must be included with any and all submittal requests. Per the Association CC&R's - Improvements mean any structure and any appurtenance thereto including a building, walkway, irrigation system, controlled access facility, recreational facility, road, driveway, parking area, alley, fence, any type of wall, awning, patio, porch, deck, any type of landscaping and planting, antenna, poles, signs, air conditioning and water softener fixture or equipment. The Architectural Committee may identify additional items that are Improvements.

- Completed Architectural Review Application– Exhibit 'E' (2 pages)
- Signed Neighbor Awareness Form – Exhibit 'F'
- Submittal Checklist
- Photo(s) of entire front, back or side of residence where the exterior space improvement will ~~occur~~ **be located** indicating architectural style & color scheme prior to improvements.
- Plot Plan (minimum ¼" = 1'-0" for ¼" scale) –**3 SETS** (with neighbor initials and address)

**PART II - SPACE IMPROVEMENTS**

This part must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home. **IN ADDITION TO PART I REQUIREMENTS COMPLETE SPACE IMPROVEMENT ARCHITECTURAL REVIEW APPLICATION AND INCLUDE THE FOLLOWING ITEMS.**

- Exterior Elevations                       Roof Plan                       Building Section(s)
- Floor Plans (may be included on plot plan)

**EXHIBIT 'E'**  
**SPACE IMPROVEMENT**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

Please complete this request form, the submittal checklist form and attach **THREE** (3) copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Committee:

Mail or deliver to: Lake Hills Reserve Homeowners Association  
c/o Avalon Management  
31608 Railroad Canyon Road  
Canyon Lake, CA 92587

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Mailing Address City Zip  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code Home Phone Number Area Code Work Phone Number

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

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

Architect, Engineer or Owner's Representative: (if applicable)

\_\_\_\_\_  
Contact Company Name  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Type of Work:** *(Check all that are appropriate)*

- Room Addition       Room Conversions affecting exterior appearance  
 Any Enclosed Structure       Other
- 
- 

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&Rs AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS AS REGARDS CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

**EXHIBIT 'E' – PAGE 2**  
**SPACE IMPROVEMENT**  
**ARCHITECTURAL REVIEW APPLICATION**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

---

*(Owner to Complete)*

**I understand and agree that:**

1. No work on this request shall commence until written approval of the Architectural Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Guidelines shall apply to any approval.

SIGNATURE: \_\_\_\_\_  
Owner Date

Received by the Architectural Committee: \_\_\_\_\_  
Date

*(Do Not Write Below Line. This is to Be Completed By Architectural ~~Review~~ Committee Only)*

---

**Consultant Review Recommendation:**

Submittal

**NOT APPROVED**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |

Submittal

**APPROVED WITH CONDITIONS**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| 1 <sup>st</sup>          | 2 <sup>nd</sup>          | 3 <sup>rd</sup>          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of ARC Application Form     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____                            |

**Consultant Signature:**

\_\_\_\_\_  
 Signature (1<sup>st</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (2<sup>nd</sup> Submittal)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature (3<sup>rd</sup> Submittal)

\_\_\_\_\_  
 Date

*EXHIBIT 'F'*  
**SPACE IMPROVEMENT NEIGHBOR AWARENESS FORM**  
**LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION**

*(Owner to Complete)*

**NEIGHBOR AWARENESS** - The intent is to advise your neighbors who own property adjacent to your lot (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Rear of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

**YOUR HOME**

\_\_\_\_\_

Name

\_\_\_\_\_

Address

Immediate Neighbor – Side of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

Immediate Neighbor – Front of Home

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Signature

NEIGHBOR CONCERNS OR COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*EXHIBIT 'G'*  
**SPACE IMPROVEMENT  
CHECK SUBMITTAL FORM**  
LAKE HILLS RESERVE HOMEOWNERS ASSOCIATION

---

ARCHITECTURAL  
REVIEW  
FEE  
(\$300.00)

Staple Check Here  
Make Check Payable:  
Lake Hills Reserve Homeowners Association

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_