



Residential Design Guidelines

***For Rancho Carrillo Master Association
Revised - February 2022***

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EFFECTIVE DATE OF CHANGES

This version of the Rancho Carrillo Master Association Residential Design Guidelines (Guidelines) became effective on February 2, 2016. Revisions were made in February 2022. The requirements and standards set forth in these Guidelines shall apply to any exterior alterations or improvements made to private property on or after the effective date of adoption.

These Guidelines supersede any prior Residential Design Guidelines or Rules.

All Master Architectural Committee (MAC) approvals issued prior to the above date of adoption shall remain in effect. All landscape or architectural modifications completed under prior Residential Design Guidelines remain in effect.

MANAGING AGENT

The current Managing Agent has been hired by the Rancho Carrillo Master Association to manage the daily operations of the Association. Those duties include assistance in processing applications for changes to the residence or landscape of owners.

On-site staff at the Rancho Carrillo Community Clubhouse may be contacted at:

Rancho Carrillo Master Association Office
6250 Flying Leo Carrillo (LC) Lane
Carlsbad, CA 92009
(760) 804-5969
rcstaff@waltersmanagement.com
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HOMEOWNER RESPONSIBILITIES, GENERAL NOTES, AND DEFINITIONS

Homeowner Responsibilities:

1. Rancho Carrillo homeowners are responsible for reviewing these Guidelines to determine project feasibility and whether MAC approval is required in order to complete a project or change. If MAC approval is required, it is the responsibility of the homeowner to proceed with the application process (see Appendix B).
2. There are multiple Appendices attached to the Rancho Carrillo Master Association Residential Design Guidelines. These Appendices are referred to throughout this document and should be reviewed in conjunction with these Guidelines as necessary.
3. The application process shall include monetary costs (see Appendix B). A portion of the submitted fees may be fully or partially refunded upon approval of a Notice of Completion. In some cases, an additional fee or fees may be required to cover any actual cost of expert review unique to a proposed project. Please refer to the MAC Application for current fees.

General Notes:

1. Some Guideline standards have been modified by state or federal law and have been noted where necessary. However, Owners are advised to reference the Rancho Carrillo Master Association Declaration of Covenants, Conditions, and Restrictions Use Restrictions in Article 10 in conjunction with these Guidelines prior to developing a project proposal (see Appendix A).
2. Some projects may require city permits or Fire Marshal documentation. When in doubt, contact the City of Carlsbad.
3. It is in the owner's best interest to obtain MAC approval prior to obtaining City Building Permits. Obtaining a City Permit does not nullify the need to get MAC approval also.
4. All forms referenced herein are available in the Managing Agent's office and on the Association's website: www.ranhocarrillohoa.org.

Acronyms and Definitions:

Alternate Materials:	Construction materials not used in the original construction of the Rancho Carrillo development.
Artificial Turf:	Any synthetic turf product that is in the form of turf grass.
Back Yard:	That portion of the rear and side yards behind the perimeter fencing and generally private from the street view.
CC&Rs:	Covenants, Conditions, and Restrictions
Commercial Flag:	Any flag advertising a business and/or a product.
Front Yard:	The yard area on the street side of the back and side yard fencing.
Guidelines:	Rancho Carrillo Master Association Residential Design Guidelines
Hardscape:	Those non-living materials (such as stone, concrete, or wood) which complement a landscape plan (excluding driveway). Examples include, but are not limited to rock beds, retaining walls, planters, and other construction such as patio, pools, and spas.
HOA or Association:	Rancho Carrillo Master Association
Landscape area:	That area of private lot which is not covered by the driveway of house foundation, whether or not it is currently landscaped with plants or hardscape.
MAC:	Master Architectural Committee
Pet Guard:	A reinforcement to a screen door's lower half to restrain pets.
Retractable Screen	A screen door stored in a fixed pocket, pulled out and latched for use, and

- Door: returned to the pocket for storage when not in use, usually covering a single door.
- Security Door: A fixed frame with high strength screening, reinforced metal bars or other reinforcement capable of being locked and limiting forcible access in a manner similar to a conventional door.
- Screen Door: A fixed frame covered by screening attached to the doorframe by hinges which allows ventilation while restricting the entry of insect or the exit of children or pets, commonly covering a front or side door.
- Sliding Screen Door: A fixed frame on track or rollers, usually covering a patio or balcony door.

HOW TO NAVIGATE THE RESIDENTIAL GUIDELINES

All sections of the Rancho Carrillo Master Association Residential Design Guidelines follow the same format, as shown and described below:

1. Title of Section - The type or category of project or change proposed.
2. Notes and Definitions - When needed, this section shall provide detailed definitions of certain words used within the section, as well as additional guidance regarding ambiguous project types or categories. This section defines the type of project packet required for project submittal.
3. Projects or Changes that DO NOT Require Master Architectural Committee Approval - This section shall list the projects or changes that can take place without obtaining MAC approval. As appropriate, there will be separate allowances for front yards versus rear and side yards.
4. Projects or Changes that DO Require Master Architectural Committee Approval - This section shall list the projects or changes that must obtain MAC approval. As appropriate, there will be separate allowances for front yards versus rear and side yards.
5. Standards that Apply to ALL Projects or Changes - This section shall list all standards to be applied to any project or change to a property, whether MAC approval is required or not. Not meeting the standards shall result in a Notice of Violation and potential fines as issued by the Rancho Carrillo Master Association.

****Prior to the start of any and all projects, homeowners should review the Guideline sections regarding Construction Materials and General Maintenance****

RESIDENTIAL DESIGN GUIDELINES

AIR CONDITIONERS

NOTES AND DEFINITIONS:

1. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Install a permanent air conditioner system if:
 - a. Compressors, pads, and other equipment are at ground level.
 - b. Equipment is screened from the street view by fencing or landscaping.
 - c. Equipment is not installed in the front yard.
- B. MAC approval is required:
1. For any air conditioning system or unit not meeting all the above requirements.
- C. Standards to be applied:
1. Portable units with vent hosing that does not extend to the exterior of the window may be allowed if flush mounted and not visible from the street view.
 2. External window units are prohibited.

ANTENNAS AND SATELLITE DISHES

NOTES AND DEFINITIONS:

1. MAC approval will comply with the State and Federal laws passed after the adoption of the CC&Rs Section 10.3, which have modified that restriction. (Refer to California Civil Code Section 1376 and Federal Communications Commission regulations promulgated pursuant to the Federal Telecommunications ACT of 1996)
 2. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Install antennas or satellite dishes no more than one meter in diameter to the fascia of the rear or side rear of the house.
- B. MAC approval is required:
1. For any antennas or satellite dishes not meeting the above requirements.
- C. Standards to be applied:
1. Small fascia, roof or wall mounted satellite dishes may be permitted on the front of the house, with a preference for locations which create the least visual interruption from the street view.
 2. All wires and conduits are to be shielded from public view and painted to minimize the distraction.
 3. Large ground mounted satellite dishes are prohibited.

ARTIFICIAL TURF

NOTES AND DEFINITIONS:

1. The term “artificial turf” shall apply to any synthetic turf product that is in the form of turf grass.
 2. The “front yard” is the area on the street side of the back and side yard fencing.
 3. The “back yard” is that portion of the rear and side yards behind the perimeter fencing and generally private from street view.
 4. “Landscape area” is that area of a private lot which is not covered by the driveway or house foundation, whether or not it is currently landscaped with plants or hardscape.
 5. “Hardscape” refers to those non-living materials (such as stone, concrete, or wood) which complement a landscape plan (excluding the driveway).
 6. Please refer to the specific standards for Hardscape; Irrigation and Drainage; Landscape, Landscape Lighting; and Sculptures, Statues, Lawn and Garden Ornaments for additional guidance.
 7. “Specialized Surfaces” are putting greens, play areas, bocce ball and dog runs.
 8. Refer to the "Artificial Turf Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Front Yard:
 - a. Maintain approved artificial turf.
 2. Back Yard:
 - a. Maintain existing artificial turf.
 - b. Install artificial turf in accordance with the standards below.
- B. MAC approval is required for:
1. Front Yard:
 - a. Any installation of artificial turf.
 2. Back Yard:
 - a. Any installation not meeting the above requirements.
 - b. Specialized surfaces.
- C. Standards to be applied:
1. Front Yard and Back Yard:
 - a. All installations must appear natural at all times. Any deviation from a natural look due to improper installation or lack of maintenance will be in violation of these rules.
 - b. Grass blades shall have the appearance of natural grass and shall be of multiple color blends that consist of green hues and some brown thatch, except for Specialized Surfaces.
 - c. Artificial turf shall meet the minimum specifications noted below.
 - d. Appropriate uses are for lawns and landscape elements only.
 - e. Drainage should flow toward the street and allow adequate ground absorption to reduce runoff. All drainage shall be per City of Carlsbad requirements.
 - f. Artificial turf in the front yard that transitions from one residential lot to the next should be harmonious.
 - g. Artificial turf in the front yard must not be installed directly against public sidewalks or directly against adjacent property lines. A minimum of three (3') feet wide planter area must separate the artificial turf from the hardscape sidewalk and/or property line(s). This must be planted with living plant material and can be accented with natural boulders, cobble, or mulch

In order to help artificial turf material edges be less obvious, the thoughtful design should include articulating borders and avoid long segments abutting homeowner's hardscape such as driveways, sidewalks, and walls.

Limited artificial turf to public sidewalk abutment may be considered for a standards variance by the MAC on a case-by-case basis where the total existing turf area measures less than 500 square feet (accurate scaled drawings, measurements and percentage calculations must accompany these requests).

- h. Artificial turf shall not be used on any slopes that exceed twenty percent (20%) in steepness.
 - i. Artificial turf in the front yard may not constitute an area larger than sixty percent (60%) of the front yard landscape area.
 - j. Artificial plants of any other kind are prohibited in the front yard and other visible yard areas.
 - k. Specialized Surfaces are not allowed in the front yard.
2. Minimum requirements for Artificial Turf System Installations:
- a. Surfaces must appear seamless with no rippling and edges must appear natural, and well groomed.
 - b. Total surface installation must be water permeable with minimum 25 inch/hour Permeability Rating
 - c. All job materials used for surfaces must pass applicable fire-retardant ratings, including pile burn tests.
 - d. If irrigation exists, heads must be properly capped below the turf area and re-routed (if necessary) to other planting areas.
 - e. Primary layer on native soil should be non-woven, highly permeable soil stabilizing fabric for the soil type and conditions of the installation. Fabrics must be porous and not impede infiltration of normal watershed to appropriate drainage solutions required by any other related CC&R of property.
 - f. A minimum three to 5 inches (3"-5") of appropriate compactable aggregate base with subsequent or additional imported base materials and fabric layers should be installed as required by the manufacturer.
 - g. Pile specifications:
 - i. Denier: minimum 8000
 - ii. Pile height: minimum 1.75 inches
 - iii. Face weight: 70 oz minimum
 - iv. Stitch gage: ½ inch maximum
 - h. Acceptable artificial turf surface fibers include Polyethylene (PE) Polypropylene (PP), Nylon (PA) with a minimum 6-year (Nylon (PA)) and 8 year (PE & PP) manufacturer warranty against UV degradation (fading and discoloration) and must meet or exceed ASTM standards.
 - i. Acceptable backing materials include perforated, vertically draining, latex or polyurethane coated materials to provide optimum tuft bind and maximum permeability. Horizontally draining backings must not be in filled; infill materials are prone to migrate into drainage systems.
 - j. Acceptable infill materials will include but are not limited to acrylic coated silica sand, thermo-plastic elastomer coated silica sand, and semi-round silica sand. Sub-angular silica sand may not be used as infill materials.
 - k. All materials submitted for approval must be accompanied by test documentation which declares that the artificial turf yarn and backing materials are disposable

under normal conditions, at any US landfill station (Total Content Leach Protocol (TCLP) test).

- l. All components, including infill materials, type and amount per square foot, shall be installed in accordance with Manufacturer's instructions. The turf contractor shall strictly adhere to all installation procedures outlined under this section. Any variance from these requirements must be approved in advance and in writing, by MAC.
3. Maintenance Requirements:
 - a. Organic matter, such as leaves and weeds, and other yard debris, including animal waste, shall be regularly removed. The turf shall be swept clean and/or washed off in order to eliminate odors and staining.
 - b. Raking of the turf and replenishing of infill material shall occur as recommended by the manufacturer or if required for the turf to maintain a "natural" look. Weeds can often appear at the edges of artificial turf and should be removed as soon as they start to grow.
 - c. Immediately repair artificial turf not in compliance with Residential Design Guidelines and replace it when no longer serviceable in the judgment of the MAC.

AWNINGS

NOTES AND DEFINITIONS:

1. Awnings, whether fixed or retractable, located above windows are addressed in this section.
 2. Larger awnings, whether fixed or retractable, above doors or sliding patio doors and/or providing shade to patios or decks are considered structures and governed by that standard.
 3. See Structures and Windows and Window Treatments for further guidance.
 4. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Replace faded or torn awning fabrics with the original color, size, and style as general maintenance.
 2. Repair or replace awning frames with the original color, size, and style as general maintenance.
- B. MAC approval is required to:
1. Add, remove, or alter the awning frame or fabric.
- C. Standards to be applied:
1. Removal of the awnings and frames may be approved if the points of attachment are immediately resurfaced, patched, and painted to match the adjacent paint color.
 2. Replacement of builder-installed awnings or frames may be approved when the proposed replacement is compatible in scale and style, and the color is uniform, not striped, vivid, bright, pastel, or fluorescent.
 3. All awnings shall be representative of the architectural style of the neighborhood and shall blend well with existing colors.

CONSTRUCTION MATERIALS

NOTES AND DEFINITIONS:

1. "Alternate materials" are construction materials not used in the original construction of the Rancho Carrillo development.
 2. Review by the Association's architect may be required at the discretion of the MAC.
- A. Owners may, without MAC approval:
1. Repair or replace only those materials used by the original builder or previously approved by the MAC for their property.
- B. MAC approval is required to:
1. Use any alternate construction materials for any project addressed in these Guidelines.
- C. Standards to be applied:
1. Building materials used in the original construction of homes, fencing, walls, and other elements of the community are generally accepted for replacement, repair, additions, or other projects.
 2. Alternate materials may be approved on a case-by-case basis by the MAC when the materials:
 - a. Closely resemble or simulate the original building material,
 - b. Result in a finished project which is, to the general observer, indistinguishable from the original materials used by the builder,
 - c. Are consistent with the design, style, color, and scale of the original structure,
 - d. Are equally or more fire retardant than the original material, and
 - e. Have an equal or better lifespan than the original material.
 3. Stockpiled materials shall be properly contained and removed from the site in a timely manner.

DOORS: FRONT AND GARAGE

NOTES AND DEFINITIONS:

1. Refer to the standard on Paint and Stain: Exterior and Fences for color guidance.
 2. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Repaint, repair, or replace front or garage doors with new doors when the color, design, and style are unchanged from that installed by the original builder or previously approved by the MAC for that property.
- B. MAC approval is required to:
1. Change the color or material of front and/or garage doors.
 2. Apply decorative hardware (such as carriage hinges), or decorative painting (such as faux wood painting)
- C. Standards to be applied:
1. Decorative alterations to the door or doors may be approved when the alteration is consistent with the theme and style of the home and neighborhood.
 2. Monograms, figurative painting, designs, or colors inconsistent with the original home and neighborhood scheme shall be prohibited.

DOORS: SCREEN AND SECURITY

NOTES AND DEFINITIONS:

1. A "Screen Door" is a fixed frame covered by screening attached to the doorframe by hinges which allows ventilation while restricting the entry of insects or the exit of children or pets, commonly covering a front or side door.
 2. A "pet guard" is a reinforcement to a screen door's lower half to restrain pets.
 3. A "Sliding Screen Door" is a fixed frame on track or rollers, usually covering a patio or balcony door.
 4. A "Retractable Screen Door" is one stored in a fixed pocket, pulled out and latched for use, and returned to the pocket for storage when not in use, usually covering a single door.
 5. A "Security Door" is a fixed frame with high strength screening, reinforced metal bars or other reinforcement capable of being locked and limiting forcible access in a manner similar to a conventional door.
 6. See Windows and Window Treatments for further guidance.
 7. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Install screen or security doors which comply with the standards below.
- B. MAC approval is required to:
1. Install any door not meeting the above requirements.
- C. Standards to be applied:
1. Security doors using a basic bar design (commonly used for commercial establishments), highly individualistic, figurative, monogrammed, or highly contrasting colors of screen or doors frames are prohibited.
 2. All doors must be installed within the existing door jam.
 3. Door framing color and design must conform to and blend with the existing color and materials of the home, including surrounding trim and stucco.

DRIVEWAYS

NOTES AND DEFINITIONS:

1. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.
- B. Owners may, without MAC approval:
1. Repair or replace the original driveway with the same materials, size, and appearance as the original driveway.
- C. MAC approval is required for:
1. Modifications to the appearance of the driveway using materials or colors other than those originally installed by the builder or previously approved by the MAC.
- D. Standards to be applied:
1. Conformance with the general design of the community, and the specific design of the village and house, is required.
 2. Standard grey concrete with standard finish treatments such as broom finish, salt finish

- and exposed aggregate are acceptable.
3. Colored concrete, painted concrete, stamped concrete, brick, rock and tile finishes are prohibited unless they are of a natural warm color or subtle grey color that coordinates with the dwelling unit colors and is consistent with the design of the community.
 4. Figurative inserts (such as animals or floral designs), monograms and other highly individualized styles are prohibited.
 5. Pavers which are complementary to the home and neighborhood may be approved by the MAC.

FENCES AND WALLS

NOTES AND DEFINITIONS:

1. This section does apply to:
 - a. The enclosing fences and walls which surround and define the back yard, and
 - b. The separating fences between two privately owned lots.
 2. This section does not apply to HOA owned fences and walls.
 3. Fences separating two privately owned lots are equally owned. Coordination of repairs or replacement with the adjoining neighbor is the owner's responsibility.
 4. Gates are considered part of the fence.
 5. For retaining and seating walls, planters, and decorative walls, see Hardscape for further guidance.
 6. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.
- A. Owners may, without MAC approval:
1. Repair any wall or fence with the same materials and colors that match the current colors, so that any patching of masonry or replacement of wrought iron, tubing, or boards will match the existing fencing.
 2. Replace homeowner fences or walls by restoring them in place to the height, material and type of the original installation pursuant to the following specifications:
 - a. Wood fence stained or painted with community-wide colors which are on file in the Association office.
 - b. Wrought iron painted dark grey or black.
 - c. Tubular steel painted dark grey or black.
 - d. Masonry, only if material conforms to type, quality, color, and character of masonry walls built elsewhere in the neighborhood.
 - e. Stucco over concrete block or over wood frames only if material conforms to type, quality, color, and character of similar walls built elsewhere in the neighborhood.
 - f. Masonry with wrought iron or three/two (3/2) wall fence. Comprised of three feet (3') of masonry and topped with two feet (2') of wrought iron.
 3. Replace wood fencing with approved community-wide vinyl fencing using: Bufftech (brand), Weathered Blend (color) and Certa-grain (texture). See Management office for sample.
- B. MAC approval is required for:
1. Any changes to or removal of previously installed walls or fences.
 2. Alteration in height, materials, or style, including the use of synthetic or manufactured alternative materials such as vinyl fencing resembling wood.
 3. Any fence or wall in a new location.
 4. Side yard fences extending beyond the front face of the dwelling unit.

- C. Standards to be applied:
1. Ownership of any fence or wall abutting open space must be verified by the Managing Agent as the property of the owner and not owned by the Association.
 2. Placement of the fence and support structures shall not be outside owner's legal lot.
 3. All fences and walls must not show structural framing or unfinished material on any side of the fence or wall if such side is exposed to any common area, public street, sidewalk, walkway, park, recreation area, open space, or street view.
 4. The maximum height of all fencing and/or walls shall not exceed six feet (6') from the finished grade. The transition between original five-foot (5') fences and walls and elevated heights must be complementary to the overall design of the neighborhood and not create a visual disruption.
 5. All support posts shall be set in concrete footings.
 6. The following are not acceptable materials for new fences or walls:
 - a. Galvanized chain link.
 - b. Aluminum or sheet metal.
 - c. Chicken wire, barbed wire, or wire mesh.
 - d. Plastic webbing, reed, bamboo, or straw-like material.
 - e. Corrugated or flat plastic sheets or panels.
 - f. Rope or other fibrous strand elements.
 7. The use of new or alternate materials must comply with the Construction Materials section.
 8. Proposals to alter the height, materials, location, or increase the footprint of support posts, columns, pillars, or pilasters which would encroach on adjoining properties require the submission of a joint project application agreed upon by both owners.
 9. The fencing between properties facing the street should be harmonious between the properties from the street view.
 10. All vinyl fencing shall have a wood-like texture and match the Association's approved wood fence color. See on-site office for vinyl sample used and approved in the community.
 11. Any modification to exposed walls and fences must be visually softened with appropriate landscaping.

FIRE FEATURES

NOTES AND DEFINITIONS:

1. The City of Carlsbad is proud to have many beautiful open space areas interspersed among our neighborhoods. Living near these natural open space areas is not without risks, including wildfires. Wildfires can cause extensive destruction of homes and other property located in wild land-urban interfaces, the zone between developed and undeveloped areas. Wild land fires can quickly move from the interface area to more densely populated communities.
2. The City of Carlsbad Fire Department works with homeowners and homeowner associations to reduce the chance of structure damage due to wildfires in these areas. Providing a fire suppression zone along the edge of natural areas can help reduce risk from wildfires. However, since the greatest risk is from airborne embers that can blow from long distance, the City recommends taking additional precautions even if your home is not right next to natural open space. Some of these precautions are discussed in the standards below.
3. Contact the City of Carlsbad for current Fire Code regulations. Many fire features require city permits prior to installation. It is the responsibility of the homeowner to

- obtain such permits.
 - 4. See Guidelines for Hardscape; Landscape; Sculptures, Statues, Lawn and Garden Ornaments; and Structures for further guidance.
 - 5. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.
- A. Owners may, without MAC approval:
- 1. Rear Yard:
 - a. Have non-permanent fire features such as portable fire pits or fireplaces, gas heaters, barbeques, or gas lights.
- B. MAC approval is required:
- 1. Front Yard:
 - a. For any fire feature.
 - 2. Rear Yard:
 - a. To install permanent fire pits, fireplaces, and/or outdoor kitchens with fire features.
- C. Standards to be applied:
- 1. Non-wood fuel source fire features are preferable.
 - 2. Wood or natural fuel source features shall be covered or screened appropriately for safety and security at all times.
 - 3. All fire features should be monitored while in use. Never leave an open flame fire feature unattended.
 - 4. All fire features shall be properly turned off, extinguished, and covered or stored appropriately when not in use.
 - 5. No open burning of yard waste, trimmings, or cuttings shall be permitted.
 - 6. Safety precautions:
 - a. Trees and shrubs should be trimmed away from buildings and chimneys.
 - b. Regularly remove dead leaves and pine needles from roofs and rain gutters.
 - c. Keep property free of accumulated combustibles such as dried vegetation, cuttings, and wood piles.
 - d. Landscaping along driveways and within yards should be maintained to permit access for fire equipment.
 - e. If you are concerned about fire-prone brush near your home, please contact the Managing Agent.

FIXTURES ATTACHED TO THE HOUSE AND WALLS

NOTES AND DEFINITIONS:

- 1. This section applies to front yards only.
 - 2. This standard covers attached trellises or lattices, house numbers, house-mounted lights, lighting attached to posts, half-walls, and similar fixtures.
 - 3. For further guidance see Sculpture, Statues, Lawn and Garden Ornaments, and Landscape Lighting.
 - 4. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval, install the following:
- 1. Vertical Trellises:
 - a. Vertical trellises or lattices attached to the wall of the house which do not exceed ten feet (10') in height, do not extend more than three feet (3') from the house wall, and

- are used for the sole purpose of supporting climbing plants.
 - 2. House Numbers:
 - a. Replace or restore house numbers to the approximate size, style and location of the original.
 - 3. Light Fixtures:
 - a. Replace or restore existing light fixtures to the approximate size, style, and location of the original.
- B. MAC approval is required:
- 1. For any fixture attached to the house or decorative wall not meeting the above requirements.
- C. Standards to be applied:
- 1. Visual harmony with the home and neighborhood.
 - 2. Light quality and wattage:
 - a. Exterior lighting is to be located and shielded or directed in such a way that it does not cast glare on adjacent properties.
 - b. Open or uncovered floodlights or other uncovered lights are not permitted.
 - c. Lower wattage lighting is encouraged both for energy conservation and reduction of glare to neighbors.
 - d. White or amber light is preferred.
 - e. Lights may not be twinkling, colored, or flashing in the front except for seasonal decorations.

FLAGS, BANNERS, AND FLAGPOLES

NOTES & DEFINITIONS:

- 1. A "commercial flag" is any flag advertising a business and/or a product.
 - 2. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
- 1. Flags and Banners:
 - a. Display noncommercial flags or banners no more than fifteen (15) square feet in size, except if such display would violate a federal, state, or local law, or if such display would be inconsistent with the protection of public or safety.
 - 2. Flagpoles:
 - a. Install one permanently attached flagpole/flagstaff to the front of the house, and one to the rear of the house, when the pole/staff meets all the following conditions:
 - i. Not exceeding eight feet (8') in length,
 - ii. Attached to the house (such as a wall, railing, or balcony),
 - iii. Mounted below the fascia, and
 - iv. Angled so the tip of the flagpole does not exceed the height of the upper fascia.
 - b. Temporary in-ground placement of decorative flags fixed to a stick/staff not larger than two feet (2') in length is allowed in celebration. Not to exceed five (5) days.
- B. MAC approval is required for:
- 1. Flags and Banners:
 - a. Flags not authorized by the above requirements.
 - b. Ground mounted flagpoles.

2. Flagpoles:
 - a. Flagpoles not authorized by the above requirements.
- C. Standards to be applied:
 1. Flags or banners which display a commercial advertisement are prohibited.
 2. Flagpoles/staffs must be consistent with the design theme of the house and neighborhood.
 3. Flagpoles shall be set back from property lines, fences, and structures proportionate to the size of the yard.
 4. The size of the proposed flag shall be proportional to the height and size of the pole.
 5. All requirements of the Federal Flag Code shall be met.

GARAGE CONVERSIONS

NOTES AND DEFINITONS:

1. Permanent conversion of any garage space to another use is governed by the City and may require building permits.
 2. See CC&Rs Article 10 for further guidance. See Appendix A.
 3. Refer to the "Major Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
 1. Make alterations of garages for storage, recreation, hobby, or other uses within the parking restrictions of the CC&Rs.
 - B. MAC approval is required for:
 1. All garage conversions.
 - C. Standards to be applied:
 1. Compliance with City requirements to retain the specified area for garage parking.
 2. Compliance with CC&Rs requirement to have garage space available for all owned vehicles.

GENERAL MAINTENANCE

NOTES AND DEFINITIONS:

1. All maintenance activity and the people involved in project work must comply with the Master Association Rules and Regulations (i.e., parking compliance and the use of common areas).
- A. Owners may, without MAC approval:
 1. Perform maintenance activities to their home and landscape to retain the approved scale, look, design and color.
 - B. MAC approval is required:
 1. When maintenance activities require approval under the terms of the Guidelines.
 - C. Standards to be applied:
 1. Compliance with setbacks and legal easements is required.
 2. Scheduling of project work shall be as short as reasonably possible for the project.

3. Excess debris shall be removed from the site or properly contained on a regular basis.
4. Stockpile materials shall be properly contained and removed from the site in a timely manner.
5. Work shall be performed so as to minimize noise, dust, and disruption of neighbors.
6. Any construction shall be limited to the hours of 7:00 a.m. to 5:00 p.m. on weekdays, and 8:00 a.m. to 5:00 p.m. on Saturdays. Construction is not allowed on Sunday, Federal holidays or times set by the City of Carlsbad, whichever is more restrictive.

GUTTERS AND DRAIN SPOUTS

NOTES AND DEFINITIONS:

1. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Install, repair, repaint, or replace gutters and drain spouts when:
 - a. Gutters and downspouts are primed and painted to match existing adjacent surface color, and
 - b. Run-off from gutters and downspouts is directed to the street and not common area or an adjacent owner's lot.
 - c. All drainage shall meet the City of Carlsbad requirements.
- B. MAC approval is required:
1. If any of the above requirements are not met.
- C. Standards to be applied:
1. Gutters and drains spouts shall integrate in style and color into the design of the home.

HARDSCAPE

NOTES & DEFINITIONS:

1. The "front yard" is that area on the street side of the fence surrounding the back and side yards.
 2. The "back yard" is that portion of the rear and side yards behind the perimeter fencing and generally private from street view.
 3. Hardscape is used to refer to those non-living materials (such as stone, concrete, or wood) which complement a landscape plan. Examples include, but are not limited to, rock beds, retaining walls, planters, and other construction such as patios, pools and spas.
 4. Calculation of the percentage of current hardscape excludes driveways.
 5. "Landscape area" is that area of a private lot which is not covered by the driveway or house foundation, whether or not it is currently landscaped with plants or hardscape.
 6. Please refer to Driveways; Water Features; Fire Features; and Fences and Walls for additional guidance.
 7. Refer to the "Landscape Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Front Yard:
 - a. Maintain existing hardscape.
 - b. Install rocks in place of mulch surrounding plantings up to 25% of total planting areas. (*Reference Hardscaping Standards - D.8 and D.9.*)

2. Back Yard:
 - a. Maintain existing hardscape.
 - b. Install or add to existing hardscape to a maximum of sixty percent (60%) of the yard.
 - c. Install planter walls of three feet (3') or less.
- B. MAC approval is required for the following:
1. Front Yard:
 - a. Any installation not meeting the above requirements.
 - b. Projects using heavy equipment, involving significant earthmoving or construction.
 - c. The installation of any paving surface exceeding twenty percent (20%) of the landscape area.
 - d. The installation of rock beds or dry stream beds.
 - e. The installation, removal, or replacement of any retaining wall.
 - f. The use of rock in place of mulch surrounding plantings that exceeds 25% of total planting area.
 - g. The installation of accent rocks or boulders exceeding three feet (3') in any dimension.
 2. Back Yard:
 - a. Any installation not meeting the above requirements.
 - b. Projects requiring construction or installation in excess of two (2) weeks, using heavy equipment, involving demolition, or significant earthmoving or the removal of fencing.
 - c. Projects with hardscaping exceeding sixty percent (60%) of the back yard.
- C. Review by the Association's architect may be required for the following:
1. Any project which includes terracing or hillside grading.
 2. Any front yard project which, when combined with existing hardscape, exceeds fifty percent (50%) of the front yard.
 3. Any back yard project which, when combined with existing hard surfaces (including hardscape, pool, spa, patio, or other installations), exceeds seventy-five percent (75%) of the back yard.
 4. Any project which includes retaining walls.
- D. Standards to be applied:
1. All planter, seating, and decorative walls shall be finished to substantially complement the home and surrounding neighbors.
 2. Asphalt in the front yard is prohibited.
 3. Drainage should flow toward the street and allow for adequate ground absorption to reduce runoff. All drainage shall meet City of Carlsbad requirements.
 4. The installation method, construction materials and schedule should be handled in a professional manner and with minimal disruption to neighbors and public spaces.
 5. Any submitted proposal to use rock, gravel or boulders in the front yards shall include specifications of material, size, type, and location.
 6. Transitions from one residential lot to the next should be harmonious.
 7. Pre-cast planter blocks are prohibited unless they are of a natural warm color. Pink cast concrete is specifically prohibited.
 8. Colored or stained concrete, stamped concrete, brick, rock, or tile finishes are prohibited unless they are of a natural warm color or subtle grey color that complements the dwelling's colors.
 9. Mulch, rock, and other cover must be visually complementary and extreme colors such

- as vivid reds or stark whites are prohibited. The visual impact, scale, color, and texture of the hardscape or rock installation should complement the neighborhood and home design and integrate well with the current plant materials.
10. Multiple surfaces which create a patchwork effect should be avoided.
 11. The ratio of rock or mulch to plantings must be sufficient to emphasize the organic materials.

IRRIGATION AND DRAINAGE

NOTES AND DEFINITIONS:

1. The following section applies to both front and back yards.
 2. It is recommended that homeowners regularly check their drains to maintain efficient flow.
 3. Refer to the "Landscape Project" checklist. See Appendix C.
- A. Owner may, without MAC approval:
1. Maintain irrigation and drainage systems.
 2. Install drip or sprinkler systems meeting the standards below.
 3. Grade or trench to restore the original drainage pattern if altered by plant growth or erosion.
- B. MAC approval is required:
1. For irrigation and drainage systems that do not meet the above requirements.
- C. Standards to be applied:
1. **Irrigation:**
 - a. Irrigation lines must be subterranean, except drip systems, which must be substantially covered.
 - b. All irrigation shall meet UPC (Uniform Plumbing Codes) and have appropriate backflow devices installed.
 - c. Sprinklers must be placed so they do not spray adjacent properties or public sidewalks.
 - d. Irrigation must be sufficient to maintain the health of the landscape plantings and avoid browned or dying vegetation.
 2. **Drainage:**
 - a. Appropriate drainage must be installed and maintained. It shall be directed to the street in order to prevent runoff over banks or onto adjacent or common area properties.
 - b. Runoff is to be minimized both for compliance with local water conservation measures and to retain a safe and attractive community.
 - c. All drainage shall meet City of Carlsbad standards.

LANDSCAPE

NOTES AND DEFINITIONS:

1. See Artificial Turf; Hardscape; Irrigation and Drainage; and Sculptures, Statues, Lawn and Garden Ornaments for additional guidance.
2. Because of the ever-increasing concern for water conservation and the increased cost of water, residents may consider using the principals of xeriscape or "California Friendly"

landscaping in their yards. Xeriscape, which comes from the Greek word Xeros, meaning dry, is an alternative to conventional, high water use landscapes. Xeriscape or California Friendly landscapes are not cactus or rock gardens. Rather, they can include "lush" landscaping consisting of native and Mediterranean plants that provide a garden of greenery which are maintained using water efficient practices.

3. Contact Carlsbad Water District for water conservation information at (760) 602-2420 or www.bewaterwise.com.
 4. Refer to the "Landscape Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Maintain the current overall design, plantings, scale, scheme and look of the approved landscape plan.
 2. Make minor alterations in the scale or size of plants to permit pruning or replacement of aging or overgrown plants with new plants of a similar type and scale. (For example: one type of ground cover may be replaced with another type of ground cover).
 3. Replace existing hardscape with plantings in the back yard.
 4. Plant, replace or remove plantings in the back yard.
- B. MAC approval is required to:
1. Make major alterations to the current landscape theme or design in the front yard (i.e., lawn to xeriscape).
- C. Standards to be applied:
1. Landscaping must contribute to and be harmonious with the overall community
 2. Homeowners should be mindful of installing plantings, trees, bushes, ground cover, etc. that could potentially encroach on a neighbor's property or into HOA Common Areas. Damages and/or cost to correct encroachment issues are the responsibility of the property owner with the offending landscaping. Encroachment issues between two private lots are to be handled between neighbors.
 3. All vegetation should be maintained so that it does not exceed the owner's property line.
 4. Plants which are invasive, such as running bamboo, morning glory, Ficus and pampas grass are prohibited.
 5. Bare dirt, mulch and/or wood chip only yards are prohibited. Bare dirt must be covered by a form of ground cover and mulch.
 6. All landscape modifications to plant material or hardscape must consider drainage, Fire Suppression Zone requirements (if any) and slope stability to avoid damaging adjoining private or Association property.
 7. All planting areas shall receive sufficient planting of trees, shrubs, and ground covers to provide sixty percent (60%) coverage of living plant materials within one (1) year of installation.
 8. Upon installation, all planting areas shall receive natural mulch so that no visible bare soil remains. The mulch shall be maintained and replenished until a minimum of eighty percent (80%) coverage of the planting areas is achieved.
 9. All mulch, ground cover and wood chips in the front yard shall be natural, earth tone colored. No artificially colored (i.e., black, red or orange) or artificially produced (such as rubber mulch) mulch products shall be permitted in the front yard.

LANDSCAPE LIGHTING

NOTES AND DEFINITIONS:

1. Refer to Fixtures Attached to the House and Walls for additional guidance.
2. Refer to the "Landscape Project" checklist. See Appendix C.

- A. Owner may, without MAC approval:
 - 1. Install and maintain low voltage or solar landscape lighting which is two feet (2') or less in height from the ground, meets applicable electrical and city codes, uses white or amber lights, and is directed at the landscape, not at adjoining property.
 - 2. Use of colored lighting as a part of seasonal decoration is allowed but limited to the seasonal display and shall be removed 30 days following a holiday.
- B. MAC approval is required to:
 - 1. Install landscape lighting not meeting the above requirements.
- C. Standards to be applied:
 - 1. Landscape lighting shall be integrated into and enhance the landscape.
 - 2. Landscape lighting shall not be disruptive to the adjoining neighbors or traffic by placement or brightness.

PAIN AND STAIN: EXTERIOR AND FENCES

NOTES AND DEFINITIONS:

- 1. The original builder colors and location schemes are on file in the office as a reference for any owner to consult.
 - 2. Refer to Doors: Front and Garage; and Fences and Walls for additional guidance.
 - 3. Refer to the "House Painting" checklist. See Appendix C.
- A. Owners may, without MAC approval:
 - 1. Repair, paint, patch or maintain with the current matching colors of fencing or any element of the home exterior. This allows owners to "match and patch" a faded version of the existing color.
 - 2. Repaint the entire home when using the original colors for stucco and trim in their original colors and locations.
 - B. MAC approval is required for:
 - 1. Any alteration in design from the original colors or currently approved colors or the location of those colors.
 - C. Standards to be applied:
 - 1. Twin homes shall maintain the same color scheme unless both homeowners agree to a simultaneous color change.
 - 2. Proposed identical color schemes that are found on adjacent homes and/or home(s) directly across the street are prohibited.
 - 3. Homeowners to choose exterior paint colors from residing village.

ROOF, SKYLIGHTS, AND ATTIC FANS

NOTES AND DEFINITIONS:

- 1. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.

- A. Owners may, without MAC approval:
 - 1. Repair and maintain roof using materials similar to the original or previously approved by the MAC.
 - 2. Install attic fans and up to two skylights (including Solar tube-type) if all the following conditions are met:
 - a. Installation does not exceed a two-foot (2') elevation from the roofing surface, and
 - b. Installation does not alter the crest of any roofline, and
 - c. Installation is not visible from the street view.
- B. MAC approval is required for:
 - 1. The use of any alternate roofing materials not used by the original builder.
 - 2. The installation of three or more of skylights.
 - 3. Any installation or alteration visible from the street view.
 - 4. Any alteration to the roof, roofline, roofing materials or roofing color.
- C. Standards to be applied:
 - 1. The roof should match the overall style and design of the community.
 - 2. The original materials must be maintained, repaired, and replaced with matching materials as needed by owners.
 - 3. Use of alternate materials must meet the Construction Materials standards.
 - 4. Exterior mounted roof vents are prohibited (i.e., turbine vents or whirly birds).

SCULPTURES, STATUES, LAWN AND GARDEN ORNAMENTS

NOTES AND DEFINITIONS:

- 1. See Fixtures Attached to the House and Walls; and Water Features for additional guidance.
 - 2. Refer to the "Landscape Project" checklist. See Appendix C.
- A. Owners may, without MAC approval, install the following:
 - 1. Front Yard:
 - a. Up to five (5) small sculptures or ornaments not to exceed three feet (3') in height and four (4) square feet at the base. Examples include birdbaths, small animal figures, and ornaments such as sundials on pedestals.
 - 2. Back Yard:
 - a. Freestanding sculptures, statues, lawn, or garden ornaments that are under fence height and substantially shielded from street view.
 - b. Any sculptural attachment to the house, the top of which is placed less than ten feet (10') above the foundation level.
 - B. MAC approval is required for:
 - 1. Any sculpture, statue, or lawn ornaments visible from the street requiring mechanical equipment and/or lighting.
 - 2. Dry fountains capable of holding and/or circulating water which are five feet (5') or more in height or diameter or weighing over fifty (50) pounds.
 - 3. Freestanding sculptures, water fountains, statues or lawn and garden ornaments.
 - C. Standards to be applied:
 - 1. Style and scale should be consistent with the neighborhood design.
 - 2. Within front yard, freestanding sculptures, statues, lawn or garden ornaments should be

- neutral in color, such as earth tone and stone.
3. Items must be maintained in good repair.

SIGNS

NOTES AND DEFINITIONS:

1. The Use Restriction related to signs in CC&Rs Section 10.5 has been modified by Civil Code Section 4710. The correct statement of the Owner's rights and restrictions is outlined below.
 2. See Flags, Banners, and Flagpoles for additional guidance.
 3. Refer to the "Minor Project" checklist. See Appendix C.
- A. Owners may, without MAC approval, install the following:
1. Display signs allowed under Civil Code Section 4710.
- B. MAC approval is required for:
1. To display any sign exceeding the above requirement and not meeting the standards listed below.
- C. Standards to be applied:
1. Signs related to a time specific event must be removed within five days after the event.
 2. Signs which violate federal, state, or local law are prohibited.
 3. Noncommercial signs may be made of paper, cardboard, cloth, plastic, or fabric.
 4. Noncommercial signs made of lights, roofing, siding, paving materials, flora, balloons, or any similar building, landscaping, or decorative components, including the painting of architectural surfaces, are prohibited.
 5. Signs which endanger the public health or safety are prohibited.
 6. With the exception of signs advertising an owner's property sale or rent, commercial signs and/or posters are prohibited.

SOLAR PANELS

NOTES AND DEFINITIONS:

1. MAC approval will comply with the State and Federal laws passed after the adoption of the Section 10.3 of the CC&Rs, which have modified that restriction.
 2. Refer to the "Major Project" checklist. See Appendix C.
- A. Owners may, without MAC approval:
1. Install roof-mounted solar panels parallel to existing roof line as long as all standards below are met.
- B. MAC approval is required for:
1. The installation or configurations of solar panels in alternate locations exceeding ten (10) inches in height.
 2. Roof mounted solar panels not parallel to existing roof line.
 3. Colors of solar panels and configurations not found throughout the community.
- C. Standards to be applied:
1. All conduits need to be painted to match existing surface of conduit location.

2. Equipment enclosure and electrical sub panels need to be placed in the least obtrusive location possible (i.e., behind fences, inside garages, etc.).
3. Frames to compliment the solar panel color(s). Natural aluminum frames not recommended.
4. MAC may require additional information on the location/placement of the panels. Preferred panel location(s) are not seen from the street.

SPORTS AND PLAY EQUIPMENT

NOTES AND DEFINITIONS:

1. The following guidelines supersede the requirements set forth in Section 10.15 of the CC&Rs that requires MAC approval for any basketball hoops. See Appendix A for reference.
 2. Section 10.17 requires compliance with Carlsbad ordinances including prohibitions regarding play in the street or obstructions of traffic lanes by sports, play or other equipment.
 3. Examples of portable equipment include, but are not limited to surfboards, beach chairs, towels, bicycles, skateboards, scooters, soccer nets, hockey nets, batting nets, and skateboard ramps.
 4. Refer to the "Minor Project" checklist. See Appendix C.
- A. Residents may, without MAC approval:
1. Use portable sports or play equipment in the front yard or driveways under the following conditions:
 - a. Portable sports and play equipment (excluding portable basketball hoops) may not be left in the front yard/driveway overnight.
 - b. Portable sports and play equipment should not be left unattended during the daylight hours to maintain an orderly appearance and reduce opportunities for theft.
 - c. Portable basketball hoops must be located on homeowner property.
- B. MAC approval is required for:
1. Any stationary sports or play equipment which is permanently installed.
- C. Standards to be applied:
1. Backboards shall not be mounted on the house.
 2. Freestanding basketball stands mounted permanently in the ground must be located so as to minimize disturbances to adjacent properties.
 3. Basketball hoops must be of standard size with a rope net. Metal or chain nets are prohibited. The net must be always kept in good repair.
 4. The location of equipment should minimize noise and visual disturbance to adjacent properties.
 5. Sports or play equipment which may be highly intrusive by sound or lighting or create a nuisance for adjoining neighbors is discouraged, unless the specifics of the lot and placement of the equipment or hours of use allow the mitigation of the potential nuisance to neighbors.
 6. All temporary and permanent visible play equipment shall be maintained in good repair.
 7. Play shall not damage or intrude on neighboring lots or Association property.
 8. Permanent, free standing basketball stands shall not be permitted in the front yard.

STRUCTURES

NOTES AND DEFINITIONS:

1. The following guidelines in this section supersede the requirements set forth in section 10.16 of the CC&Rs that disallows sheds. See Appendix A for reference.
 2. Prior to any work, refer to the Construction Materials section.
 3. Temporary and permanent play equipment, such as playhouses and swing sets, are addressed under Sports and Play Equipment.
 4. See Hardscape for additional guidance.
 5. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.
- A. Owners may, without MAC approval:
1. Front yard:
 - a. No structures shall be placed in the front yard without MAC approval. See below.
 2. Back yard:
 - a. Install temporary shade structures (i.e., umbrellas, pop-up canopies) maintained in like-new condition as all times.
 - b. Install permanent structures totaling a maximum of 25 square feet, which are:
 - i. not seen from the adjacent streets,
 - ii. non-habitable,
 - iii. freestanding, and
 - iv. have no utilities.
 - c. Install up to 3 dog houses which shall be included in the maximum allowance of 25 square feet for permanent structures.
- B. MAC approval is required for:
1. Front yard:
 - a. All structures proposed for the front yard must obtain MAC approval and shall meet the standards below.
 2. Back yard:
 - a. Permanent structures totaling more than 25 square feet and/or structures which are:
 - i. seen from the adjacent street.
 - ii. contain habitable space.
 - iii. structurally attached to the home; or
 - iv. have utilities.
- C. Review by the Association's architect may be required for the following types of projects, at the discretion of the MAC:
1. Any structure that is attached to the home.
 2. Modifications to the exterior of the home.
 3. Free-standing structures which have utilities such as gas, electric, water or sewer connections.
 4. Any structure accessible by means of an exterior staircase, including free-standing decks.
 5. Habitable structures.
 6. Any other structure project, at the discretion of the MAC.

D. Standards to be applied:

1. All Projects:
 - a. The scale, size, location, color, and style of the project must be similar to and compatible with the neighborhood and appropriate to the specific lot on which it is proposed.
 - b. To the extent possible, the location of a proposed addition should not substantially impair the view or sunlight of adjacent properties.
 - c. If screening is required to block or reduce a structure's visibility from the street view, vegetative screening must be effective within six (6) months of installation. If fencing is to be used, it must be included in the project proposal.
 - d. New structures shall be neutral colors, such as beige, off-white, and other low contrast hues, which coordinate with or are the same as the home's color.
 - e. The quality and type of replacement or new construction materials used in a project should be those used by the builder or better. Please see the Construction Materials for additional guidance.
 - f. Comply with all applicable City requirements.
2. Additional Project-Specific Requirements:
 - a. Shade Structures, temporary or permanent (i.e., patio covers, gazebos):
 - i. The cover should be appropriate to the scale of the house and lot.
 - ii. The following materials are prohibited:
 - (a) Metal which is unfinished, such as corrugated sheet metal panels,
 - (b) Plastic sheets or webbing,
 - (c) Fiberglass sheets,
 - (d) Split bamboo, reed, or straw-like materials, or
 - (e) Asphalt or composition shingles.
 - b. Balconies:
 - i. May only extend from the rear of the house if there are adjacent homes.
 - ii. Must have access through a doorway from the interior of the home.
 - iii. Partially or fully enclosed balconies will be treated as room additions during review.
 - c. Elevated Decks:
 - i. The finished floor level of attached decks may not exceed the finished floor level of the second story.
 - ii. Attached observation-type decks are prohibited on single story homes.
 - d. Additions, Whole House Renovation, Construction, or Reconstruction:
 - i. Must integrate with both the design of the home and the original neighborhood plan.
 - ii. Use of alternate materials must meet the Construction Materials section standards.
 - iii. Reconstruction or repair of a home after damage to that home should match the footprint and exterior design of the builder per the original builder's plans unless modifications had been approved or are pursuant to this section.

WATER FEATURES (Including Pools and Spas)

NOTES AND DEFINITIONS:

1. This standard applies to all permanent water features, including but not limited to, swimming pools, in-ground spas, waterfalls, fishponds, running streams, permanent water fountains, and other water holding features.
2. Refer to Sculptures, Statues and Lawn Ornaments for further guidance.

3. Refer to the "Minor, Major, or Landscape Project" checklists depending on the complexity of the project. See Appendix C.
- A. Owners may, without MAC approval:
 1. Back yard:
 - a. Install and maintain a free-standing above-ground spa.
 - b. Use seasonal kiddie pools (temporary splash pools), which do not have utilities and are no deeper than two (2) feet.
 - B. MAC approval is required:
 1. To install any permanent water feature.
 - C. Standards to be applied:
 1. General requirements:
 - a. Above ground swimming pools are prohibited.
 - b. All water features including free-standing, above-ground spas, and seasonal kiddie pools, must be maintained in like-new condition.
 - c. Pump, filtration, and other equipment must be screened to reduce the noise disturbances to adjacent properties and street views and must meet the requirements from the City of Carlsbad.
 - d. Fountains should be located to reduce the noise disturbances to adjacent properties.
 2. Pool, spa, pond or waterfall requirements:
 - a. Plumbing lines to a water feature must be completely concealed or installed underground.
 - b. Drain lines must not drain onto adjacent properties or common area properties.
 - c. Water features must not be located as to adversely affect the stability of adjacent slopes.
 - d. Installation of pools and/or spas must comply with all city state, federal laws and County Health Department requirements.
 - e. Gate or fence modifications which are required as a condition of having a pool or spa should be submitted on the initial proposal to avoid delay or added cost.

WINDOWS AND WINDOW TREATMENTS

NOTES AND DEFINITIONS:

1. This section applies only to the exterior view, not interior design choices by owners.
 2. See Doors: Front and Garage, Doors: Screen and Security, and Awnings for additional guidance.
 3. Refer to the "Minor or Major Project" checklists depending on the complexity of the project. See Appendix C.
- A. Owners may, without MAC approval:
 1. Maintain all windows, screens, and window treatments.
 2. Repair and replace existing windows and sliding glass doors with visually and functionally similar windows and sliding glass doors.
 3. Install non-reflective window tinting for sun or heat management.
 4. Repair and replace window screens.
 5. Repair and replace window treatments.

- B. MAC approval is required to:
 - 1. Install any window or window treatment not meeting the above requirements.

- C. Standards to be applied:
 - 1. Prohibited materials and/or window features:
 - a. Reflective window tinting that creates a mirror effect from the outside of the house.
 - b. Temporary materials such as sheets, paper, or foil.
 - c. Metal and/or aluminum screens.
 - d. Security shutters or bars.
 - 2. Window treatment materials which are visible to the exterior of the home shall be of neutral colors (i.e., beige, white, or brown), complement the exterior of the home, and be compatible with the neighborhood.
 - 3. Window screens shall be of gray or black hues.
 - 4. Windows, screens, and window treatments shall be maintained in good repair.

APPENDIX A

CC&RS ARTICLE 10

****Where conflicts arise, the Guidelines shall take precedence pursuant to Section 10.1 in the CC&Rs, Article 10****

USE RESTRICTIONS

Section 10.1 In General Each Apartment Project and Separate Interest shall be held, used and enjoyed subject to the following limitations and restrictions, subject to the exemptions of Declarant and Guest Builders set forth herein. The Master Architectural Committee may waive in whole or in part any of the following limitations and restrictions in accordance with the Article above entitled "MASTER ARCHITECTURAL COMMITTEE" if the strict application thereof could be unreasonably or unduly harsh under the circumstances. Any such waivers or interpretation may be issued by the Master Architectural Committee regardless of whether the party seeking the waiver is exempt from the Article entitled "MASTER ARCHITECTURAL COMMITTEE". Any such interpretation or waiver of the following provisions shall be in writing or shall be contained in written Guidelines promulgated from time to time by the Master Architectural Committee.

Section 10.2 Residential Use No Apartment Project or Separate Interest shall be used except for residential purposes. Provided, however, Declarant and Guest Builder shall have the right to use any Separate Interests owned or leased by them for model homes, sales offices, rental offices and similar uses until all Separate Interests have been sold by Declarant and each Guest Builder. Each Owner of an Apartment Project shall have the right to continuously use portions of their project as leasing offices. Nothing stated in this Section shall disallow a Separate Interest or apartment from being used for such home businesses as may be allowed by applicable City zoning controls, permits and regulations provided that such uses are otherwise in compliance with the provisions of this Master Declaration.

Section 10.3 Solar Panels, Antennae, Satellite Dishes Rooftop panels installed for the collection of solar energy for domestic hot water shall be permitted on roofs at locations that maximize the southerly exposure for the collection of solar energy. Solar panels installed to serve recreational pools and spas shall be permitted but shall not be located on any Section of the roof surface or other portion of a Separate Interest which is viewable from a public or private street, unless location elsewhere would significantly increase the cost of the system or significantly decrease its efficiency.

No lines, wires, antennae, satellite dish or other devices for the reception, communication or transmission of electric current or power including telephone, television and radio signals, shall be constructed, placed or maintained anywhere in or upon any Separate Interest unless the same is contained in conduits or cables constructed, placed or maintained underground or is otherwise not visible to other residents or to the public. The MAC may impose conditions to the approval of the installation of a television or radio antenna or a satellite dish. However, in considering whether to approve an antenna or to impose requirements on such approval, the MAC shall not violate any applicable law or regulation. For example, as of the date of the Master Declaration, a Federal Communications Commission regulation (47 CFR §1 4000) prohibits restrictions which preclude reception of an acceptable quality signal from any of the following or unreasonably delays, prevents or unreasonably increases the costs of the installation, maintenance or any use of the following:

- a) An antenna that is designed to receive direct broadcast satellite service, including direct to

home satellite services, that is one meter or less in diameter,

- b) An antenna that is designed to receive video programming services via multipoint distribution services including multichannel distribution services, instructional television fixed services and local multipoint distribution services and that is one meter or less in diameter or diagonal measurement, or
- c) An antenna that is designed to receive television broadcast signals.

The applicable MAC shall have jurisdiction to disapprove any outside apparatus which is, in its sole discretion, determines will be unsightly from any other Separate Interest, open space or public or private street.

Nothing herein stated shall be deemed to forbid the installation and use of temporary power or telephone services or other improvements if incident to the construction of improvements approved by the applicable MAC.

The applicable MAC shall have jurisdiction to disapprove any outside apparatus which it, in its sole discretion, determines will be unsightly from any other Apartment Project, Separate Interest, open space or public or private street.

Section 10.4 No Time-Share Projects No Apartment Project or Separate Interest shall be divided into a time-share estate or a timeshare use as defined in California Business and Professions Code Section 11003 5 without the prior written approval of the Master Architectural Committee

Section 10.5 Signs No sign, poster, billboard, advertising device or other display of any kind shall be displayed to the public view except (i) such signs as may be used by Declarant and Guest Builders, Apartment Project Owners and their successors in connection with the development of the Properties and the sale or leasing of apartments or Separate Interests and (ii) one sign on each Separate Interest advertising the same for sale or lease provided the sign is of customary and reasonable dimensions. The right of any Guest Builders to display any signs under this Section shall be subject to the Guest Builder obtaining the prior written consent of Declarant.

Section 10.6 Animals No animals of any kind shall be raised, bred or kept on the properties, except that a reasonable number of dogs, cats or other household pets may be kept, provided that they are not kept, bred or maintained for any commercial purpose, nor in violation of any other provision of this Master Declaration. A "reasonable number" as used in this Section shall ordinarily include no more than an aggregate of three (3) dogs and cats per household provided however, a reasonable number in any instance may be more or less depending on whether the pets constitute a nuisance to other Owners. Animals belonging to Owner occupants or their licensees, tenants or invitees within the properties must be either kept within an enclosure, an enclosed yard or on leash being held by an individual capable of controlling the animal. Each Owner shall be liable to each and all remaining Owners, their families, guest tenants and invitees for any unreasonable noise or damage to person or property caused by any animals brought or kept upon the Properties by the Owner or be members of his or her family, his or her tenants or his or her guests and it shall be the duty and responsibility of each Owner to immediately clean up any waste from his or her animals.

Section 10.7 Nuisance Nothing shall be done on any Apartment Project or Separate Interest which is or may become an annoyance or nuisance to the other Owners. For example, no external speakers, bells or horns shall be permitted other than usual and customary burglar alarm systems.

Each Owner and Sub-association, where applicable shall take appropriate steps to prevent the accidental tripping of any alarm system which may be installed on the Owner's Apartment Project or Separate Interest or controlled by the Sub-association respectively. Ordinary and usual techniques of construction of improvements permitted hereunder shall not be deemed a nuisance. Any violation of the Section above entitled "Animals" or ordinances or regulations of the City of Carlsbad is hereby declared to be a nuisance

Section 10.8 Drainage Easements are hereby reserved for the flow of water over and through the established drainage of each Apartment Project and Separate Interest and no Owner of a Separate Interest or Apartment Project will in any way interfere with the established drainage of his or her Apartment Project or Separate Interest from adjoining or other Apartment Projects and Separate Interests, Master Association property or other property unless adequate provisions have been made for proper drainage. "Established drainage" is defined as the drainage which existed at the time the final grading of the Apartment Project or Separate Interest was originally completed. "Established drainage" refers to both surface drainage and subsurface drainage if any.

Any Owner who changes the drainage of his or her Apartment Project or Separate Interest shall be responsible for any damages which might result to the property of such Owner, the property of the Master Association or to the property of any third party.

Each Owner will permit free access by other affected Owners and by the Master Association to slopes and drainage ways located on the Owner's Apartment Project or Separate Interest if such access becomes necessary for the maintenance or permanent stabilization of slopes or maintenance of the drainage system or facilities which benefit other portions of the properties.

Section 10.9 No Hazardous Activities No activities shall be conducted on any portion of the properties, and no improvements shall be constructed on any Apartment Project or Separate Interest which are or might be unsafe or hazardous to any person or property. Reasonable and customary construction activities by Declarant any Guest Builder or any Owner shall not be deemed to constitute hazardous activities.

Section 10.10 Unsightly Articles No unsightly Articles shall be permitted to remain on any Apartment Project or Separate Interest so as to be visible from any other portion of the Properties without limiting the generality of the foregoing, all refuse, garbage and trash shall be kept from public view at all times. Trash for pick up shall be placed in covered sanitary contained of good condition and such container shall be placed in public view no earlier than the evening before pick up and shall be removed from public view the day of pick up. No clotheslines shall be installed on any Apartment Project or Separate Interest in such a manner as to be within public view. No clothing or household fabrics shall be hung dried or aired outside any Separate Interest or Apartment Project and no lumber such as shrub or tree clipping or plant waste, metals, bilk materials or scrap or refuse or trash shall be kept stored or allowed to accumulate on any Apartment Project or Separate Interest except within an enclosed structure or otherwise appropriately screened from public view.

Section 10.11 No Temporary Structure No tent, shack or other temporary building Improvement or structure shall be placed upon any portion of any Phase except with the approval of the Master Architectural Committee. This Section shall not apply to temporary structures which are reasonable and customary to facilitate construction activities on any Apartment Project or Separate Interest.

Section 10.12 Garage, Vehicular Restrictions Except for model homes and sales or leasing offices used by Declarant or Guest Builders, no Owner shall convert his or her garage to any use which prevents its use for vehicular parking of the number of automotive vehicles Owner by the Owner.

No dune buggy, boat trailer, recreational vehicle, mobile home, motor home, van which weight more than 10,000 pounds, camper shell whether detached from a vehicle or mounted on a vehicle, nor truck which (i) weighs more than 10,000 pounds or (ii) has a mounted camper shell which protrudes from the truck from either side or from beyond the rear gate or above the cab ceiling, shall be parked anywhere in the Properties except outside of public view unless the Master Architectural Committee rules otherwise. Commercial vehicles shall be permitted within the properties within garages and for construction purposes, for purposes of making deliveries and similar purposes.

No dismantled or wrecked vehicle or equipment shall be parked, stored or deposited in the Properties within public view and no vehicle shall be repaired in the Properties within public view. No noisy or smoky vehicle or off road unlicensed vehicles shall be operated within the properties.

No Owner shall park his or her vehicle in any area where parking is disallowed by the City.

Section 10.13 Installation of Front Yard Landscaping Unless Declarant or a Guest Builder has done so, each initial Owner of a Separate Interest improved with a residence at the time the Owner acquired title shall be within three (3) months after acquiring Ownership prepare and submit to the applicable Master Architectural Committee a landscaping plan for the front yard of his or her Separate Interest. If such plan is disapproved, a revise plan(s) shall be submitted no more than thirty (30) days after such disapproval, until a plan has been approved by the Master Architectural Committee. Each such Owner shall install the improvements shown on the approved landscape plan within six (6) months after the Owner acquires title to a Separate Interest.

Each Owner and Sub-association shall at all times maintain the landscaping under their respective control in a neat and attractive condition and shall periodically replace when necessary the trees, plants, grass and other vegetation, regardless of whether the same were originally installed by Declarant or any Guest Builder. No plants or seeds infected with insects or plant diseases shall be brought upon, grown or maintained upon any part of the Properties.

All landscaping to be installed by an Owner or Sub-association shall comply with the requirements of the Article above entitled "MASTER ARCHITECTURAL COMMITTEE" provided, however nothing herein stated is intended to make such Article applicable to nay party which is exempt from the same.

In the event that any Owner or Sub-association shall fail to install and maintain landscaping in conformance with this Article, the Board, upon thirty (30) days prior written notice to such Owner or Sub-association shall have the right either to seek any remedies at law or in equity which it may have or to correct such condition, and after notice and hearing, to enter upon the applicable property for the purpose of doing so, and such Owner or Sub-association (whichever is applicable) shall promptly reimburse the Master Association for any such costs.

Section 10.14 Outdoor Lighting All private outdoor lights located in the project shall be directed away from open space areas where the potential to disturb wildlife exists.

Section 10.15 Basketball Hoops No basketball hoops, backboards or similar apparatus shall be

placed anywhere on a Separate Interest with MAC approval.

Section 10.16 Back Yards: No Sheds Each Owner will keep and maintain the back yard of his or her Separate Interest in good appearance and condition. No sheds shall be placed on a Separate Interest within public view without MAC approval.

Section 10.17 Compliance with Community Requirements Each Owner shall comply with all applicable zoning, planned development permits and other City requirements.

Section 10.18 Owners Responsible For Damage Should any Owner or such Owner's employees, agents or contractors cause any damage to sidewalks, curbs or other City property or rights of way or to any Master Association Property, such Owner shall immediately and fully repair such damage at the Owner's expense. In the event such damage is repaired by the City, the Master Association, Declarant or Guest Builder, the Owner shall immediately reimburse such party for the full costs of repair.

Section 10.19 Construction and Sales Activities The development construction, marketing and sales activities of Declarant and each Guest Builder are exempt from the covenants, restrictions and limitations set forth in this Article. None of the covenants, restrictions and limitations set forth in this Article or elsewhere in this Master Declaration shall be applied to the development construction, marketing or sales activities of Declarant or any Guest Builder or construed in such a manner as to prevent or limit development, construction, marketing or sales activities by the Declarant or Guest Builder.

Section 10.20 Owners May Not Change Master Association Property No Owner shall have any right whatsoever to make any change or improvement to the Master Association Property and no Owner shall cause any damage to the Master Association Property. Each Owner shall be liable to the Master Association and the other Owners for any damage to any of the Master Association Property that may be sustained by reason of negligence of that Owner, that Owner's family members, contract purchasers, tenants, guests or invitees.

Section 10.21 Burning There shall be no exterior fires whatsoever except barbecue fires located only upon the Owner's Apartment Project or Separate Interest and contained within receptacles designed for such purpose. Otherwise outside fires are not permitted unless prior written approval is given by the Master Association and such Owner acts in compliance with all local governmental fire safety and permit regulations. No Owner shall permit any condition to exist on his or her Apartment Project or Separate Interest, including, without limitation, trash piles or weeds, which creates a fire hazard or is in violation of location fire regulations and fuel modification and brush management requirements.

Section 10.22 Site Distance Corridors No structure, fence, wall, tree, shrub, sign or other object over thirty inches (30") above the street level may be placed or permitted to encroach within the area identified as a sight distance corridor in accordance with City standards. The Master Association (with respect to the Master Association Property) each Sub-association (with respect to the areas it manages and controls) and the Owner of each affected Separate Interest or Apartment Project, with respect to the property it owns, shall at all times comply with these requirements.

Section 10.23 Open Space and Fire Suppression Zones Easements may be dedicated (e.g. by final subdivision maps covering portions of the Properties) to establish open space areas and fire suppression zones. Each Owner, each Sub-association and the Master Association shall at all times comply with the applicable requirements and restrictions so imposed, including, but not limited to,

restrictions on development in buffer/open space easements. For example, no private development shall be allowed which is inconsistent with any open space restrictions which is dedicated to the City on any final subdivision map nor on any open space lot owned by the City, except as maybe specifically permitted by the City.

Section 10.24 Reduction of Surface Pollutants The Association shall coordinate the programs established by the City from time to time to assist Owners with the removal and proper disposal of toxic and hazardous waste products. Toxic chemicals or hydrocarbon compounds such as gasoline, motor oil, antifreeze solvents, paints, paint thinners, wood preservatives and other such fluids shall not be discharged into any street or drive, public or private, or into any storm drain or storm water conveyance systems. Use and disposal of pesticides, fungicides, herbicides, insecticides, fertilizers and other such chemical treatments must, as prescribed in their respective containers meet Federal, State, County and City requirements. The Master Association and each Sub-association with respect to the areas within their respective management and control, shall use Best Management Practices to eliminate or reduce surface pollutants when planning any changes to landscaping or surface improvements.

APPENDIX B

PROCEDURE FOR MAC REVIEW OF PROPOSED PROJECTS

A. OWNER APPLICATION SUBMITTAL REQUIREMENTS:

1. Please refer to Appendix C for checklists to determine which documents are required for Application Packet submittal.
2. Prepare the MAC Application form (Appendix D).
3. Prepare the Notice to Neighboring Owners form (Appendix E).
4. Attach the required Fees. Checks or money orders should be made out to "Rancho Carrillo Master Association".
5. Assemble and submit the completed Application Packet to the Managing Agent for the Association at:
Rancho Carrillo Master Association Office
c/o Managing Agent
6250 Flying Leo Carrillo (LC) Lane
Carlsbad, CA 92009

B. MAC REVIEW PROCEDURE:

1. Within three (3) business days of receiving the application, the Managing Agent will determine the completeness of the application.
 - a. If **incomplete**, the owner will be notified, and the missing information will need to be submitted.
 - b. If **complete**, the application will be sent to the MAC for review.
2. The MAC will review **complete** applications within thirty (30) days of submission:
 - a. The MAC shall hold open forum meetings to review, discuss, and make a determination on all submitted application packets. Any and all interested parties are welcome to attend and speak at these meetings.
 - b. Applicants shall be notified of the date of MAC review of their proposal. Though it is not required that the Applicant(s) be present for the MAC determination, it is encouraged and can be helpful should any questions or concerns arise during project review.
 - c. If an application which appeared to be complete is found to be incomplete by the omission of relevant details or facts (including those necessary to evaluate objections to the proposal), the proposal will be denied, and the owner allowed to resubmit the proposal without any re-filing fees.
 - d. If missing information is required of the owner submitting the proposal, the added information must accompany the resubmission.
3. MAC referral to Association architect:
 - a. The MAC may refer the application to the Association's architect at any time after submission of the application when additional information or analysis is required.
 - b. If an architect review is requested at the discretion of the MAC, additional filing fees will apply.
4. Once a determination has been made:
 - a. The MAC will return any construction plans and the application to the Managing Agent with its decision to Approve, Approve with Conditions, or Deny the application.
 - b. The Managing Agent will record the MAC's decision in the Association Records and Owner's property file and then notify the Owner of the decision.
 - c. If **Approved**:
 - i. Written approval will be sent to the Applicant.

- ii. An application is valid for twelve (12) months after the date of MAC approval.
 - iii. Failure to commence an improvement outlined in an approved application within 12 months will require a new submittal.
 - d. **If Approved with Conditions:**
 - i. Written approval with conditions will be sent to the Applicant. The approval will contain MAC changes or stipulations that shall become a part of the project and shall be satisfied by the Applicant.
 - e. **If Denied:**
 - i. The Applicant will be advised of the reasons for the MAC's decision and, if appropriate, will be provided with information or direction needed to resubmit the application or appeal the denial.
 - 5. Notice of Completion Process:
 - a. Within 30 days of Project completion, the Applicant shall file the Notice of Completion form with the Managing Agent. Failure to do so may result in a fine.
 - b. Within 30 days of the Notice of Completion filing, the MAC, or its designated agent, will inspect the Project and shall hold an open forum meeting to review, discuss, and make a determination on the Notice of Completion. Any and all interested parties are welcome to attend and speak at the meeting.
 - c. **Projects in compliance** with the approved application will receive written acceptance of the Notice of Completion within fifteen (15) days following the MAC determination.
 - i. Any excess fees associated with the project application will be returned.
 - d. **Projects found to not be in compliance** with the approved application will receive a letter of non-compliance within fifteen (15) days following the MAC determination explaining the measures necessary to bring the Project to compliance.
 - i. The applicant shall have thirty (30) days to remedy the non-compliance or submit a plan to remedy the non-compliance for MAC approval.
 - ii. Failure to complete the Project as approved may result in penalties to be determined by the Association Board of Directors.
 - 6. Appeals:
 - a. Any decisions made by the MAC may be appealed to the Association Board of Directors.
 - b. The MAC shall be informed of all appeals and shall send a representative to the Board meeting to answer any questions.
- C. FEES:
- 1. Fees associated with any MAC Application submittal shall be based on the complexity of the proposed project.
 - 2. A minimum of two (2) separate fees shall be submitted with the MAC Application.
 - a. One fee shall be non-refundable in order to cover the administrative costs associated with processing an application.
 - b. The second fee shall be the Application fee, which may be fully or partially refunded upon approval of a Notice of Completion.
 - 3. In some cases, an additional fee or fees may be required to cover any actual cost of expert review unique to a proposed project.
 - 4. Please refer to the MAC Application for current fees.

APPENDIX C

CHECKLISTS FOR MAC APPLICATION

NOTES:

1. More than one checklist may apply to a particular project. Please refer to the Residential Design Guidelines Section that applies to the proposed property improvement for further guidance.
2. Incomplete or inaccurate documentation may delay the MAC review process or result in denial of the project. Only "complete" applications will be reviewed by the MAC.
3. It is the homeowner's responsibility to determine any City or County requirements prior to beginning any project. Should permits be required, it is suggested that permits be pulled *after* MAC approval of the project.
4. Colored Pictures of property prior to changes/alterations must be submitted for **ALL** projects. (Third party pictures such as Google, Zillow, Redfin, etc. will only be accepted for street views under special circumstances).
5. The MAC has 30 days to review all completed applications. "Major Projects" should be submitted *at least* 10 days prior to a meeting as Architect review may be required. All other projects should be submitted *at least* 5 days prior to a meeting in order to be added to upcoming meeting Agenda.

A. Minor Project Checklist:

1. _____ Pictured and dimensioned drawing identifying the area of the house/property where the installation or modification will be located
2. _____ Proposed colors and materials (swatches with brand, color name and code)
3. _____ A product brochure or other documentation detailing proposed materials

B. House Painting Checklist:

1. _____ Color Scheme printed from Village Color Binder or Color swatches of the proposed Colors submitted with brand name, paint name and color code.
2. _____ Photographs with the paint color(s) clearly indicated on the areas to be painted (i.e. stucco -1, fascia/trim -2, shutters -3, etc.).
3. _____ Pictures of adjacent homes and home(s) directly across the street.
4. _____ If proposed color(s) are not in Village Color Binder, swatches with brand, color name and code must be submitted along with pictures of other homes in Village with similar proposed colors and locations.

C. Landscape Project Checklist:

****In most cases, plans do not need to be professionally prepared, but should be drawn to scale (no smaller than 1" = 10') and shall have sufficient detail to permit a comprehensive review by the MAC. ****

1. _____ Pictures, site plans and drawings of **existing conditions**, which include:
 - a. _____ Property lines and setbacks
 - b. _____ "Footprint" of home as located on the lot, including decks or other protrusions
 - c. _____ Indicated hardscape areas including driveways, walkways, patios, etc.
 - d. _____ Indicated landscape areas calling out all plants, turf, and other ground cover areas
2. _____ Site plans or drawings of **proposed modifications**, which include:

- a. _____ Property lines and setbacks
 - b. _____ "Footprint" of home as located on the lot, including decks or other protrusions
 - c. _____ Identified landscape and/or hardscape areas to be improved or changed
 - d. _____ Plants, turf, and/or other ground cover labeled accordingly on the plan
 - e. _____ Mulch, gravel, rocks, boulders, or other decorative material labeled accordingly on the plan
 - f. _____ Hardscape improvements labeled accordingly on the plan
 - g. _____ Drainage systems, as applicable
 - h. _____ Identification and description of any other site improvements or modifications proposed
3. _____ Listed information as appropriate for the project, submitted on a separate page:
- a. _____ Plant, trees, turf, or other ground cover with the following information:
 - i. _____ Species and/or common name
 - ii. _____ Quantities
 - iii. _____ Sizes
 - b. _____ Mulch, gravel, rocks, boulders, or other decorative material with the following information:
 - i. _____ Colors
 - ii. _____ Sizes
 - iii. _____ Quantities
 - c. _____ Hardscape materials with the following information:
 - i. _____ color(s)
 - ii. _____ material(s)
 - iii. _____ finish
 - iv. _____ total area to be covered
 - d. _____ Any and all proposed building materials and colors
4. _____ Elevation drawings, as applicable
5. _____ Satellite view of the home and surrounding neighbors (such as a Google Map aerial view)
6. _____ Estimated project timeline

D. Artificial Turf Project Checklist:

****In most cases, plans do not need to be professionally prepared, but should be drawn to scale (no smaller than 1" = 10') and shall have sufficient detail to permit a comprehensive review by the MAC. ****

- 1. _____ Pictures, site plans, or drawings of existing conditions, which include:
 - a. _____ Property lines
 - b. _____ "Footprint" of home as located on the lot, including decks or other protrusions
 - c. _____ Indicated hardscape areas including driveways, walkways, patios, etc.
 - d. _____ Indicated landscape areas calling out all plants, turf, and other ground cover areas
- 2. _____ Site plans or drawings of proposed modifications, which include:
 - a. _____ Property lines
 - b. _____ "Footprint" of home as located on the lot, including decks or other protrusions
 - c. _____ Identified landscape and/or hardscape areas to be improved or changed
 - d. _____ Plants, turf, and/or other ground cover labeled accordingly on the plan
 - e. _____ Mulch, gravel, rocks, boulders and/or other decorative material labeled accordingly on the plan
 - f. _____ Hardscape improvements labeled accordingly on the plan

- g. _____ Drainage systems
 - h. _____ Identification and description of any other site improvements or modifications proposed
 - i. _____ Satellite view of the home and surrounding neighbors (such as a Google Map printout)
3. _____ A description of the Artificial Turf System including specific information as laid out in Artificial Turf Section C.2. a. through l.
 4. _____ A 12-inch by 12-inch (12" x 12") sample of the artificial turf materials to be used

E. Major Project Checklist:

****For new construction or major improvements, the Applicant shall submit two (2) sets of construction drawings (at least one letter size) at a scale no smaller than 1/8"=1'0", with sufficient detail to permit a comprehensive review by the MAC.****

1. _____ Pictures, site plans, and drawings of **existing conditions**, which include:
 - a. _____ Property lines and setbacks
 - b. _____ Footprint of home as located on the lot, including decks or other protrusions
 - c. _____ Indicated hardscape areas including driveways, walkways, patios, etc.
 - d. _____ Indicated landscape areas calling out all plants, turf, and other ground cover areas
2. _____ Site plans and drawings of **proposed modifications on separate sheet**, which include:
 - a. _____ All areas to be improved or changed
 - b. _____ All property lines and building setback dimensions, street right-of-way, curb lines and easements
 - c. _____ New construction footprint (letter and legal acceptable)
 - d. _____ Walkways, driveways, decks, accessory structures, fencing, retaining walls, etc.
 - e. _____ Location(s) of any exterior equipment
 - f. _____ If applicable, show existing and proposed contour lines at 5' intervals extending 10' past all property lines, existing or proposed street elevations, finished grade and drainage swales
3. _____ Architectural elevations, which include:
 - a. _____ Proposed grade lines, top of slab elevations, finish floor elevations, and building height depictions
 - b. _____ Indication of all proposed exterior materials and colors
 - c. _____ Items such as chimneys, exterior stairs and decks, railings, and deck supports
 - d. _____ Walkways, driveways, decks, accessory structures, fencing, retaining walls, etc.
4. _____ Floor Plan(s), as applicable
5. _____ Roof Plan, as applicable
6. _____ Samples, brochure depictions, and pictures of materials and colors
7. _____ Names, contact information and license numbers of all contractors and subcontractors involved in the project
8. _____ Colored Photographs of the project site
9. _____ Satellite view of the home and surrounding neighbors (such as a Google Map aerial view)
10. _____ Estimated project timeline

APPENDIX D

MAC APPLICATION

HOMEOWNER NAME(S): _____

ADDRESS: _____

VILLAGE: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

PROJECT DESCRIPTION (incomplete or inaccurate documentation may delay MAC review or result in denial of the project): _____

ESTIMATED PROJECT TIMELINE: _____

The aforementioned HOMEOWNER(S) attest(s) that this proposal, and all corresponding plans, are correct from a legal, structural, architectural, engineering and/or landscaping standpoint.

The HOMEOWNER(S) attest(s) that this proposed project shall not in any way, other than that which has been disclosed in the application, impact the Association or cause damage or additional maintenance to Association owned land and/or Association managed property.

The HOMEOWNER(S) agree(s) to assume all costs of evaluating this proposal and will submit the appropriate deposit prior to application processing or evaluation by the Managing Agent, the Association's agents, architect or other professionals on contract to the Association.

The HOMEOWNER(S) agree(s) to assume all future costs of the maintenance of the proposed project.

The HOMEOWNER(S) agree(s) to hold harmless the Association and its agents for any matter related to this application.

The HOMEOWNER(S) understand(s) that the Association's review is limited to evaluating whether or not the proposed project conforms with the Residential Design Guidelines.

The HOMEOWNER(S) agree(s) not to rely on opinions related to structural, engineering, landscaping, legal or other professional opinions offered by the Association, its contractors or agents.

The HOMEOWNER(S) agree(s) to pay the following fees:

- \$25 non-refundable administrative fee for the processing of the application
- \$75 holding fee, fully or partially refundable upon approval of Notice of Completion
- ANY additional fee(s) required to cover the actual cost of expert review, as needed

HOMEOWNER SIGNATURE(S): _____

PRINTED NAME(S): _____

DATED: _____

-----TRACKING LOG BELOW FOR MANAGING AGENT ONLY-----

DATE(S) SUBMITTED/RESUBMITTED: _____

MAC REQUEST FOR ARCHITECT REVIEW ON: _____

APPLICATION SENT TO ARCHITECT ON: _____

ARCHITECT RECOMMENDATION RECIEVED ON: _____

MAC REVIEW OF APPLICATION ON: _____

() APPROVED

() APPROVED WITH CONDITIONS (See attached letter to Applicant)

() DENIED (See attached letter to Applicant)

NOTICE OF COMPLETION RECEIVED ON: _____

MAC REVEIW OF NOTICE OF COMPLETION ON: _____

() APPROVED

() DENIED (See attached letter to Applicant)

EXCESS FEES RETURNED ON: _____

APPENDIX E

NOTICE TO NEIGHBORING OWNERS

HOMEOWNER NAME(S): _____
(Not neighbors)

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

The HOMEOWNER(S) understand(s) that it is the responsibility of the HOMEOWNER(S) to inform Neighboring Owners of proposed projects.

The HOMEOWNER(S) acknowledges that the Signature Page is meant to provide evidence that Neighboring Owners have been informed of the proposed project.

The HOMEOWNER(S) agree(s) to collect the signatures of all Neighboring Owners to the best of his or her ability.

The HOMEOWNER(S) understand(s) that if a Neighboring Owner is "unknown", "unavailable", or "declines to sign", the Managing Agent may send a letter to the Neighboring Owner at the billing address on file, informing them of the proposed project.

The HOMEOWNER(S) understand(s) that MAC review of the proposed project will be conducted during an open forum meeting and any and all interested parties are welcome to attend and speak at that meeting.

The HOMEOWNER(S) understand(s) that signing this form does not mean that the Neighboring Owner is either for or against the proposed project, just that they have acknowledged the proposed project.

HOMEOWNER SIGNATURE(S): _____

PRINTED NAME(S): _____

DATED: _____

INFORMATION FOR HOMEOWNERS

WHOSE SIGNATURES DO I NEED?

- The chart below is an overhead depiction of your immediate neighborhood: your home, the street your home faces, and all Neighboring Owners' properties.

Owner F	Owner G	Owner H
Owner A	--YOUR HOME--	Owner B
Your Street		
Owner C	Owner D	Owner E

- The signatures of all immediate Neighboring Owners are required to be collected.
- If no home exists in a particular location due to the situation of your lot, please describe the circumstances on the signature page below (as in: "vacant lot", "nature trail", "outside HOA", etc.).
- If a Neighboring Owner signature cannot be obtained, please describe the circumstances on the signature page below (as in: the Owner is "vacant home", "unavailable", or "declines to sign", etc.).
- If a neighboring property is tenant occupied, please make every attempt to contact the Owner for signature. If the Neighboring Owner cannot be found or cannot provide a signature, please indicate that they are "unavailable" on the signature page below.

INFORMATION FOR NEIGHBORING OWNERS

WHAT AM I SIGNING?

- The NEIGHBORING OWNER understands that it is the responsibility of the HOMEOWNER(S) to inform NEIGHBORING OWNERS of proposed projects and that this Signature Page is meant to provide evidence of fulfilling this responsibility.
- The NEIGHBORING OWNER understand(s) that signing this form does not mean that they are either for or against the proposed project, just that they have acknowledged the proposed project. **This is notification purposes only.**
- The NEIGHBORING OWNER IS HEREBY INFORMED that MAC review of the proposed project will be conducted during an open forum meeting and any and all interested parties are welcome to attend and speak at that meeting.
- The NEIGHBORING OWNER is strongly encouraged to discuss any concerns regarding the proposed project with the HOMEOWNER(S). However, if the NEIGHBORING OWNER prefers, he or she may submit concerns or comments in writing directly to the Master Architectural Committee at:

Rancho Carrillo Master Association Office
c/o Managing Agent
6250 Flying Leo Carrillo (LC) Lane
Carlsbad CA 92009

Alternatively, written concerns or comments may be delivered directly to the Managing Agent at the Community Clubhouse.

Location	Address	Owner(s) Printed Name	Owner(s) Signature
A			
B			
C			
D			
E			
F			
G			
H			

APPENDIX F

NOTICE OF COMPLETION

Upon completion of improvements, evidence that the project has been completed in accordance with the Master Architectural Committee's written approval shall be submitted.

Notice of Completion form and pictures of finished work (as well as any other requested documents per the MAC) are required at the completion of your project.

All required documents shall be mailed or delivered to:

Rancho Carrillo Master Association
c/o Managing Agent
6250 Flying Leo Carrillo (LC) Lane
Carlsbad, CA 92009

Notice is hereby given that the undersigned is/are the OWNER(S) of the indicated property.

Name(s): _____

Address: _____

City: Carlsbad Zip: 92009

The approved project was COMPLETED on: _____ day of _____, 20____ in accordance with the Master Architectural Committee's written approval through the above OWNER'S plans and submitted package.

OWNER SIGNATURE: _____

OWNER SIGNATURE: _____

DATED: _____

-----For Office Use Only-----

NOTICE OF COMPLETION RECEIVED ON: _____

MAC REVIEW OF NOTICE OF COMPLETION ON: _____

() APPROVED

() DENIED (See attached letter to Applicant)

EXCESS FEES RETURNED ON: _____