

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

***DESIGN & REVIEW  
MANUAL***

**January 2019**

## *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. It is not intended to be all inclusive. The specific objectives of this manual are to:

- Provide uniform guidelines to be used by the MAC in reviewing applications in conformance to the standards set forth in the Covenants, Conditions and Restrictions (CC&Rs) of Carmel Mountain Ranch.
- Assist residents in preparing an acceptable application to the MAC.
- Increase residents' awareness and understanding of the CC&Rs.
- 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 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 manual 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&Rs.

### **CC&Rs**

Basic control for maintaining the quality of design in Carmel Mountain Ranch comes through the CC&Rs, which are a part of every deed of ownership. When you purchased your property, you agreed to comply with the CC&Rs and should have received a copy of them. The CC&Rs are available for viewing on the CMR Residential Community Association Website. <http://cmrrca.org/index.php/governing-documents>.

The CC&Rs establish the Carmel Mountain Ranch Residential Community Association and the MAC. The MAC ensures that proposed exterior alterations comply with the general design concepts by regularly reviewing all applications for exterior alterations submitted by residents. “Exterior alterations” applies to the front yard, back yard, side yards, and the building structure itself.

### **Master Architectural Committee Approval**

Homeowners are reminded that approval from the MAC is required on all exterior structures, alterations and landscape plans including fences and walls. Any change to the exterior appearance of one’s property must be approved by the MAC. Once a plan is approved, it must be abided by. Any modification must be approved by the MAC 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 also includes such items as changes in color and material, installing a new front door, etc.

MAC Application forms and instructions can be found on the MAC Page of the Carmel Mountain Ranch Residential Community Association website. [http:// cmrrca.org/index.php/design-and-review/master-architectural-committee](http://cmrrca.org/index.php/design-and-review/master-architectural-committee)

Each application submitted is reviewed by the MAC 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 prior to starting the project.

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.

If residence is located within a sub-association, the resident must submit an application to the sub-association architectural committee.

### **Amendments**

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

The MAC may 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 and Adjoining Landowners**

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 any 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 the homeowner to obtain required city and county permits. Conversely, obtaining city and county permits does not waive the need for Architectural Committee approvals, at either sub-association or Master community level.

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

When the MAC evaluates applications, in addition to the particular design proposal, it considers the characteristics of the housing type and the individual site. Specifically:

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, sunlight, and appearance when viewed from other properties.

## ***Procedures***

### **I. Procedural Standards**

- A. MAC Application requirements, procedures, forms and instructions can be found on the MAC Page of the Carmel Mountain Ranch Residential Community Association website. <http://new.cmrrca.org/index.php/design-and-review/master-architectural-committee>  
Approval of any project by the MAC does not waive the necessity of the owner to obtain the required City and County permits, such as pool permits, right-of-way permits, and building permits. Conversely, obtaining a city or county permit does not waive the need for MAC 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 MAC.
  2. All requests for approval or must be made on the standard Carmel Mountain Ranch Residential Community Association, home and landscape improvement application form. Owners should retain a copy of the application form upon submittal.
  3. Construction drawings: one copy of plan is required for review. Drawings shall be to scale.
  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 prior to beginning work. Incomplete or faulty applications are likely to delay the approval process.
  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, and existing features to remain.
  - d. Submit photographs of affected area.
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 and stone, 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 (and/or are affected by your project) of proposed work in order to avoid future conflicts. This often includes neighbors across the street and to each side of your property. In the case of backyard improvements, this includes your neighbors behind you. 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 considered complete or reviewed 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 property 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 it is known that the project will take more than 60 days, this should be disclosed with the application. If the scope of the job warrants more time, the MAC may extend the construction period as necessary. The applicant must submit a construction phasing plan for projects lasting more than 60 days. Should the project be prolonged, the applicant shall submit a modified schedule to the MAC.
- 2. Provisions must be made to prevent runoff to adjacent properties.
- 3. Materials for construction, trash dumpsters and portlets shall be stored in the least conspicuous area feasible. Excess debris and material shall be removed from the site daily.

**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 CC&Rs 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&Rs. Remedies may include fines and hearings.

- 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 warrant.
- 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. The applicant shall notify the CMR Residential Community Association when the project is completed.
- H. MAC Inspections: The MAC may at any time inspect any improvement, changes or alterations for which the owner has applied for MAC approval. 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, doors, or through the wall of the structure 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 MAC. The antenna or satellite dish must be placed in the location that is least visible from the street so long as such restriction does not cause an undue burden on the cost or functionality of the system. Backyard locations are preferred.
- C. Cables and wires leading to and from the antenna must be neatly secured to the building and hidden or painted to match the surface that they are attached to whenever possible.

## 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 MAC approval.

## V. REMOVED

## VI. BARBEQUES / FIREPITS – PERMANENT

- A. Permanent barbecues and fire pits are not permitted in the front yard.
- B. Only gas barbecues and firepits will be approved (no wood, charcoal, etc.)
- C. Applications should include the following information:
  - 1. Dimensions.
  - 2. Material and color.
  - 3. Elevations drawings.
  - 4. Location of barbecue / fire pit 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 must 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 good repair at all times.
  - D. A portable basketball stand is considered a toy. It must be stored out of sight when not in use. They are subject to removal if not stored properly when not in use.
  - E. Portable basketball stands must be clearly labeled with the owner's address.

### **VIII. CLOTHESLINES**

- A. In accordance with California Law, clotheslines and clothes drying racks are permitted provided they:
  1. Are placed in the backyard only (not in front or side yards)
  2. Do not create a health or safety hazard or interfere with maintenance of the property.
  3. Do not block doorways or walkways.

### **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 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 designing proper drainage into any proposed improvement project and maintaining proper, positive drainage at all times. The MAC is not responsible for reviewing drainage for regulatory or technical compliance.
- B. If a drain is constructed under the city sidewalk and through the curb, the homeowner is responsible for obtaining a city permit.

### **XI. FENCES**

- A. Replacement fence style, materials and finished color must be similar to the existing fence unless specific MAC approval is obtained.
- 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 5 feet unless specifically approved by the MAC.
    - b. Front fence height shall be consistent with adjacent properties.
    - c. For front-facing fences no design review is required if the fence is sealed with clear or stained with M#418 (natural pine/fir) or M#611 (gray/monterey) (for M#418 and M#611 stains, see Sherwin-Williams Miramar location).
    - d. MAC approval is required if fence is painted to match the house or house trim color.
    - e. Contrasting posts or trim boards are not allowed. They must be the same color as the fence body.
    - f. Side lot fences which are visible from the street require MAC approval for fence type and color selection in order to coordinate with adjoining and nearby fences.
  2. Masonry Walls: concrete, block, brick and slump stone
    - a. Concrete walls must be stuccoed.



- b. Solid block walls shall not exceed 5 feet in height. Front wall height must be consistent with adjacent property walls and fences.
  - c. Color must match existing structure or adjacent boundary fence. The wall and pilasters must be a single color, decorative caps may only be a complimentary color if it matches a corresponding color on the main structure and is approved by MAC.
  - d. Brick, slump stone and split faced block may be left natural upon approval by the MAC.
  - e. Walls built in the front yard must be at least 5 feet from the back edge of the sidewalk and may be no more than 3 feet tall. The purpose of this restriction is to keep pedestrians from feeling walled off from the houses on the street. MAC may approve a short-wrought iron or tubular steel fence topping a fronting wall.
3. Acceptable material for fencing (if architecturally compatible):
- a. Wood.
  - b. Wrought iron or tubular steel may be approved by the MAC with a signed agreement that any visible areas will be kept free of clutter, trash containers, or any other items not consistent with front yard public view policies.
  - 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 such as pre-manufactured plastic or metal garden edge fences available at home improvement stores.
  - 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.
- C. Outdoor fireplaces tall enough to be offensive to neighboring properties shall not be constructed.

## **XIII. FLAGPOLES**

- A. Wall-mounted flagpoles are not subject to review and approval by the MAC. Ground-mounted flagpoles must receive MAC approval prior to installation.

## **XIV. GARAGE DOORS**

- A. Garage doors shall be architecturally compatible with the home and neighborhood. MAC approval is required regardless of color.
- B. The color of garage doors shall be white, off-white, or match the wood trim color for the color palette of the home. Other colors may be considered by the MAC if architecturally compatible with the home and the surrounding community.

## **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 site's drainage system.

## **XVI. LANDSCAPE AND IRRIGATION**

- A. MAC approval is required for all landscaping changes.
- B. Trees and shrubs should be selected and placed in a manner that does not unreasonably obstruct adjacent homeowner's views.
- C. Plants may not be attached to the Association-maintained fencing.
- D. Plants are not to encroach on sidewalks or walkways and must not block walkway lighting.
- E. Irrigation lines (with the exception of drip emitter lines) must be subterranean. Drip emitter lines must be covered with mulch or rock, or otherwise be not visible.
- F. Appropriate drainage shall be installed and directed to the street in order to prevent runoff onto adjacent or common area properties.
- G. Sprinklers shall be adjusted so as not to spray adjacent properties or public sidewalks.
- H. Refer to Landscape Guidelines and Artificial Turf Guidelines for further information about design and restrictions. Artificial Turf installations are not exact replacements for existing natural turf and require landscape design changes to prevent drawing attention to their man-made nature. Those changes must be approved by the MAC.
- I. Refer to Landscape Guidelines for information on materials not allowed for landscaping. The following materials are not allowed, as they are clearly artificial or not found naturally in Carmel Mountain Ranch. (List is not all-inclusive)
  - 1. Mulch or bark that is dyed red or black.
  - 2. Non-native rocks such as white granite or lava
- J. Applications for landscaping must include several photos showing current landscaping, full listing of materials, colors, and finishes and a scaled drawing that includes, but is not necessarily limited to:
  - 1. A listing and depiction of proposed plant materials.
  - 2. Location of plants on overall site plan showing house (plot plan).
  - 3. Hardscape such as concrete paving, walkways, and patios.
  - 4. Planters, retaining walls, decks, and patio covers with an elevation sketch (side view) and construction details.

## **XVII. LIGHTING**

- A. Lights are to be directed onto applicant's 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. Lamp type and brightness information (LED vs. Incandescent, Wattage or Lumens).

## **XVIII. PATIOS, BALCONIES, 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. Balconies (second floor decks) 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 shall be accessible from the interior 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.

- D. Adequate drainage shall be installed to prevent standing water and run off onto adjacent properties. Drainage shall be directed to the street.
- 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. Elevation 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 (except for quality metal products made to look like wood such as embossed aluminum)
  2. Corrugated plastic.
  3. Vinyl or plastic.
  4. Corrugated fiberglass.
  5. Plastic webbing, split bamboo, reeded or straw like materials.
  6. 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 AND SUNROOMS**

- 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.

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

- A. Screen doors with excessive scroll work or bars shall not be allowed.
- B. Security doors shall be black or a dark color to match the door color. Light colors must be approved by the MAC. In all cases the screen material shall be black.
- C. Custom design screen and security doors may be approved by the MAC if compatible with overall design of the house and neighboring houses.

### **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 panels/collectors are to be placed flush with and in the same plane as the roof slope.
  - 2. All plumbing lines from collectors to tank must be concealed.
  - 3. Water heating collectors must be non-reflective in nature.
  - 4. Electrical conduit must be painted to match the surface it is attached to.

### **XXIV. REMOVED**

### **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. Pools/spas may not be placed in the front yard.
- 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. SHEDS AND ACCESSORY STRUCTURES**

- A. Sheds must be designed to a height less than or equal to the fences surrounding the property or screened from view in an acceptable manner, and not visible from the street.
- B. The location of the shed is subject to review and approval by the MAC.
- C. The MAC may reject accessory structures in accordance with the CC&Rs (no temporary structures).

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

- A. Wrought iron bars are prohibited on windows.
- B. Forward-facing replacement windows must feature grids similar to the windows removed. Window grids must be consistent with the house, and with neighboring houses.
- C. Windows may be tinted in all homes, however tinting which appears black is not allowed. No reflective materials may be used to create a mirror effect from the outside. No temporary materials such as sheets, paper, cardboard, or foil shall be used for shading purposes.
- D. Curtains visible from the street shall be white or off-white, or otherwise screened by another feature (i.e. shutters or blinds).

### **XXVIII. PORTABLE STORAGE UNITS**

- A. Portable storage units may be placed on or adjacent to the premises for a maximum of seven (7) calendar days. Placement for longer than 7 days will require an application to the Board, and approval will only be granted for extenuating circumstances (i.e. remediation for fire or flood, extensive remodel, etc.).