



Arnold Lilac Park Homeowners Association

PO Box 722

Arnold, California 95223

209-795-3807

info@arnoldlilacparkhoa.org

www.arnoldlilacparkhoa.org

Architectural Review Committee Policy

Approved by ALPHA BOD May 5, 2012

Purpose

In order to maintain, preserve, and ensure that property values are not negatively impacted by substandard or unsafe property use or appearance, Arnold Lilac Park Homeowners Covenants, Conditions and Restrictions (CC&Rs) require that architectural plans be reviewed prior to any property improvements. This policy outlines procedures for reviewing all building plans before work commences.

Policy

No building, fence, or wall shall be constructed on any lot, and no exterior addition to or change or alteration of the improvements on any lot, shall be made by or on behalf of any person until a proposal has been submitted in writing to and approved by the Architectural Review Committee and the owner of the lot has obtained approvals from the County of Calaveras. Approval by the ARC shall not be a substitute for or assure the owner of approval by the County. Proposals and/or plans shall be mailed to the ARC at:

Arnold Lilac Park Homeowners Association
P.O. Box 722
Arnold, CA 95223

Reference

ALPHA CC&R's Article VI, Section 1; Section 4

Associated Forms

Procedure

1. **Committee Structure and Formation**

The Architectural Review Committee may have one 1 to 3 members to be appointed by the Board of Directors. Members of this committee must be members of the Association in good standing. All variance requests must be reviewed by and approved by a quorum of the Board. Most plans for construction must be submitted by the property owner or agent, to the Calaveras County Building Department, Government Center, 891 Mountain Ranch Road, San Andreas, California 95249. Refer to Calaveras County Code Guidelines for items that require permits.

 - A. The ARC does ***not*** require a copy of the plans as submitted to the county, however, a "elevation" drawing (this can be hand drawn) reasonably illustrating planned changes is required, along with a copy of a brief written description of planned improvements and changes. These will be retained in ALPHA's permanent records.
 - B. The ARC will have at least one committee member take action within ten (10) days of the receipt of any request. ARC has the authority to approve any request provided it conforms to all aspects of existing CC&Rs.
 - C. In the event the committee disapproves the plans due to non-conformance with CC&Rs, the committee will provide the owners with the reasons, in writing.

- D. Should the owners disagree with the committee's findings, they will be advised to meet with the ALPHA Board of Directors at the next regular meeting.
 - E. The decision of ARC will stand until the Board of Directors makes a final determination.
 - F. The Board of Directors must take one of the following actions:
 - i. Approve the request, as submitted (simple majority vote).
 - ii. Approve the request with modifications (simple majority vote)
 - iii. Deny the request (2/3 majority vote).
 - iv. If the request is not denied by 2/3 majority, the project may proceed as if approved.
 - v. The ARC must maintain written notes and minutes of decisions. Related notes and minutes must be made available for inspection within 14 days, if requested by the membership.
 - G. Improvements such as ramps, lifts, or elevators designed to facilitate the entrance and egress of the disabled to/from a structure shall be automatically approved by the board of directors so long as construction/installation of such improvements are approved by Calaveras County and are built using acceptable construction practices.
2. **Grandfather Provisions: Modifications of the property and/or buildings that are not**
- A. to the date of this Policy & Procedure will be deemed acceptable. The Grandfather Clause only applies to building improvements and does NOT apply to all other provisions and restrictions covered by existing CC&Rs.
3. **Reporting Non-Compliance with CC&Rs as Applicable to Construction: No single property owner, Board member, or ARC member is responsible for compliance.**
- A. All ALPHA property owners are responsible for CC&R compliance. As such, everyone should report all non-compliance issues to ALPHA.
 - B. The ARC will review any potential CC&R violation submitted, and report to the Board of Directors of their recommendations. The Board of Directors will then determine final actions. The property owners will be advised of action taken in writing.
4. **Projects started and/or completed without ARC notification or approval:**
- A. Projects started and completed without ARC notification or approval. The ARC is not a "police force" that pursues the project owners for non-compliance with the CC&Rs and ARC processes.
 - B. If a CC&R Non-Compliance Form is filed for a project that did not receive ARC approval, or was completed in a different manner than approved by the ARC, the Board Directors will address the non-compliance with the project owners directly. The ARC will only provide input to the Board regarding the non-compliance of the project to the CC&Rs.
 - C. The Board of directors will determine penalties as prescribed in the CC&Rs, using good faith, and consistent with their fiduciary obligations to all homeowners.
5. **Interior changes**
- Interior alternations, improvements, or construction do not require ARC approval.
6. **Cutting of Trees**
- A. It is the policy of the Association to maintain Lilac Park as a forested subdivision. In order to assure that unnecessary and indiscriminate cutting of healthy living trees is

not practiced, prior permission must be obtained from the Board to cut down any tree in excess of 10 (12) inches in diameter (measured four feet above ground level) as per the CC&Rs.

- B. Any tree of any size may be cut down and removed without board approval if it is dead or dying or growth of the tree results in its main trunk having physical contact with an existing structure on the homeowner's property. If branches of any tree are touching a structure, but the homeowner wishes to remove it, the homeowner must consult the ARC for approval as set forth in section A.
- C. Clear cutting is prohibited. The Board shall be entitled to adopt a schedule of fines and penalties for violation of this restriction. Any owner or person acting on behalf of the owner must receive the approval of ARC prior to the cutting of trees for construction.

7. **List of Pre-Approved Exterior Changes that DO NOT Require ARC Approval**

Remember, any construction requiring a building permit from Calaveras County is generally acceptable so long as that construction is completed to building code standards and passes inspection as submitted to the county.

- A. **Exterior painting** – You do not require ARC approval to paint your Lilac Park Home's exterior provided that the color you choose is an earth tone or neutral color. Very bright or other colors that do not fit into the natural environment of Lilac Park require pre-approval. Repainting your home the same color does not require approval. If you're unsure, contact the ARC.
- B. **Repairs to your home** – Any repair to the exterior of your home that matches the construction as it was prior to the damage being repaired does NOT require approval. Contact Calaveras County for code and permit requirements.
- C. **Adding exterior doors and windows** – There are no restrictions to the addition of new doors and windows to your home and as such, do not require ARC approval. Contact Calaveras County for code and permit requirements.
- D. **Repaving or existing concrete repairs** – Fixing or replacing existing asphalt or concrete that is cracked or broken does not require ARC approval. Covering existing dirt driveways, parking areas, or walkways with asphalt or concrete, if fewer than 300 square feet, do not require ARC approval. Contact Calaveras County for code and permit requirements.
- E. **Planting and gardening** – There are no restrictions on exterior planting or gardening. However, the board recommends that you seek professional advice on plant selection that is fire and drought resistant.
- F. **Exterior and Security Lighting** – The addition of exterior and/or security lighting does NOT require ARC approval so long as the lighting is installed in accordance with generally accepted building standards. Attaching lights or other fixtures to live trees is not permitted. Contact Calaveras County for code and permit requirements.
- G. **Means of Entrance or Egress for the disabled** – There are no restrictions regarding the construction of ramps, lifts, or other construction designed to facilitate the entrance or egress of a disabled person to/from a structure so long as the addition of these means are completed in accordance with generally acceptable building practices and are approved by Calaveras County as required. Contact Calaveras County for code and permit requirements.