

**CARMEL MOUNTAIN RANCH  
RESIDENTIAL COMMUNITY ASSOCIATION  
MASTER ARCHITECTURAL COMMITTEE**

***DESIGN & REVIEW  
MANUAL***

**APRIL 1999**

## *Objectives*

This document is a guide for the members of the Master Architectural Committee (MAC), the various Sub-Association Architectural Committees and the Carmel Mountain Ranch property owners. It is hoped that this booklet will increase the homeowners' awareness of the ways in which the integrity of the Community Plan is preserved and the responsibilities the homeowners must assume in the process. The guidelines are broad based and address exterior improvements for which homeowners most commonly submit applications and is not intended to be all inclusive. The specific objectives of this booklet are to:

- Provide uniform guidelines to be used by the MAC in reviewing applications in conformance to the standards set forth in the CC&R's of Carmel Mountain Ranch.
- Assist residents in preparing an acceptable application to the MAC.
- Increase residents' awareness and understanding of the CC&R's.
- Maintain and improve the quality of living environment in Carmel Mountain Ranch.
- Illustrate basic design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.

All residents benefit from the planning and design that have been an important part of the development of Carmel Mountain Ranch. The intent of design controls is not to inhibit individuality and creativity but to assure residents of a continuity of design which will help preserve or improve the appearance, protect property values and enhance the overall environment of Carmel Mountain Ranch. The booklet is directed only to exterior alterations, including landscaping, made by homeowners to their property. However, the MAC also reviews plans for all new construction by builders and developers subject to the CC&R's.

### **CC&R's**

Basic control for maintaining the quality of design in Carmel Mountain Ranch comes through the CC&R's which are a part of every deed of ownership.

The CC&R's establish the Carmel Mountain Ranch Residential Community Association and the Master Architectural Committee (MAC). The MAC insures that proposed exterior alterations comply with the quality of design. This involves the regular review of all applications for exterior alterations submitted by residents.

### **Master Architectural Committee Approval**

Homeowners are reminded that approval from the MAC is required on all exterior structures, alterations and initial landscape plans including fences and walls. Any change to the exterior appearance of one's property must be approved by the MAC. Further, once a plan is approved, it must be abided by; any modification must be approved prior to installation.

It is important to understand that MAC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and material, etc.

Each application is reviewed on an individual basis. There are no automatic approvals, except as outlined in the guidelines. For example, a homeowner who wishes to construct a deck identical to one that has already been approved by the MAC is still required to submit an application and obtain approval.

In every case, an application must be submitted and reviewed in order to consider specific implications of location and impact on surroundings.

### **Sub-Association Architectural Committees**

Many sub-associations have developed their own guidelines for exterior alterations. Quite often these guidelines are more specific than those contained in this booklet and in some cases more restrictive. When sub-association guidelines are less restrictive than the Master Community Guidelines, the Master Community Guidelines will prevail.

The sub-association guidelines can be useful, particularly in establishing design continuity. The resident must submit an application to the sub-association architectural committee which will be forwarded to the MAC for approval.

### **Amendments**

These guidelines may be amended. It is anticipated that the changes will be primarily additions and will not involve substantive changes of existing guidelines. However, the existing guidelines may be amended to reflect changed conditions or technology.

The MAC will conduct a yearly evaluation of the guidelines to determine if amendments are required. Homeowners may submit requests for additions or changes to these guidelines.

### **Disruption of Community Common Area**

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

### **City and County Permits**

Approval by the MAC for any improvements does not waive the necessity of obtaining required city and county permits. Obtaining city and county permits does not waive the need for Architectural Committee approvals, at either sub-association or Master community level. Approval must be obtained prior to construction.

### **Master Architectural Committee (MAC) Review Criteria**

The MAC evaluates on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be acceptable for another.

1. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
2. Beyond compatibility, the other concerns are views, access and sunlight.

# *Procedures*

## **I. Procedural Standards**

### A. Application Procedure and Requirements:

Approval of any project by the Master Architectural Committee (MAC) does not waive the necessity of obtaining the required City and County permits, such as pool permits and building permits. Obtaining a city or county permit does not waive the need for Master Architectural Committee approval.

1. All requests are to be submitted to the Carmel Mountain Ranch Residential Community Association, through the property management company, to the attention of the Master Architectural Committee.
2. All requests for architectural approval or variances must be made on the standard Carmel Mountain Ranch Residential Community Association, home and landscape improvement application form. Retain a copy of the application form upon submittal.
3. Construction drawings: one copy of plan is required for review.
4. Applications will be approved, approved with conditions, denied or returned for more information within 60 days of receipt by the MAC. If the homeowner is not contacted within the 60 day period, it is the homeowner's responsibility to contact the property management company as to the status of the plans.
5. Approved plans will be retained by the MAC and will be kept by the property management company.
6. Specifications:
  - a. List materials, dimensions, quality and finishes.
  - b. Indicate method of installation or application of the material.
  - c. Provide a fully dimensioned plot plan with enough detail to clearly show proposed improvements.
  - d. Submit photograph of affected elevation.
7. Color:
  - a. Indicate the color of stain or paint by manufacturer's number, respective to building parts or surfaces.
  - b. Samples of materials having inherent colors such as masonry, may be required if they are to be used in their natural finish.
8. Neighbor Notification: The intent is to advise your neighbors who own property adjacent to your lot of proposed work in order to avoid future conflicts. Obtain signatures of neighbor(s) on the application form. If a neighbor(s) disagrees, ask neighbor to complete the comment section on the application form. Disagreement of neighbor(s) will be considered; however, will not bind the MAC decision. **No application will be complete until the neighbor notification condition has been satisfied.**
9. Right of Entry: If construction work requires the use of common area, or access from property not owned by the applicant for purposes of transporting labor and materials or for the temporary storage of materials for the work, the applicant shall obtain written permission from the Carmel Mountain Ranch Residential Community Association or the owner for the right to enter during construction. A copy of the letter granting permission shall be submitted to the MAC prior to commencement of construction. A security deposit or bond, as deemed necessary by the Architectural Committee, may be required for the contractor. Unused deposits will be refunded after completion of work.

B. Construction

1. Time Period: Work shall be completed within sixty (60) days of the date of approval. If the scope of the job warrants more time, the MAC may extend the construction period as necessary. A construction phasing plan and schedule indicating a longer construction period shall be submitted by the applicant.

**II. General**

- A. Appeals: In the event plans and specifications submitted to the MAC are disapproved, the party or parties making such submission may appeal in writing and in person to the Carmel Mountain Ranch Residential Community Association Board of Directors. The written request must be received by the Board not more than thirty (30) days following the final decision of the MAC. Within thirty (30) days following the receipt of the request for appeal, the Board shall render its written decision.
- B. Enforcement: Improvements which are installed without the necessary approval from the Carmel Mountain Ranch Residential Community Association will constitute a violation of the Declaration of Covenants, Conditions and Restrictions (CC&R's) and may require modifications or removal of work at the expense of the homeowner. Remedies will be pursued to the fullest extent permitted by the CC&R's.
- C. Violations: All residents have the right to bring to the attention of the property management company, any violations of the Carmel Mountain Ranch Design Guidelines.
- D. Damage: Homeowners shall be responsible for any damage caused to the streetscape or open space areas as a result of construction improvements. This includes construction debris and other materials used in making said improvements. All refuse must be removed from the premises.
- E. Variances: The MAC may authorize variances from MAC guidelines, when circumstances such as topography, natural obstructions, aesthetics or environmental considerations may require.
- F. No Waiver of Future Approvals: The approval by the MAC of any proposals, plans, specifications or drawings will not bind the MAC to approve the same or similar plan in the future. The MAC specifically reserves the right to reject the same or similar plans, specifications, or proposals subsequently submitted.
- G. Notice of Completion: The applicant will forward a notice of completion (of approved proposed improvements) to the CMR Residential Community Association.
- H. MAC Inspections: The MAC may at any time inspect any improvement, changes or alterations for which the owner has applied for MAC approval. The right of inspection shall terminate sixty (60) days after the owner has given written notice of completion.
- I. Inspection for installation of improvements not previously approved by MAC may be conducted at any time.

# Guidelines

## I. AIR CONDITIONERS

- A. Visible units extending from windows are not permissible.
- B. Compressors and equipment are to be screened from view by fencing or landscaping.
- C. If air conditioning was offered as an option and was not installed by builder at the time of purchase, equipment must be located in same area in which the optional unit would have been installed.
- D. Screens for noise may be required.

## II. ANTENNAS AND SATELLITE DISHES

- A. The provisions of Article X, Section 10.01 of the Associations CC&R's prohibit antennas of any type. Section 10.01 has to some degree been superseded by State and Federal law. Guidelines and procedures have been adopted by the Board of Directors to comply with those State and Federal laws allowing antennas in certain defined situations. Other than antennas allowed by the guidelines, the prohibition on antennas of Article X, Section 10.01 remains in effect.
- B. The location of the antenna or satellite dish must be approved by the Master Architectural Committee. The antenna or satellite dish must be placed in the location that is least visible from the street.

## III. ATTIC VENTILATION

- A. Ventilators or other mechanical apparatus requiring roof installation are to be as small as is functionally possible and painted to match roof color. Units should be located on the least visible side of the roof and may not extend above the roof line.

## IV. AWNINGS

- A. Canvas or retractable metal awnings of design and color complimentary to the house may be permitted with Master Architectural Committee approval.

## V. BALCONIES

- A. Balconies may not exceed an 8 foot projection from the home. Check city zoning for setback requirements. The total length shall be governed by the MAC based upon proportions and aesthetics. Balconies should be accessible from the exterior of the house through a suitable door from the second story. Exterior stairways can be approved if not located in the setback and do not block views. Balconies must be painted white or to match the trim or house color.

## VI. BARBEQUES – PERMANENT

- A. Permanent barbecues are to be located in the rear yards only.
- B. Applications should include the following information:
  - 1. Dimensions.
  - 2. Material and color.
  - 3. Elevations drawings.
  - 4. Location of barbecue in relation to the house and property lines.

## VII. BASKETBALL HOOPS

- A. Backboards must be mounted flush to the house and centered above the garage. Backboards and edges may be of the following two types:
  - 1. Clear lucite or comparable material.

2. Painted white or to match the house color. Backboard is to be repainted as often as necessary to maintain color.
- B. The hoop must be standard size with a net.
  - C. The net must be kept in repair at all times.
  - D. A portable basketball stand is considered a toy and is not subject to MAC approval provided that it is put away when not in use.

### **VIII. CLOTHESLINES**

- A. Clotheslines are not permitted.

### **IX. DOGHOUSES AND DOG RUNS**

- A. Dog Houses:
  1. Doghouses are to be located in side and rear yards only (behind fence parallel to the street), in an area that is visually obstructed. Doghouses are to be located out of sight from the public street.
- B. Dog Runs:
  1. Dog runs are permissible in detached housing only.
  2. Vinyl covered chain link fencing may be used for a dog run only in conjunction with a solid privacy fence (see FENCES for details on solid fencing).

### **X. DRAINAGE**

- A. The owner is responsible for maintaining proper, positive drainage at all times. MAC is not responsible for reviewing drainage.
- B. If a drain is constructed under the city sidewalk and through the curb, a city permit may be required.

### **XI. FENCES**

- A. Replacement fence style, materials and finished color must be similar to the existing fence.
- B. Homeowners should refer to city codes and requirements as they relate to pool and spa fencing.
- C. Specific fence requirements:
  1. Solid Wood Fence – Privacy Fence
    - a. Maximum height is 6 feet.
    - b. No design review is required if the fence is painted to match the house trim or house color, sealed with clear or stained with Frazee #418 (brown) or Frazee #611 (gray). The adjacent (neighbor) fence is to be treated the same.
  2. Masonry Walls: concrete, block, brick and slump stone
    - a. Concrete walls must be stuccoed.
    - b. Solid block walls shall not exceed 6 feet in height.
    - c. Color must match existing structure or adjacent boundary fence.
    - d. Brick, slump stone and split faced block may be left natural upon approval by the MAC.
  3. Acceptable material for fencing:
    - a. Wood.
    - b. Wrought iron or tubular steel.
    - c. Masonry or stucco, if materials conform to type, quality, color and character of masonry or stucco used elsewhere in the respective neighborhoods.This list is not all inclusive.
  4. Unacceptable fencing materials:
    - a. Aluminum or sheet metal.
    - b. Chicken wire or wire mesh.
    - c. Galvanized or plastic chain link.

- d. Plastic webbing, reeded, bamboo, or straw-like materials.
- e. Corrugated or flat plastic or fiberglass sheets or panels.
- f. Rope or other fibrous strand elements.
- g. Miniature type fencing.
- h. Barbed wire.

This list is not all inclusive.

## **XII. FIREPLACES, CHIMNEYS, FLUES**

- A. The exterior appearance of a fireplace and chimney must match the existing or new structure.
- B. When metal flues are used for pre-fabricated fireplaces the roof vent must conform to standards listed under the section ATTIC VENTILATION in this booklet.

## **XIII. FLAGPOLES**

- A. The installation of flagpoles shall be subject to review and approval by the MAC.

## **XIV. GARAGE DOORS**

- A. If the garage door is replaced with a similar door that is the same color as the original or existing garage door, or is cream or white to match the house color or trim, MAC approval is not required.

## **XV. GUTTERS AND DOWNSPOUTS**

- A. Gutters and downspouts must match the existing trim or stucco color.
- B. Run-off from gutters must not affect adjacent property and should be directed to the street.

## **XVI. LANDSCAPE AND IRRIGATION**

- A. Trees and shrubs should be selected and placed in a manner that does not unreasonably obstruct adjacent homeowner's views. See list of acceptable and unacceptable tropical plants and recommended trees for front yards at the end of this booklet.
- B. Plants may not be attached to the Association maintained fencing.
- C. Plants are not to encroach on walkways or block walkway lighting.
- D. Irrigation lines must be subterranean.
- E. Appropriate drainage shall be installed, directed to the street in order to prevent runoff onto adjacent or common area properties.
- F. Sprinklers should be adjusted so as not to spray adjacent properties or public sidewalks.
- G. Applications for landscape must include:
  1. Listing of plant material.
  2. Location of plants on overall site plan showing house (plot plan).
  3. Planters and retaining walls with dimensions, materials, color and finish.
  4. Hardscape such as concrete, walkways, patios, decks, patio covers with an elevation sketch (side view) and construction details.

## **XVII. LIGHTING**

- A. Lights are to be directed onto applicants property and screened to prevent light from falling onto adjacent properties.
- B. Proposed fixtures are to be compatible with applicant's house in style and scale.
- C. Applications for lighting should include the following:
  1. Location of lights and area they will illuminate.
  2. A sketch or picture of fixture.
  3. Wattage of lights.



### **XVIII. PATIOS, DECKS, AND GAZEBOS**

- A. Materials shall be compatible with applicant's house.
- B. The design of a deck or patio should ensure a minimum of intrusion upon neighbor's privacy.
- C. Adequate drainage shall be installed to prevent standing water and run off onto adjacent properties. Drainage shall be directed to the street.
- D. Second story wooden decks must be painted white or to match the house or trim color.
- E. Applications for patio or deck must include the following information:
  - 1. Site plan indicating location of patio or deck in relation to existing house and property boundaries.
  - 2. Listing of materials, colors and finishes.
  - 3. Dimensions.
  - 4. Elevations drawings.

### **XIX. PATIO COVERS**

- A. Must be compatible with form and materials of existing house.
- B. Flat patio covers must be of open construction on top. If a solid patio cover is desired it must be constructed similar to the roof of the house (i.e., pitch and roof tiles).
- C. Patio covers must be painted white or to match the house or trim color.
- D. Obstruction of view from adjacent properties must be considered when constructing a patio cover.
- E. Unacceptable construction materials for structures in this section include the following:
  - 1. Metal or pre-fabricated structure of metal.
  - 2. Corrugated plastic.
  - 3. Corrugated fiberglass.
  - 4. Plastic webbing, split bamboo, reeded or straw like materials.
  - 5. Asphalt or composition shingles.These materials are not all inclusive.
- F. Application for patio covers must include:
  - 1. Location of patio cover in relation to the house.
  - 2. Materials and color.
  - 3. Dimensions.
  - 4. Elevations drawings.

### **XX. ROOM ADDITIONS**

- A. Additional rooms must be compatible in scale, materials and color with the applicants existing structure and neighborhood.
- B. Location of the addition is not to impair view, sunlight or natural ventilation to adjacent properties.
- C. Pitched roofs must match or be complimentary to the existing structures in slope and form.
- D. No improvement (unless second story improvement or chimney) shall exceed the roof heights of the existing structure.
- E. New windows and doors are to relate well with existing exterior openings.
- F. Provisions must be made to prevent runoff to adjacent properties.
- G. Materials for construction shall be stored in the least conspicuous area. Excess debris and material shall be removed from the site daily.
- H. Major features of the existing house must be reflected in the design of the proposed addition such as the vertical and horizontal lines, projections and trim details.

### **XXI. SCREEN DOORS AND SECURITY DOORS**

- A. Screen doors with excessive scroll work or bars shall not be allowed.

- B. No design review is required if the screen door is installed within the existing door jamb or a suitable trim is provided which matches the existing dwelling unit trim. Multiple panel screen doors are acceptable and encouraged. Screen doors other than multi-paneled must be reviewed by the MAC.
- C. Security doors shall be white in color, except where door trim and door color are dark.

## **XXII. SECURITY SIGNS**

- A. Security signs shall be no larger than 12" x 12" (one square foot), placed not more than three (3) feet away from the house and no more than three (3) feet above the foundation level. A maximum of one sign shall be permitted in the front yard. Signs shall be freestanding, not attached to the house or garage. Two additional 4" x 4" decals may be attached to the rear windows of the house.

## **XXIII. SOLAR ENERGY EQUIPMENT**

- A. Plans for solar equipment shall include location of roof panels and must conform to the following guidelines:
  - 1. Solar collectors are to be placed flush with and in the same plane as the roof slope. If panels can not be flush mounted then supports must be solid and painted to match the roof.
  - 2. All plumbing lines from collectors to tank must be concealed.
  - 3. Collectors must be non-reflective in nature.

## **XXIV. SUNROOMS**

- A. The location must be reviewed and approved by MAC.

## **XXV. SWIMMING POOLS AND SPAS**

- A. Permanent above-ground pools are prohibited. Portable or above ground spas are permitted.
- B. Pool or spa equipment must be placed to minimize disturbance to adjacent properties. MAC may require screening to mitigate noise.
- C. Plumbing lines to spa or pool must be subterranean or concealed.
- D. Application for a swimming pool or spa should include the following information:
  - 1. Location of the spa or pool in relation to the existing structure and property boundaries.
  - 2. Dimensions of pool or spa.
  - 3. Drainage detail.
  - 4. Material for decking.
  - 5. Location of equipment and screen (noise and view) detail.
  - 6. Detail of fencing to surround pool or spa.
  - 7. Means to access proposed construction.

## **XXVI. TOOL SHEDS**

- A. Tool sheds must be designed to a height less than or equal to the fences surrounding the property or screened from view by an acceptable manner.
- B. The location of the shed is subject to review by the MAC.

## **XXVII. WINDOWS AND WINDOW TREATMENT**

- A. Wrought iron bars are prohibited on windows.
- B. Windows may be tinted in all homes. No reflective materials may be used to create a mirror effect from the outside. No temporary materials such as sheets, paper or foil shall be used for shading purposes.





The following tree species would be excellent choices for single family front yards in Carmel Mountain Ranch and are consistent with the plant palette already in place. Please note that all trees should have sufficient clearance surrounding them to minimize the possibility of interference with surrounding sidewalks, etc.

Scientific Name	Common Name		Clearance Needed from Walkways	Notes
Jacaranda mimosifolia	Jacaranda	Deciduous	5 – 6 feet	Purple flowers in late spring, ferny foliage through the growing season. Fallen flowers will not stain pavement permanently but may stain carpet if tracked inside.
Tristania conferta	Brisbane Box	Evergreen	5 – 6 feet	Pyramidal tree in youth with nice foliage. Flowers are small but can be fragrant. Tree is tolerant of most adverse conditions but prefers good drainage.
Prunus cerasifera ‘Atripurpurea’ and other cultivars	Purple Plum	Deciduous	4 feet	Pink cherry like flowers in spring followed by purple leaves. Excellent small tree but short lived (25-35 years). Some cultivars have small fruit with age.
Magnolia grandiflora	Southern Magnolia	Evergreen	8 feet	Slow growing but quite pretty with huge white flowers on glossy foliage. Large fruit pod open with ornamental red seeds inside. Leaf drop, though somewhat constant is not a problem if tree is planted in a lawn where leaves will be mowed up or raked.
Metrosideros excelsus	New Zealand Christmas Tree	Evergreen	5 – 6 feet	Bright bottlebrush like flowers on dark green leaves. Nice small tree with few problems.