

EXHIBIT A TO PROPERTY USE AND MAINTENANCE REGULATIONS

**RANCH VIEW TERRACE
ARCHITECTURAL GUIDELINES**

Any capitalized term not defined herein shall have the meaning given to it in the Residential Lot Lease and/or Property Use and Maintenance Regulations to which this is attached.

A Overview of the Approval Process

Under the provisions of Article 9 of the CC & R's, a process of design review has been established. Plans for new construction, remodeling (including any structural, plumbing and electrical items or any exterior renovation) or landscaping must comply with the Ranch View Terrace Architectural Guidelines ("Guidelines") and be approved by the Architectural Review Board (ARB). The ARB works with Owners to ensure a continuity of concept and design that will preserve the quality of the community for all residents and enhance the value of the investment that each Owner has made. The ARB also reviews technical aspects of the completed plans and issues building, mechanical, and electrical permits. No additional city or county building permits are required in Ranch View Terrace. University staff or designee will inspect the construction to assure compliance with building codes.

ARB approval of plans is distinct from "Capital Improvement" approval. The ARB is not obligated to approve as a Capital Improvement any remodels it may have approved as part of the design approval process. Any Owner seeking to add the cost of a Capital Improvement to the value of their home is required to submit documentation to the ARB within three months from the completion of the project. The ARB is not obligated to approve any requests submitted after three months of project completion. (See Capital Improvement Definition Attachment 3.)

The "Design Standards" (Attachment 2) portion of these Guidelines is intended to aid Owners and their designers in planning new construction, remodeling or landscaping. The ARB reserves the right to waive any portion of the Standards, or to impose additional requirements which are reasonable and consistent with its purpose. Since these Guidelines are subject to revision by the ARB, the Owner should obtain a current copy from the ARB before planning any construction, remodel or landscaping project.

It is strongly recommended that the Owner have plans for major remodeling or construction prepared by a qualified and licensed architect, engineer or designer. Complete and clear drawings will simplify the design approval process.

The ARB reviews and approves proposals for new construction, interior, exterior and infrastructure modifications at three stages:

1. Concept (use attached Concept Description, attach rough sketch if possible)
2. Preliminary Design
3. Final Design

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Some simple projects may only require the concept and final design stages, while larger scale modifications will require all three stages. Owners planning remodeling which affect the exterior of their dwelling are required to submit plans for concept, preliminary and final review approval.

B. Submission of Plans for ARB Approval and Permit

1. Concept Approval: The intent of the Concept Approval is to determine that a project is feasible, and will be permitted subject to subsequent design approvals. This is to allow the applicant (Owner or Association) to initiate a project and obtain concept approval before entering into a costly and time-consuming process with a design professional. To obtain “concept” approval the Owner or Association, must submit a completed “Concept Application for Home Modification” (blank form Attachment 4)
 - a. The ARB will determine the requirements for notification of Owners of Neighboring Parcels at this stage. **NOTE:** Under the “Property Use and Maintenance Guidelines of Ranch View Terrace”, Article 2, no application for ARB approval shall be considered complete unless accompanied by evidence, in such form as the ARB finds acceptable, that adjoining Owners of Neighboring Parcels have been notified concerning the pending application.
 - b. The ARB will notify the applicant of the extent of detail required for future submittals for preliminary and final design approvals of the proposed project at the time concept approval is granted.
 - c. Projects involving any Owner intrusion into the Common Area must be approved by the Association Board prior to being submitted to the ARB.
 - d. Projects involving only common area changes must be submitted to the ARB from the Board of the Association.
2. Preliminary Design Approval; Preliminary Design review of plans may be required for construction, remodeling or landscaping of any housing unit and related improvements. A preliminary review does not reduce the 45 day final review period.
The Owner must submit the following to the ARB:
 - a. Ranch View Terrace site plan identifying the project site
 - b. Schematic site and floor plans, elevations, sections and details of the existing unit and of the proposed addition or modification of any exterior element or surface, and other such documents as may have been noted by the ARB upon concept approval.

Drawing requirements for this review may vary, but will include:

- i. Site/roof plan at 1/8” scale indicating lot lines, setbacks, driveways, fences, existing and proposed grades, roof plan with slopes, accessory structures, and mechanical equipment.

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- ii. Floor plans and sections at 1/8" scale or greater.
- iii. Elevations at 1/8" scale or greater indicating roof and siding materials, skylights, solar panels, and height of structures.
- iv. Optional renderings, etc., to communicate design intent.
- v. Elevations of adjacent units including all window locations.

After receipt of the above, the ARB may arrange a meeting with the applicant or applicant's designer to discuss the plans. Alternately, the ARB will respond with a letter identifying any aspects of the plans that do not conform to the Guidelines and/or need modification.

The ARB will:

- Submit the Preliminary Design package to the Campus Fire Marshal for review if necessary
- Post plans in the Faculty and Staff Housing Office and all Ranch View Terrace residents will be notified and invited to comment within ten working days. All comments will be held in confidence by the ARB.
- Respond to the applicant within thirty days of receipt of the Preliminary Application

3. Final Design and Technical Review: to obtain Final Design Approval, the Owner must submit the following to the ARB:

Two complete sets of the Final Working Drawings and Specifications, stamped by an appropriate design professional licensed by the State of California. The following must be included in this submittal. (A fee may be required with your application, as set forth in Attachment 9 to these Guidelines.)

- a. A roof/site plan at 1/8" scale, indicating lot lines, setbacks, driveways, fences, existing and proposed grades, roof plan with slopes, accessory structures, and mechanical equipment.
- b. Floor plans at 1/4" scale, accurately dimensioned
- c. Plumbing, heating air conditioning; and electrical plans (may be combined with floor plan).

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- d. Building elevations: All significant elevations at 1/4" scale; indicate wall and roof materials, gutters and chimneys, colors and textures, roof slopes, and overall building heights.
- e. Building sections, interior elevation details, and schedules, as required to build the proposed structure.
- f. Material specifications, where not included on drawings.
- g. Structural drawings: Foundation plan, floor framing plans, sections, and connection details. Indicate sizes, spacing, and grade of all structural members, nailing, and connectors.
- h. Any other drawings or calculations needed to demonstrate compliance with these Guidelines and applicable codes and laws.
- i. Any other documents noted by the ARB at the time of Preliminary Design Approval.
- j. Signed copy of "Working Drawings Final Approval Checklist" (Attachment 5), provided by the ARB at the time of Preliminary design Approval. The Owner applicant is responsible for all fees associated with required plan reviews and inspection. The checklist/agreement **may** require:
 - i. An independent review of Uniform Building Code and Title 24, by a consultant designated by mutual consent of the ARB and the applicant from a list of licensed consultants provided by the ARB.
 - ii. A plan check for quality control by an independent reviewer. The reviewer is selected by mutual agreement of the ARB and the Owner.
 - iii. Any other specific plan review (i.e., waterproofing) deemed necessary by the ARB that has been specified at the time of Preliminary Design Approval.
 - iv. Inspection services for compliance with the approved plans and specifications to include at a minimum: foundation, framing, roofing, flashing, waterproofing, drywall, mechanical and electrical. (See Attachment 6 for Inspection Record.) Any other specific inspection deemed necessary by the ARB will be determined on a case by case basis as a condition for Final Approval. Inspector to be selected from a list of qualified inspectors provided by the ARB and to be paid by Owner.

Upon receipt of two complete sets of materials from an applicant, the ARB will begin a 45 day review period of the working drawings.

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By the end of the 45 day period, the ARB will either approve, request modifications or disapprove the plans. If disapproved, the ARB will inform the applicant of the reasons for disapproval. Correspondence regarding timeliness of the ARB response should be directed to the Campus Building Official. Any re-submittal of plans after ARB disapproval begins a new 45 day review period.

If the application is approved, one (1) set of approved plans—bearing an ARB approval stamp—will be returned to the applicant. The second set will be retained by the ARB. At the same time, the applicant will be given an ARB permit which must be prominently displayed on the construction site until the work is complete. University staff or designee may inspect the work in progress and at completion.

C. Use of Common Area

If the proposed construction work will require the use of Common Area property—whether for purposes of transporting materials or the temporary storage of materials or otherwise— the ARB will notify the Association in writing that permission for such “right of entry” has been approved for the construction period. In such cases, as deemed necessary by the ARB, a security deposit or bond may be required from the contractor to assure that any damage to the Common Area property will be restored. If the proposed construction work will involve any encroachment on any Neighboring Parcel, the Owner(s) must enter into an agreement with the Owner(s) of the Neighboring Parcel respecting the use of such property, arrangements for indemnification, and the like.

D. Permit Process

Following Final Design Approval by the ARB the Owner must submit the following information and documents to the ARB prior to issuance of an ARB building permit:

1. Name and License Number of contractor
2. Copy of contract, including a “hold harmless clause” amendment for the University (see sample in Attachment 7).

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3. Proof of the following:

- a. Performance Bond;¹
- b. Payment Bond ²;
- c. Insurance in amounts and with terms meeting the standards promulgated from time to time by the ARB

4. Copy of “Ranch View Terrace Guidelines for Contractors” signed by the Owner and Contractor (see Attachment 10).

The Building permit will include a listing of required inspections noted in “Final Design Approval,” 3.j.iv, above, and any other specific inspections called for by the ARB. This also includes a sign-off on the final “back-check” by the independent reviewer.

Occupancy Permit and Final Project Approval is issued by the ARB following receipt of the following:

- Inspector’s written verification and/or inspection cards that work has been completed.
- Owner’s/contractor’s final reproducible “as-built” drawings showing all locations of alterations/changes to work and underground utilities.
- Campus Fire Marshal inspection may be required prior to occupying or reoccupying a unit. If required, it will be specified in ARB’s final approval notice.

E. Timing of Approved Construction

All work undertaken pursuant to ARB Final Design Approval shall be pursued diligently and shall be completed within twelve months of such approval.

If the scope of the work warrants a more extended completion period, the ARB may grant such extensions as are necessary. If construction pursuant to approved plans and specifications is not commenced within one hundred eighty (180) days of ARB approval, the building permit will be void and a new application must be submitted.

F. Building Code

¹ For the convenience of the Owner, the University is willing to waive the requirement for the performance and payment bonds. This waiver will be granted upon written request from the Owner. A sample request is shown in Attachment 8 and should also include a list of references for the contractor

² It is important to note that a contractor, subcontractor or supplier may place a “mechanic’s lien” on the Owner’s interest in the property and any improvements, should they not be paid in full by the Owner or the contractor. If a waiver of the bond requirement is requested, Owners are advised to seek legal advice on how to protect themselves from such actions.

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Plans should be prepared in accordance with the most current edition of the Uniform Building Codes adopted by the City of Santa Cruz and Title 24 of the California Administrative Code.

ATTACHMENT 1
[NOT USED]