

**COUNTRY PARK VILLAS  
HOMEOWNERS ASSOCIATION  
Summary of Architectural Control Procedures  
(Civil Code Section 1378)**

The California Civil Code requires the Association to publish a notice annually that describes the types of architectural changes that require Association approval. This Summary of Architectural Control Procedures has been prepared for that purpose. This is only a summary and owners are therefore requested to refer to the CC&R's for additional architectural improvement related information. If you have questions about whether Association approval is required for what you have planned, or about whether there are any standard guidelines or requirements for the type of improvement you would like to make, please contact management *before* you start work.

- A. No Exterior Additions and Changes without Prior Approval. There shall be no structural alteration, construction or removal of any Condominium Building, fence or other Improvements in the Project (other then repairs or rebuilding pursuant to the provisions of this Declaration) without the approval of the Architectural Control Committee. (CC&R's Article V, Section 14).
- B. Board Approval Requirement. In addition to Architectural Committee approval, modifications or additions affecting the Common Area also require prior approval from the Board of Directors.
- C. Submission Procedures/Plan Requirements. An Owner's architectural application shall be submitted only on the Association's Request for Architectural Approval form. The completed Request for Architectural Approval Form, two (2) copies of the Owner's plans and specifications, and the completed Neighbor Awareness form shall be submitted only to the Association's management agent, Action Property Management, Inc., and not to any Association Director, Officer, or Committee member. The plans and specifications shall show the nature, kind, shape, color, size, materials, and location of the proposed improvements or alterations. The Committee may require such detail in plans and specifications submitted for its review as it deems proper, including without limitation, floor plans, site plans, drainage plans, elevation drawings, and description or samples of exterior materials or colors. Until the Committee receives all required plans and specifications, the application is not deemed complete, the Committee may postpone review of the application, and the *thirty (30) day* period within which the Committee must make its decision does not commence. (CC&R's Article XI, Section 2).
- D. Approval Criteria. Approval shall be based, among other things, on adequacy of site dimensions; adequacy of structural design and material; conformity and harmony of external design with neighboring structure; effect of location and use of improvements on neighboring properties, improvements, operations and uses; preservation of [natural view and (if CC&R's provide for view protection)]; aesthetic beauty; and conformity of the plans and specifications to the purpose and general plan and intent of the CC&R's. (CC&R's Article XI, Section 2).
- E. Decision Timing. If the Architectural Committee, or its designated representative, fails to approve or disapprove a complete submission of plans and specifications within *thirty (30) days* after the same have been submitted to the Committee, it shall be conclusively presumed that the

Architectural Committee has approved such plans and specifications. No purported oral or verbal approval of the Committee shall be permitted or effective, and any approval, to be binding upon the Committee and the Association, must be in writing. (CC&R's, Article XI, Section 2).

F. Disapproval/Request for Reconsideration. If plans and specifications submitted to the Architectural Committee are disapproved, the applicant shall be advised in writing of the reason(s) for the denial and of the applicant's ability to request reconsideration by the Board of Directors. The applicant may submit a request to the Board of Directors to reconsider the Architectural Committee's denial at an open meeting, or the applicant may request the matter be heard in an executive session meeting] of the Board of Directors. The request for reconsideration shall be in writing, shall be addressed to the Board of Directors of the Association, shall be delivered to the Association's managing agent, Action Property Management, Inc., and must be received by the Association's managing agent not more than fifteen (15) days following delivery to the applicant of the Architectural Committee's notice of disapproval. The term "delivery" as used herein is defined in Civil Code Section 1350.7.

G. Board Decision on Request for Reconsideration. Notice of the date, time, and location of the Board of Directors meeting at which the applicant's request for reconsideration shall be heard shall be delivered to the applicant at least ten (10) days prior to the meeting. The Board of Directors shall render its decision on the request for reconsideration within forty-five (45) days following Association's managing agent's receipt of the request for reconsideration, and the Board shall transmit its decision to the Owner within fifteen (15) days after its decision; provided, however, if no written decision is provided to the Owner within fifteen (15) days after the hearing, the request for reconsideration shall be deemed denied and the Architectural Committee's decision shall be deemed affirmed. In no event will a request for reconsideration be deemed approved based upon the passage or lapse of time; any approval must be by affirmative written action of the Board of Directors to be effective. The Board of Directors shall uphold the Architectural Committee's disapproval if the Board of Directors determines that the Architectural Committee acted within its authority under the Declaration and the Architectural Guidelines and otherwise acted in a manner the Board believes to be in the best interests of the community.

Approved by the Board of Directors on April 24, 2008