

Architectural Residential Design Guidelines

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Oceanside Community Association

Approved by Board of Directors
Oceanside Community Association

These guidelines and standards have been
made in compliance with city, county, state
and federal safety and building codes.

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ARCHITECTURAL GUIDELINES

The Architecture Committee encourages members to make improvements to their homes and is ready to help. These Architectural Guidelines are intended as an aid to assist in a clear and precise manner each person requesting any remodel, addition or change to their unit.

All submissions to the Architectural Committee should include a proposal by a licensed contractor (when the cost is over \$500.00), a journeyman (someone who has worked as a contractor or handyman/installer, and who has the qualifications to complete the work in a required workmanship-like manner), or the owner. Submissions should include a picture of the project and descriptions of the items that clearly define or outline what is contemplated or is to be considered.

Emergency Repairs Situation:

Examples of Items which qualify as emergencies:

Leaking Roof	Electrical Failures
Plumbing Leak	Loss of Structural Integrity
Water Intrusion	Medical Requirements
Slab Leaks	Loss of Public Utility Service
Mold Issues	

Procedure to follow:

Secure the safety of persons living in the home.

Notify the Administration Office (Tel: 760-757-3937), report the nature of the emergency, and follow instructions.

On weekends, or after hours for water or plumbing emergencies call 760-757-3937.

Emergencies are not mere inconveniences. Two or more members of the Architectural Committee are required to agree that the condition is, in fact, an emergency. This will normally be the Chairman and a committee member assigned to the unit in question. Verbal ok is not enough; a written ok is necessary and requirements must be followed.

If you choose to proceed without approval, and it is determined that the issue was not an emergency or that it was done without following the Architectural Guidelines, you may be subject to a fine, suspension of privileges, or further enforcement action to compel removal of the modification(s) and/or installation(s).

Normal Repairs or Alterations:

Why an Architectural Committee Review?

Living in a planned community such as Oceanside Community Association (OCA) offers many privileges. It also involves certain restrictions. In order to preserve the value, attractiveness and architectural integrity of OCA, our governing documents, Conditions, Covenants and Restrictions (CC&Rs), in Article III, authorizes and requires an Architectural Committee that reviews and evaluates all member-proposed exterior additions and/or modifications to residential dwellings in our community before making its recommendations to the Board of Directors.

The Architectural Committee has established Design Guidelines that define standard acceptable treatments of improvements to help homeowners in planning home additions and modifications. Homeowners are required

to submit improvement plans to the Architectural Committee in accordance with these guidelines. If a request requires a City of Oceanside permit, the permit must be submitted with the Architectural Change Request form for review by the Architectural Committee. Homeowners are advised to consult Administration Office staff before incurring the cost of an unnecessary city permit.

Failure to obtain review by the Architectural Committee and approval by the Board will constitute a violation of the CC&Rs and may require modification or removal of unauthorized work or improvements at the homeowner's expense, as well as possible monetary penalties.

How to Initiate a Request for Architectural Change or Addition

Prior to Starting a Project:

Application forms are available from staff at the Administration Office. Homeowners may confer with the Association's General Manager who is familiar with Architectural Committee requirements and can answer basic questions. Alternatively, the chairperson of the Architectural Committee listed in the Association telephone directory may be consulted. Homeowners can review design guidelines with them to determine if submittal to the Architectural Committee is required for their proposed plans and/or City permit is required.

The Role of "Standards" in the Planning Process:

If an application to the Architectural Committee is required, then prior to its submission, any applicable "standard" which pertains to the proposed project must be reviewed.

It is important to understand that the Architectural Committee is responsible not only for review of plans for major alterations such as room additions, but also any other installations or alterations on a Lot. A list of those items for which standards currently apply, can be found in the Appendix A .

As additional standards are established, or changes to existing standards approved by the Board of Directors, copies of these Guidelines will be updated and made available in the Clubhouse Library and Administrative Office for reference by homeowners.

In general, any change which affects the exterior appearance of the dwelling requires Architectural Committee review and Board (or Board Committee to which this right has been delegated) approval.

Submitting an Architectural Change Request Form (If submittal is required).

All requests for exterior alterations must be submitted to the Architectural Committee in writing on an Architectural Change Request form. This must be submitted along with drawings and all required information

necessary for approval by the first day of the month for which the application is made. The second Tuesday of the month is the current meeting date for the monthly Architectural Committee meeting.

If an Architectural Change Request Form is required, plans must be submitted even if the identical improvements may have been previously approved for a neighboring property owner. During the evaluation of an application, the Architectural Committee will consider the characteristics of the housing type and individual site, because what may be an acceptable design in one instance may not be in another. Prepare one set of construction drawings that include the following information:

Plan (top) view drawn to an appropriate scale of all improvements including those required by the Architectural Committee per design guidelines.

Show overall dimensions. Note on plans those items that require review by the Architectural Committee.

Elevation (side) view drawn to an appropriate scale of each side of the improvements. Show overall dimensions.

Location of the improvement as it relates to the home.

Description of the building materials and colors including brand name and specification name and number. Photographs and/or brochures are helpful both to the Architectural Committee and to the Board.

Any appropriate construction details.

Name and license number of the contractor who is performing the work. The City requires that the contractor named on the permit do the work; no substitutions are allowed without a new permit. A handyman may be employed only when cost of labor and materials does not exceed \$500.

Record Keeping:

Retain a copy of the completed application form for your future reference, and include the following items when submitting the application:

- One set of construction drawings.
- Material samples and color samples, when applicable.
- City Building Permit, if required.

Review Procedures:

On the second Tuesday of the month, the Architectural Committee will meet to review each application for Architectural change, and then submit the application with its recommendation to the Board of Directors, (or Executive Sub-Committee of the Board to which this right has been delegated) The Executive Sub-Committee of the Board meets directly following the Architecture Meeting on the second Tuesday of the month. The Executive Sub-Committee of the Board will take one of the following actions for each application:

Approval of the Request: A copy of the executed request form and an approval letter will be prepared by staff of the Administration Office and returned to the applicant. All restrictions contained in the CC&Rs and By-laws shall be in full force and effect and shall control the construction activities of the homeowner.

Approval with Conditions: A copy of the executed request form and an approval letter will be prepared by staff of the Administration Office together with a copy of the plans that will be returned to the applicant. The plans will contain Architectural Committee change stipulations that shall become part of the plans and shall represent conditions of approval to be satisfied by the applicant. "All Use" restrictions contained in the CC&Rs shall be in full force and effect and shall control the construction activities of the homeowner. The Architectural Committee may require an applicant's neighbors' approval of certain projects.

Denial of Request: If the application is denied, the applicant will be advised of the reason for the Board's decision and, if appropriate, will be provided with information or direction needed for resubmission in order to receive Board approval.

Notification to the Applicant: The Administration office staff will record the Architectural Committee's and Executive Sub-Committee of the Board decisions in the Architectural Modification Request Log and will notify the applicant in writing of the decision.

Guidelines for Construction Work Performed:

Once a homeowner's application for home improvement has been approved by the Executive Sub-Committee of the Board, the homeowner must follow the plans as approved. Any modification to the approved plans must again receive Architectural Committee review and approval by the Executive Sub-Committee of the Board, prior to construction.

Any project undertaken at a homeowner's dwelling, whether requiring review by the Architectural Committee and approval by the Board or not, will conform to the following general project guidelines:

Debris shall be removed from the site on a daily basis or properly contained and not placed in OCA trash barrels.

Work shall be performed so as to minimize noise, dust and disruption of neighbors.

Construction shall be from 7 a.m. to 5 p.m. only, Monday – Saturday, excluding holidays.

All workers will comply with the Association's Rules and Regulations (i.e., parking, use of the common areas, removal of debris, etc.)

The approval placard / notice that is sent by the office with the approval letter must be posted in a prominent location and on view to the community while the job is in process.

Use of Licensed Contractor:

A licensed contractor is required by the State of California if the total cost of the work for labor and materials exceeds five hundred dollars (\$500.00). Home owners can verify the license and bonding of a contractor by calling 800-321-2752 or HYPERLINK "<http://www.cslb.ca.gov>" or www.cslb.ca.gov on the Internet. For their own protection, homeowners are encouraged to:

1. Obtain three estimates for the work
2. Request and check references of work completed at least a year ago.
3. Ask to be named as additional insured on the contractor's general liability, auto, and workers compensation insurance (If there is a job injury, the homeowner could be responsible for the medical costs. A licensed contractor provides added protection of a \$7,500 bond.)

4. Get a written contract. By law, the down payment can only be the lesser of \$1,000 or 10% of the contract amount.
5. Don't allow progress payments to get ahead of the work; don't make a final payment until the job is completed satisfactorily; and don't pay cash.

Selecting Assistance to Carry Out Repairs and/or Alterations.

Often the best reference for selecting a contractor or handyman to carry out home repairs or improvements are neighbors who are satisfied with the work of a particular contractor or handyman for similar work that a homeowner plans. The Administration does not make referrals to specific companies or persons. A vendors' book in the clubhouse library lists the names of companies and individuals who are offering their services. Again, the Administration neither offers endorsement for any of these names nor is any meant to be inferred.

It is the sole responsibility of the homeowner as to whether a specific company or person is selected, or the homeowner decides to do the work personally. Regardless, the homeowner is responsible for requiring that any company or person used in the project work is licensed and insured for the work they contract to carry out. Any liability resulting from use of an unlicensed or uninsured company or person for work performed for a homeowner in Oceanside Community Association will be that of the applicable homeowner.

Violations Resulting In Fines for Failure to Follow Procedures:

A homeowner's failure to obtain Architectural Committee review and Board approval prior to the commencement of architectural improvements and/or alterations will result in a request to the homeowner to appear before the Executive-Sub Committee of the Board overseeing Compliance. The failure to obtain approval may result in the imposition of a fine and/or other action which can include removal of the installation in violation.

Effective October 25, 2016, the Board of Directors adopted the following fine policy for Architectural violations which replaces all previous penalties:

First Violation -	\$100-\$500
Second Violation -	\$200-\$750
Third Violation -	\$400-\$1,000

Appeal Process - The Hearing Board

Upon receipt of a notice of violation from the Administration Office, a property owner will be requested to appear at a Hearing Board before the Compliance Committee. The violation will be reviewed by the Compliance Committee, and the property owner will be given the opportunity to appear in person to respond. Evidence supporting mitigating circumstances that might explain why the property owner is in violation may be presented. Professed ignorance of the CC&Rs and/or Architectural Guidelines & Standards by a property owner or owner's workers who are in violation will not be accepted as a valid explanation. A fine, if levied, is due and payable immediately. However, arrangements may be made with the Administration Office, if approved by the Board, for payment over time if such payment causes hardship to the property owner.

Upon Construction Completion:

Within 10 days of the completion of the project, the applicant must complete a Notice of Completion Form, available at the Administration office and return it to the Administration Office.

Site Review and Project Compliance:

Once the Notice of Completion Form is received, or 90 days have elapsed after approval of the application, the Architectural Committee will conduct a site review and confirm conformance of the completed project with the application approval and that information will be added to the Architectural Modification Log which is available at the Administration office to all Association homeowners for review.

SECTION 1: FORMS
The following forms are available
at the Administration Office and on-line at the OCA web-site.

To: Administrative Office
Attn: Community Manager

Re: **NOTIFICATION OF EMERGENCY REPAIRS**

Name _____ Owner's Phone _____

Mailing Address: _____

_____ Unit _____ House _____

Repairs which qualify as emergencies:

- | | |
|-----------------|--------------------------------|
| Leaking Roof | Electrical Failure |
| Plumbing Leak | Loss of Structural Integrity |
| Water Intrusion | Medical Requirements |
| Slab Leaks | Loss of Public Utility Service |
| Mold Issues | |

Procedure to follow:

- Secure the safety of persons living in the home.
- Notify the Administration Office and report nature of emergency (Tel: 760-757-3937)
- Follow instructions of Administration staff person.
- On weekends or when assistance is unavailable:
 - Institute repairs
 - Notify Administration Office of action by completing Emergency Repair Report and submitting to Office at earliest opportunity.
- Administration staff will inspect repairs for conformance with Architectural Guidelines.
- The Architectural Committee will review action taken, the inspection comments by staff and make recommendation to Board of Directors who will decide appropriate follow up.

PROCEDURE: ONLY ONE REQUEST PER FORM

If this form is submitted by a tenant or property manager, this form **must be signed by the owner of the house.**

Description of Emergency Repairs:

Work done by: () Homeowner () Licensed Contractor () Unlicensed Handyman (City does not allow use of handyman if cost of materials and labor exceeds \$500.)

Contractor's/Handyman's Name: _____

Contractor's License # _____ Phone Number: _____

OWNER'S DECLARATION

I understand and agree that I am responsible for any damage done to the common area of the Association or my home or adjacent dwellings during and after implementation of the above stated emergency repairs; that such repairs will be reviewed by the Architectural Committee and referred in writing to the Board of Directors who will direct appropriate follow-up action, if any. I agree to be bound by the Board of Directors' decision.

Date: _____ By _____
(Owner's Signature) (Print Owner's Name)

ARCHITECTURAL/ COMMITTEE REVIEW

Member of Architectural Committee Inspection _____
(Initials)

Comments: _____

Recommendation: () Approve () Decline

Date: _____ By: _____
Architectural Committee Chairperson

BOARD OF DIRECTORS/EXECUTIVE COMMITTEE OF THE BOARD

() APPROVED () DENIED

Follow-up Action:

Date: _____ By: _____

OCEANSIDE COMMUNITY ASSOCIATION
ARCHITECTURAL REQUEST FORM

FIRM DEADLINE FOR SUBMISSION OF THESE REQUESTS IS THE FIRST OF THE MONTH.
- ONLY ONE REQUEST PER FORM -
YOU ARE INVITED TO ATTEND TO PRESENT YOUR REQUEST TO COMMITTEE

Please mail or deliver this form (and all supporting documents) to: _____ Date: _____
Oceanside Community Association
550 Vista Bella, Oceanside, CA 92057

760.757.3937- Telephone
760.757.8177- Fax

Recommend all submissions include a picture
Attach all supporting documentation

Owner Name _____ Telephone _____
Please Print

Unit Address _____
Please Print

I hereby request approval of the following improvement / modification / change / addition to my property:
Note: All requests must be approved by the Architectural Committee AND Board of Directors before the project is started or fines may be applied. (See Section XIII- Penalties-2008 Residents Handbook)

Attach any and all plans, specifications, City permit, showing the nature, kind, shape, height, materials, etc.

Modification / Change / Addition:

location of requested modification:

(Refer to Architectural Guidelines & Standards for Complete Details)

- _____ Remodeling / Addition
- _____ Garage Door / Exterior Door
- _____ Fence(s)

- _____ Satellite Dish
- _____ Window(s)- New
- _____ Window(s)- Replacement

_____ Roof	_____ City of Oceanside Building Permit
_____ Air Conditioner- New	_____ Pictures and Full Details
_____ Air Conditioner- Replacement	_____ Brochure
	_____ Drawings – Plans – Specifications
	_____ Size, Type, Location of AC and AC Pad
	_____ Neighbor's Approval Form(s)
	_____ Color
	_____ Proposal/Invoice from Contractor
	_____ Other _____
_____ Other: _____	

Additional Comments _____

Work to be Done By: _____
 Homeowner _____ Licensed Contractor _____ Unlicensed Handyman _____
 Contractor / Handyman Name _____ Contractor's License Number _____
 Telephone _____

As the owner(s) of this unit, /!We understand that all necessary permits must be acquired prior to commencement of this work and work will not begin until Board approval has been received in writing. /!We are liable for damage, if any; that all work must be completed within 90 days after approval and that the improvement / modification / change / addition is subject to final inspection.

Owner Signature(s) _____ Date _____

To: **Architectural Committee
Administration Building
Oceanside Community Association**

Subject: Neighbor's Approval for Installation of _____

Date: _____

From: _____

(Homeowner's Printed Name and Signature)

This form is required to be filled out separately by any adjacent neighbor who may be affected by this new installation.

Location of new installation _____

=====

Neighbors Declaration:

I approve of this new installation and its location.

(Signed) _____ Unit # _____ House # _____

(Print name) _____

To: Administrative Office

Re: NOTICE OF COMPLETION FORM

Notice is hereby given that the undersigned is the Owner of the property located at:

Address (Unit Number, Street Address, and House Number)

Describe briefly the nature of work performed: _____

The work of improvement on the described property was COMPLETED on _____ day of _____, 20____, in accordance with the Architectural Committee's review and Board of Directors' written approval of the above owner's plans and submittal package.

Owner's Signature: _____

Owner's name (please print): _____

Date: _____

Contractor's Signature _____
(Or attach copy of Contractor's Notice of Completion)

Architectural Inspector:

() INSPECTED and approved by: _____

() INSPECTED and approved by: _____ with the following conditions:

() INSPECTED and DISAPPROVED by _____ due to the following:

Chair: _____ Date: _____

SECTION 2: Architectural Standards

These guidelines and standards have been prepared in compliance with city, county, state and federal safety and building codes.

Air Conditioners -Heat Pumps:

City Permit: Required for the installation of a new air conditioning unit, but not required to replace one for which a City Permit was previously obtained.

Submittal Requirements:

Installation of permanent air conditioners and window-mounted units requires review of the homeowner's application by the Architectural Committee and written approval by the Board of Directors prior to installation. Applications should show type, manufacturer, placement and size of the unit to be installed, as well as evidence that the decibel rating for air conditioners does not exceed 74. The city has a guideline, 66 DB's daytime and 50 DB's at night, for units within 5' of occupied living quarters. They generally accept units at 74 DB's or less from 15' of the neighboring dwelling as there is an absence of units meeting those requirements (see #4.) Installation must be done by a licensed electrician.

In cases where a neighbor's residence is within 15 feet of a/c unit's noise, written approval from that neighbor must also be obtained.

Air conditioner compressors placed on the common area must be placed no more than twelve inches (12") from the wall of the dwelling.

Air conditioner cables on exterior walls must be covered by u shaped race way metal covers, painted to match the color of the stucco. Metal downspouts may not be used for this purpose.

Holes in exterior walls caused by the installation of the a/c unit must be properly filled, sealed and painted to match to prevent water intrusion into the wall.

Where possible, air conditioner compressors should be installed in the rear or sides of dwellings, where there is the least impact on neighbors.

Placement of electrical boxes on exterior walls must be painted to match the stucco and placed as inconspicuously as possible.

Air conditioning equipment may not impede the flow of drainage on common area.

Supporting Documentation Required: (Approved by Board June 25, 2008)

The Homeowner seeking approval for an air conditioner installation will submit the Architectural application together with the following documentation

1. An exact description of the type, model, size and serial number of the a/c unit being
Installed.
2. A plot plan (overhead drawing to scale) showing exact location where unit will be installed.
3. Elevation Plan (digital photo preferred) of side of building where unit is to be installed indicating location of race way metal covering for all exposed wires and cables, and
4. Signed approvals from nearby neighbors potentially affected by a/c unit. (See forms.)

Awnings and Sun Shades: (New or Replacement)

City Permit: Not required.

Submittal Requirements:

An application for new or replacement exterior window awnings or sun shades requires review of the homeowner's application by the Architectural Committee and written approval by the Board of Directors prior to installation.

General:

Homeowner is responsible for the installation and subsequent maintenance of window awnings and sun shades which must be kept in good aesthetic condition.

Homeowner is responsible for any damage that occurs during and after installation of window awnings and sun shades. (Example: wind damage to windows, walls, neighbor's property, etc.)

Materials:

A pre-manufactured window awning or sun shade provided by a home improvement center contractor is recommended. Canvas or cloth awnings and sunshades are not permitted.

If the awning or sunshade is installed in the interior to the site, but visible from the street, the color of the awning or sunshade must be complementary to the exterior color of the residence.

Installation:

An experienced installer or contractor is recommended.

Attachment is allowed on the homeowner's exterior wall only and shall not impede maintenance personnel. Holes drilled on exterior for installation should be properly filled to prevent leakage.

Drawings are required for any window awning or sun shade extending more than three feet from the exterior wall.

Carpeting, Outdoor

City Permit: Not required.

Submittal Requirements:

An application for outdoor carpeting must be submitted to the Architectural Committee for review and approved by the Board of Directors prior to installation.

Guidelines:

Installation of outdoor carpeting will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of outdoor carpeting. Owner must maintain carpeting in good condition.

Homeowner is responsible for any damage that occurs during or after installation of outdoor carpeting.

Special consideration should be given to safety aspects when considering installation of outdoor carpeting.

Outdoor carpeting shall not extend onto common area.

Installation:

An experienced installer/contractor is recommended.

Carports, Repair (Unit 8)

City Permit: Required.

General:

This standard applies only to Association-leased carports in Unit 8, which were originally designed and built as open sided, roofed spaces for parking. Over time, various homeowners applied for and received permission to enclose these carports adding walls and garage doors. In some cases, homeowners added entrances, interior lighting, electrical outlets, shelving, etc. All of these additions become "homeowner improvements" and are the responsibility of the homeowner to maintain, repair, and replace as necessary.

The Association is currently undertaking a collaborative effort with Unit 8 Homeowners to fix roof leaks, eliminate dry rot and termite infestations in structural components and replace existing materials with longer life, termite-resistant materials.

Submittal Requirements:

An application, along with a diagram to scale indicating vents, lights, overhead garage door opener, etc. must be submitted to the Architecture Committee for review and for written approval by the Board of Directors, prior to installation.

Guidelines: Installation will be according to the following specifications:

General:

CC&Rs state that the homeowner is responsible for the maintenance, repair, and replacement of all homeowner carport improvements, whether made by present or previous homeowner.

Existing Association-leased lines for electrical power may be utilized by the homeowner for one interior light of the enclosed parking space and an electric automatic garage door opener. No additional wall outlets or connections are authorized or allowed.

Homeowner has the option of agreeing in writing to pay costs for reconstruction and repair of homeowner improvements to the carport, or the Association will permanently remove them.

Regardless, no ownership interest in the carport is conveyed at any time to the Homeowner.

Materials:

Cementized (Hardy Board) wall covering for exterior walls.

Pressure-treated wood for all construction.

50-year life roofing materials.

Metal garage doors, (if replacement is required) will be sectional metal doors with raised rectangular/square design with four or five horizontal and four vertical panels.

Garage door will be white in color.

Doors will have two metal vents in the lower portion of the door. (Unless structure already has two vents.)

No swing-out wooden garage doors are permitted.

Exposed wooden surfaces must be treated with termite resistant chemical.

Disability Modification

Oceana was not and is not designed to be ADA compliant. Fair Housing Laws indicate that reasonable accommodations should be made to assist the disabled.

An accommodation of a disability, as provided under the civil code, which requires modifications or additions to the common area, will require review by legal counsel and may require modifications at owner expense.

Owners who request disability modifications to leased common areas are required to submit an Architectural Application. Additionally, they must provide all items as provided on the checklist titled "Information/Documents Required for License, Maintenance and Indemnity Agreements," and any other applicable documents for approval by the Architectural Committee and the Board of Directors.

The modifications must be consistent with building code requirements, governing documents concerning safety, law, and architectural aesthetics.

If both the Architectural Committee and Board of Directors approve such modification, this will be a conditional approval based on the owner's agreement to approve and cover the costs of the execution of an Indemnity Agreement to protect the Association for an Owner's modification of the common area. The packet will be submitted to the Association's attorneys for review and final drafting of the Agreement. The cost of this agreement is borne by the requesting owner and is expected to be in the \$300-\$500 range. The attorney fees do not include the recording fees for recording of this agreement.

Lastly, the homeowner if given permission to proceed must agree to return the modified common area to its prior condition if and when the Indemnity Agreement is terminated.

Door, Garage

City Permit: A City permit is required for the installation of a new garage door if a power door opener is included (electrical wiring). A permit is also required for installation of a new garage door (not replacing) in Unit 8.

Submittal Requirements:

All garage door replacements require review of the homeowner's application by the Architectural Committee and written approval by the Board or Executive Sub-Committee of the Board.

Guidelines:

Replacement or installation of garage doors on garages or carports will be according to the following specifications:

General:

The property owner is responsible for the installation and subsequent maintenance of the garage door.

Two-car garage doors must have raised rectangular/square design with eight horizontal and four vertical panels only.

One-car garage doors must have raised square design with four or five horizontal and four vertical panes only.

City code requires two vents if the garage is attached to the housing unit. Oceana also requires these vents as a safety factor.

Materials:

Garage doors are to be sectional metal doors.

All garage doors approved as of 4-1-2017 should be white, in accordance with Board-approved colors.

Installation:

All windows must be manufacturer-installed in the top row of panels only, prior to garage door installation. No reflective tints or window coverings of any kind are permitted.

Door, Screen

City Permit: Not required.

Submittal Requirements:

An application for a new exterior screen door must be submitted to the Architectural Committee for review and for the Board or Executive Sub-Committee of the Board approval prior to installation.

Guidelines:

All screen doors must be installed within the existing door jamb.

Screen doors must be maintained in good condition.

General:

Screen door color and design must conform to existing Oceanside Community Association standards. Screen must be black, white, or the color of the homeowner's house trim.

Homeowner is responsible for any damage that occurs during and after installation of an exterior screen door.

Materials:

Screen doors must be of high-quality metal construction.

Door, Security

City Permit: Not required.

Submittal Requirements:

An application for a security door must be submitted to the Architectural Committee for review and for the Board or Executive Sub-Committee of the Board approval prior to installation.

Guidelines:

All security doors must lock.

Owner must maintain security door in good condition.

General:

Security door color and design must conform to existing Oceanside Community Association standards. Currently approved colors are white or the color of the homeowner's house trim.

Homeowner is responsible for any damage that occurs during and after installation of an exterior security door.

Materials:

All security doors must be of steel construction.

Doors, Exterior, Painting

City Permit: Not required.

Submittal Requirements:

An application for painting exterior doors must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Painting exterior doors will be according to the following specifications:

General:

Replacement or painting of front doors must be comparable with existing trim colors and coordinated with the new paint schemes approved in that unit. They may be properly finished protected natural wood.

Homeowner is responsible for the painting and subsequent maintenance of any stained, natural wood, or painted door, other than one painted by the Association or its representative.

Owner must maintain painted door in good condition.

Installation:

An experienced painter/contractor is recommended.

Electrical Work

City Permit:

Required for all exterior electrical work not exempted by City of Oceanside Ordinance. (See page 52 for exclusions.)

Submittal Requirements:

An application for all exterior electrical work must be submitted to the Architectural Committee for review and be approved by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

All electrical work will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of all electrical work throughout the residence.

Homeowner is responsible for any damage that occurs during and after installation of electrical work.

Materials:

Homeowner must comply with City of Oceanside Building Code for both exterior and interior electric work.

Installation:

Use of a licensed electrician is required.

Flags and Flag Poles

City Permit: Not required.

Submittal Requirements:

Flags need not be submitted for Architectural Committee review or the Board or Executive Sub-Committee of the Board approval provided they conform to the following guidelines.

Guidelines:

Homeowners may display a flag measuring not more than three by five feet in size, mounted in a manner deemed appropriate by the Architectural Committee and consistent with California Law.

All flags, decorative or seasonal banners displayed outside any dwelling must be in good condition.

No flagstaff may exceed 5 feet in length and must be fitted to a bracket attached to some part of the dwelling.

Flagpoles on the Common Ground are not permitted.

Fences Replacement

City Permit: Not required for fences 72 inches or less in height.

Submittal Requirements:

An application for **New Fencing** must be submitted to the Architectural Committee for review and written approval by the Board or Executive Sub-Committee of the Board to installation. An application for any changes in or removal of **Existing Fencing** must be submitted to the Architectural Committee for review and written approval by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Placement of the fence and support structures shall not be outside owner's legal lot or within OCA easement. The maximum height of all fencing shall be six feet (72 inches) from finished grade. All support posts shall be set in concrete footings.

General:

Owner is responsible for installation and subsequent maintenance of fence. Owner is responsible for any damage that occurs during and after installation of fence (Example: broken block of stucco, damaged underground utilities, etc.). Note: Property owner should seek assistance in checking site maps located in the Administration Office for the location of underground utility lines and pipes.

Fences must conform to all City, County, State, and Federal Safety and Building Codes.

Materials:

Fence is to be constructed with pressure treated 4 inch by 4-inch posts (ends waterproofed), 2 inch by 4-inch top and bottom supports, and ½ inch plywood inserts. Fences will be painted to match existing stucco on property owner's home.

Or, the homeowner may install a white, metal or vinyl fence and posts. The top of fence and posts must not exceed 72 inches in height

Installation:

If fence is to be attached to stucco, the approved method of attachment is either sleeve anchors or wedge anchors. All mounting hardware must have a bead of silicone applied prior to installation to insure no water intrusion will occur into the stucco block or other mounting surface.

Total height of the fence will not exceed six feet (72 inches) from finished grade.

All fences must leave 4 inches of clearance between electrical junction box and base of fence.
Length of fences:

Unit 10, Unit 11, Unit 12, and Unit 14 will be 32 feet 4 inches. All other fences will be on a case-by-case basis.

Fence posts must be embedded in concrete to a minimum of 18 inches into the ground.

Floors (Patio and Garage), Painting

City Permit: Not required.

Submittal Requirements:

An application for painting floors (patio and/or garage) must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Painting floors (patio and garage) will be according to the following specifications:

General:

Once a homeowner paints a patio or garage floor, he/she is responsible for the subsequent maintenance and repainting of that garage/patio floor, which must be kept in good condition

A homeowner is responsible for any damage that occurs during and after painting.

Materials:

Garage floors will be painted an appropriate, approved color. A quality of exterior paint must be used, which guarantees protection of the garage or patio floor from heavy traffic.

Installation:

An experienced painter/contractor is recommended.

Gas Lines, Adding New

City Permit: Required.

Submittal Requirements:

An application for adding new gas lines must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Adding new gas lines will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of new gas lines.

Homeowner is responsible for any damage that occurs during and after installation of new gas lines.

Materials:

Homeowner must comply with City of Oceanside Building Code.

Installation:

A licensed plumber/contractor is required.

Gates

City Permit: Not required.

Submittal Requirements:

An application for installation of a gate must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Installation of a gate will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of the gate.

Gate will not be over 72 inches in height as measured from the walkway or finished grade.

Gate will be a minimum of 30 inches in width.

Materials:

Wood gates must be painted to match the color of the stucco of the residence and must kept in good condition.

Metal or vinyl gates will be white, black or painted to match the color of the trim of the residence.

Installation:

An experienced installer/contractor is recommended.

Gutters and Downspouts

City Permit: Not required.

Submittal Requirements:

Because the addition of gutters and downspouts impacts both the property owner's home and the common area, the property owner must, prior to the installation of gutters and/or

downspouts submit plans to the Architectural Committee for review prior to the Board or Executive Sub-Committee of the Board giving approval in writing.

Guidelines:

Gutters and downspouts must be primed and painted to match existing trim color of fascia board. Any installation of plastic (non-paintable) gutters should default to white.

Runoff from gutters and downspouts must not drain onto the common area landscaping or another lot and must be directed toward the street or underground drainage system.

Metal downspouts may not be used to cover electrical wiring or air conditioning cables.

Handrails

City Permit: Not required.

Submittal Requirements:

An application for handrails must be submitted to the Architectural Committee for Review and approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of new handrails is to be according to the following specifications:

General:

Homeowner is responsible for installation and subsequent maintenance of the handrail which must be kept in good condition.

Owner is responsible for any damage that occurs during and after installation of the

handrail (Example: broken block of stucco, water intrusion, etc.).

Materials:

Handrails are to be made of galvanized metal tubing.
Handrails diameter cannot be more than 1 ½ inches.
Handrails must be painted glossy black.

Installation:

If handrail is to be attached to stucco or block, the approved method of attachment is either sleeve anchors or wedge anchors. All mounting hardware must have a bead of silicone applied prior to installation to insure no water intrusion will occur into stucco, block, or mounting surface.

If handrail is to be attached to existing sidewalk or steps, there are two approved methods of attachment:

1. Sidewalk or steps must be cored out and handrail cemented in.
2. If base plates are used, they must be made of 18-gauge, galvanized metal. Attach the base plate with sleeve anchors or wedge anchors.

If handrail is to be placed directly on the ground, it must be a minimum depth of 18 inches in the ground and imbedded in cement.

Lattices and Trellises

City Permit: Not usually required for lattices/trellises 72 inches or less in height, depending on placement and purpose of the lattice/trellis.

Submittal Requirements:

An application must be submitted to the Architectural Committee for review and for written approval by the Board or Executive Sub-Committee of the Board prior to installation.

Guidelines:

Depending on placement and purpose of the lattice, the guidelines are the same as outlined fences, gates, enclosures, etc., of other materials.

Lattices/trellises shall not impede painting of the residence.

General:

Lattices that are not permanently installed shall not exceed the roof height of the existing structure, must be within the footprint of the property owner's present site, and cannot extend onto or over the common ground.

Materials:

Lattices/trellises may be of vinyl, wood or wrought iron construction.

Colors:

Lattices/trellises can be white or must match the existing color scheme of the house's exterior.

Lighting, Exterior:

City Permit: Not required.

Submittal Requirements:

An application for all new or replacement exterior lighting must be submitted to the Architectural Committee for review and to the Board or Executive Sub-Committee of the Board for written approval prior to installation.

Guidelines:

The property owner is responsible for the installation and subsequent maintenance of the exterior lighting fixture, which must be kept in good condition.

General:

All spot light type fixtures must be pointed in a direction so as not to affect a neighbor. Awareness and approval of potentially-affected neighbors is required.

Materials:

Finish of lighting fixtures may be white, black, copper, rust, or brushed metal. The fixture must be a single wall-mounted unit.

Installation:

All exterior lighting fixtures installed by the property owner will use the home owner's electricity. And at no time will any property owner install exterior lighting that draws power from Association wiring or fixtures located throughout the Association, including those affixed to garages and carports. Exception: In enclosed parking spaces located in a car shed (Units 1, 2, 3, 4, 5, and 6), Association leased electricity may be used to install an electric motor for a garage door and

one interior light. No additional outlets are authorized or allowed. In a case where an exterior light that is on HOA power is repaired or replaced, the lighting should be LED to minimize cost to HOA.

Exterior lighting fixtures must conform to the examples as depicted on the following page.

Mail Slots

City Permit: Not required.

Submittal Requirements:

An application for installation of a mail slot must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of a mail slot will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of any mail slot.

Materials:

If painted, the mail slot must match the color of the surrounding wall area.

Installation:

An experienced installer/contractor is recommended.
U.S. Postal Specification/Requirements apply.
Must be properly installed and sealed in an exterior wall or door.

Parking Space, Enclosing (Units 1, 2, 3, 4, 5 and 6)

This standard applies to a parking space within an Association-leased multi-parking space garage shed (Units 1, 2, 3, 4, 5 and 6) in which a homeowner wishes to enclose his/her assigned parking space. Approval by the Board or Executive Sub-Committee of the Board to do so conveys no real or implied interest to the homeowner.

City Permit: Required.

Submittal Requirements:

An application, along with a diagram to scale indicating vents, lights, overhead garage door opener, etc. must be submitted to the Architectural Committee for review and for written approval by the Board of Directors, prior to installation.

Guidelines: Installation will be according to the following specifications:

General:

The homeowner is responsible for the installation, maintenance, repair, replacement and/or removal of any changes made.

When seeking enclosure of an existing car shed, the applicant will need acknowledgement and acceptance of the neighboring garage space.

The property owner is responsible for the installation, maintenance, repair, replacement and/or removal of any changes made to the carport.

The door and/or extension must mirror neighboring garage setbacks.

Existing electrical power may be utilized by the Resident for both interior lighting of the enclosed parking space as well as for an automatic garage door opener for which a City permit must be obtained. No additional use is authorized. Electrical hookups for doors must have proper electrical connections. No extension cords are permitted for this purpose.

Together with an application to enclose a parking space, resident must agree to and sign Association rules for such construction.

Materials:

Homeowner must agree to the following:

Pressure-treated wood for all construction.

5/8" fire-rated drywall on all interior walls and ceilings.

Garage doors are to be sectional metal door and must have raised rectangular/square design with four or five horizontal and four vertical panels, only.

Doors will have two metal vents in the lower portion of the door.

The color of the garage door must be white.

No swing-out wooden garage doors are permitted.

Exposed wooden surfaces must be treated with termite-resistant chemical.

Parking Space, Enclosure

This standard applies specifically to a parking space within an Association-leased multi-parking space garage shed (in Units 1, 2, 3, 4, 5, and 6), in which a Resident wishes to enclose his or her assigned parking space. Doing so, conveys no implied or real interest to the Resident.

City Permit: Required

Submittal Requirements:

An application, along with a diagram to scale indicating vents, lights, overhead garage door opener, etc. must be submitted to the Architectural Committee for review and written approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

General: Installation will be according to the following specifications:

When seeking enclosure of an existing car shed, the applicant will need acknowledgement and acceptance of the neighboring garage space.

The property owner is responsible for the installation, maintenance, repair, replacement and/or removal of any changes made to the carport.

The door and/or extension must mirror neighboring garage setbacks.

Existing electrical power may be utilized by the Resident for both interior lighting of the enclosed parking space as well as for an automatic garage door opener for which a City permit must be

obtained. No additional use is authorized. Electrical hookups for doors must have proper electrical connections. No extension cords are permitted for this purpose.

Together with an application to enclose a parking space, resident must agree to and sign Association rules for such construction.

Materials:

Pressurized wooden studs for the dividing wall 5/8" fire-rated drywall on each side of the interior wall.

Garage doors are to be sectional metal doors and must have raised rectangular/ square design with four or five horizontal and four vertical panels, only. Doors will have two metal vents in the lower portion of the door. No swing-out wooden doors are permitted.

Exposed wooden surfaces must be terminexed or otherwise chemically protected against termites.

Patios/Carports, Open – Use and Restrictions

General:

Open carports next to garages (within the footprint of the owner's deed) can be used either for parking of an automobile or golf cart, or for patio furniture, barbecues, hammocks, air conditioners, potted plants, and awnings, ***which are currently being used and maintained in good order.***

The principle governing use of an open covered space next to a Garage is predicated on the homeowners' right to free and exclusive use of the area within the footprint of his/her property as defined in his/her deed. Such use ***should not***, however, give offense to neighbors and

passersby because of clutter, stored materials, trash, noise, or lack of cleanliness. The Board of Directors is the final authority in this regard.

Restrictions:

The Homeowner is responsible for maintenance and repair of damage to his/her patio slab in the open carport space which must be kept in good repair.

The open carport space is NOT to be used for permanent or temporary storage purposes.

The open carport space is NOT to be used for trash and/or garbage receptacles which are meant to be stored in the garage until placed at the curb on pickup day.

Use of a barbecue must be in an open area and not under a roof or overhang.

The Homeowner can ensure privacy when his/her open carport space is shielded from view by passers-by in the street either by an approved fence or screen, but still must comply with usage restrictions.

Patio Cover

City Permit: Required, when constructed of wood or vinyl, whether roofed or not.

Removable cloth or canvas patio covers do not require a permit,

Submittal Requirements:

An application for a patio cover must be submitted to the Architectural Committee for review and approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Wood or vinyl constructed patio covers must be painted to match the exterior color of the home. Temporary cloth or canvas patio covers must be maintained in good condition.

Installation:

Homeowner is responsible for installation and subsequent maintenance of patio cover.

Homeowner is responsible for any damage that occurs during and after installation of patio cover.

Use of an experienced roofer/contractor is recommended for patio covers constructed of wood.

Pavers

The new installation OR the replacement of pavers are not allowed.

Porch and Lanai, Enclosing *

City Permit: Required.

Submittal Requirements:

An application for enclosing a porch or lanai must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

New enclosures of atriums or patios are more difficult to get through plan check as they require a city permit and architectural drawings with extra costs, making it time consuming and expensive. Updates or revisions of existing ones still require an architectural recommendation and the Board or Executive Sub-Committee of the Board approval.

Guidelines:

Enclosing a porch or lanai will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of enclosing a porch or lanai.

Homeowner is responsible for any damage that occurs during and after installation of work related to enclosing a porch or lanai.

The structure shall be compatible in scale, color and style with the existing structure.

Roofs must match or be complementary to the existing structure in pitch, scale, form and materials. Plexiglas may not be used as a roof cover.

No change shall exceed the roof height of the existing structure, except for chimneys.

All changes to enclosing a porch/lanai will be affected within the footprint of the property owner's present, approved site. Changes cannot extend onto common area.

Must provide a secondary exit door to the residence, if there is no other secondary exit door.

Materials:

Materials will match the existing color scheme of the house's exterior.

Installation:

A licensed contractor is required.

* **Note:** Repair of lanai roof or enclosing of same comes under the City of Oceanside Building Code in force at the time the lanai was built. This special Department of Building exemption from existing Building Regulations was obtained in 2003. See Administration Office for copy of City's ruling.

Prefabricated Rooms & Additions

City Permit: Required.

Submittal Requirements:

An application for prefabricated rooms or other prefabricated home additions must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation. Detailed plans, design, illustrations, and a list of materials must be submitted with the application.

Guidelines:

Installation of prefabricated rooms or additions will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of any prefabricated room or home addition.

Homeowner is responsible for any damage that occurs during and after installation.

Prefabricated rooms or other prefabricated home additions shall be compatible in scale, materials, color and style with the existing structure.

Roofs must match or be complementary to the existing structure in pitch, scale, form and materials.

No addition shall exceed the roof height of the existing structure except for chimneys.

Addition must be contained in the footprint of the property owner's present approved site. It cannot extend onto the common area.

Materials:

A prefabricated room or addition provided by a home improvement center or a certified manufacturer is recommended

Installation:

A licensed contractor is required.

Railing, Ornamental

City Permit: Not required.

Submittal Requirements:

An application for installation of an ornamental railing must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of an ornamental railing will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance. The railing will be kept in good condition.

The railing must enhance the appearance of the property and/or adjacent structure

Materials:

Color will be black, white or the color of the trim or stucco of the residence.

Installation:

An experienced installer/contractor is recommended.

Homeowner is responsible for any damage that occurs during and after installation of a railing.

Roofs

City Permit: Required.

Submittal Requirements:

An application for all roof replacements must be submitted to the Architectural Committee for review and approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation. All roofing replacements (over 100 sq. ft.) also require a city permit.

Guidelines:

Owners are responsible for maintaining, painting and replacing all roofing components including fascia. Roofs of garages and carports in Units 1 through 6, 8 and 9 are maintained by the Association.

Materials & Installation:

Colors should match as close as possible to that of surrounding or connected units. The request for approval should be accompanied by a 2" x 2" square sample of the to-be-used material.

Roof flashing at edges should match the fascia, either existing color or white, if already painted.

A licensed roofer/contractor is required for installation of any roof.

Garden Apartments Roof Replacement Specifications:

(Revised 9-5-95)

Replace all jacks and steel valleys, as needed.

Apply metal drip edge around entire perimeter of roof and paint the color of the house trim.

Apply #15 felt to cover entire roof area.

Apply Prestique UL Class A Fire Code fiberglass shingles – Hickory or Sable wood.

Apply Dura Ridge cap along entire roof ridge.

Double started row required.

Clean job site and haul away all debris.

All metal roof jacks to be painted to match roof.

Contractor must clean job site and haul away debris.

Patio Roof Specifications: (Revised 9-5-95)

Remove existing plastic roof over lanai area and haul away.

Beef up rafters by adding 2x4 or 2x2 above and perpendicular to the 2x8 rafters.

Sheath with 5/8-inch plywood or strand board.

Roof with #28 lb. fiberglass felt base (sheet), two layers of #11 or #12 lb. fiberglass felt (sheet), and final layer of #72 lb. fiberglass cap (sheet).

All applied with hot or cold asphalt. To avoid the possibility of fire, the hot asphalt should be heated to no more than 450 degrees. (At 500-degree point, the asphalt will lose part of its quality.)

Install metal edging to the roof edges.

All exposed material to be painted to match stucco and/or trim.

Purchase matching paint from Association (at cost).

Roof Replacement Specification (Asphalt)

Units 7-8-9-10-11-12-14 (Revised 9-5-95)

Remove existing roof.

Contractor must clean job site and haul away debris.

Install one layer 23 lb. fiberglass base sheet, spot, or spot mopped. No solid mopping on base sheet.

Install two layers #11 lb. fiberglass embedded in hot asphalt.

Flash all vent stacks and paint roof color.

If parapet wall involved, recommend red clay mission tile coping be installed; otherwise run red cap sheet counter flashing to top of parapet and three course flash. If wall has tile coping, coping must be removed and replaced to permit installation of flashing over top of wall.

No cap sheet roofs are allowed on main roof areas.

Membrane Roof

Because of the exacting requirements for the installation of a membrane roof, the City of Oceanside Building Department requires that it conduct a pre-inspection once the existing roof is removed and any repairs made, prior to the installation of the membrane.

Installation of this type of roof requires a manufacturer certified roofer/contractor who has been trained by the manufacturer for the specific type of membrane roof being installed.

The City will inspect the completed work for compliance with the manufacturer's installation requirements.

Contractor must clean job site and haul away debris.

Room, Additions

City Permit: Required.

Submittal Requirements:

An application for rooms or other home additions must be submitted to the Architectural Committee for review and approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Additional rooms shall be compatible in scale, materials, color and style with the existing structure.

Roofs must match or be complementary to the existing structure in pitch, scale, form and materials.

No addition shall exceed the roof height of the existing structure except for chimneys.

Addition must be contained in the footprint of the property owner's present approved site. It cannot extend onto the common area or any adjacent Lot.

Installation:

A licensed contractor is required.

Satellite Dish, Installation

(Also includes Video or Television Antenna)

Reference is made to the Federal OTARD Rule and California Civil Code Section 4725)

City Permit: Not required if diameter of dish is 36 inches or less.

Submittal Requirements:

Installation of a satellite dish or a video/television antenna that has a diameter or diagonal measurement of 36 inches or less requires prior to its installation, submission of an Architectural application by the homeowner to the Architectural Committee for its review and subsequent written approval by the Board of Directors. Homeowner will submit drawings showing proposed location of the satellite dish or antenna (example: rear roof, atrium wall, etc.). Views are generally not protected, but when possible please consider your neighbors view.

The homeowner is responsible for any non-operating satellite antenna and will be required to remove as a condition of approval.

General:

Homeowner is responsible for the installation and subsequent maintenance of the satellite dish or television antenna.

Homeowner is responsible for any damage that occurs during and after installation.

Materials:

Homeowner will submit printed material describing in detail the type of satellite dish or video/television antenna (including dimensions) that is proposed for installation. A satellite dish more than 36 inches in diameter or measured diagonally is prohibited anywhere in Oceana.

Installation:

An experienced installer or licensed contractor is required.

Attachment of the satellite dish or antenna shall not impede maintenance personnel.

Where possible, installation should be on a rear roof not visible from the street. As an alternative satellite dish or video/television antenna may be installed in the interior of the plot site, such as in an atrium or rear patio.

A homeowner is prohibited from installing a satellite dish and/or video/television antenna in the common area and/or on the roof of an Association-leased garage or carport.

The Association will require installers to indemnify the Association as required by *California Civil Code, Section 4725(b)(4)*: "Requirements for installers of video or television antenna to indemnify or reimburse the association or its members for loss or damage cause by the installation, maintenance or use of a video or television antenna that has a diameter or diagonal measurement of 36 inches or less."

Sewer Lines, New or Rerouting of Existing Lines

City Permit: Required.

Submittal Requirements:

An application for installing new sewer lines must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation. Drawings are required for any new sewer line installation and must be submitted with the application.

Any application for rerouting of sewer lines on common ground shall require a properly oriented line placement, compliance with city code, and assurance by the contractor or owner of the unit in question that any damage and/or replacement to existing lines (electrical, sewage and sprinklers) shall be their responsibility and that all landscaping shall be replaced.

Current CC&Rs require every homeowner to inspect on an ongoing basis the sewer line within the footprint of his/her residence up to the cleanout valve for breaks. The owner must have repairs made promptly because seepage from a broken sewer line may attract roots causing a costly blockage of the system.

Guidelines:

Installing new sewer lines or rerouting existing ones will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of sewer lines within the footprint of the residence and to the shutoff valve.

Homeowner is responsible for any damage that occurs during or after installation of new sewer lines.

Materials:

Homeowner must comply with City of Oceanside Building Code in selection of materials to be used.

Installation:

A licensed plumber/contractor is required.

Sidewalks, Concrete (New or Replacement)

Permit: Not required.

Submittal Requirements:

An application for all new sidewalks must be submitted to the Architecture Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of new or replacement concrete sidewalks is to be according to the following specifications:

General:

Homeowner is responsible for installation of the sidewalk.

Homeowner is responsible for any damage that occurs during and after installation of the side-walk (example: broken irrigation line, broken underground utilities, etc.).

Sidewalks will be 36 inches wide.

Longitudinal slope should not exceed 12%. If over 12%, a concrete step is required by the Building code. Cross slope is not to exceed 4%.

Materials:

Concrete sidewalks will be constructed with a minimum 3500 P.S.I. concrete.

Installation:

Lay out and mark areas of installation.

Contact Administration office for irrigation mark out and removals/replacement.

Remove landscape materials to a depth of 4 inches.

If replacing a step with sloped sidewalk, saw cut walls of demolition to produce vertical edges.

Install forms to retain and support concrete (2 inch by 4-inch Douglas fir).

Compact existing sub-grade materials.

Install 4-inch depth 3,500 P.S.I. concrete and finish level with top adjacent concrete.

Install expansion joint material every twenty linear feet on center and crack control joints every 5 linear feet on center. Light broom finish concrete surface to ensure traction.

Provide protection against elements as necessary to promote curing of the new installation.

Remove forms and backfill adjacent landscape to original condition.

Upon completion of project, contact Administration office for final inspection.

Signs, "NO PARKING"

City Permit: Not required for private streets.

Submittal Requirements:

An application for a “NO PARKING” sign must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

The conditions for which a homeowner may request the installation of a “No Parking” sign include:

Insufficient space to drive one’s vehicle safely from the homeowner’s garage without hitting another legally parked vehicle.

When an otherwise legally parked vehicle may cause damage when parking too close to a homeowner’s residence and/or garage.

General:

All requests will be considered individually, based on need.

Installation:

When approved by the Board of Directors for installation, a sign will be installed by Administration staff and will remain the property of the Association.

Placement of the sign may either be on a steel pole or affixed to a wall.

Sign will state: “No Parking within 15 feet of sign” or similar wording.

Cost of installation will be borne by homeowner making the request except in those instances where the Board of Directors deems installation of a No Parking sign is justified by the need of the community at large because of circumstances unrelated to one specific homeowner’s residence or leased garage.

No Parking signs will not be placed on or in proximity to existing red-stripped lines that designate Fire Lanes which are restricted automatically to no parking.

Skylight, Non-Reflective Dome

City Permit: Not required, unless the cutting of a rafter is anticipated.

Submittal Requirements:

An application for installing a skylight must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installing a skylight with non-reflective dome will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of the skylight, which must be maintained in good condition.

Homeowner is responsible for any damage that occurs during and after installation of work related to installation of a skylight.

Materials:

A skylight must have a non-reflective dome.

Installation:

An experienced roofer/contractor is recommended.

Slip-Resistant Material, Walkways and Floors, Exterior

City Permit: Not required.

Submittal Requirements:

An application for slip-resistant material for exterior walkways and exterior floors must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of slip-resistant material for exterior walkways and exterior floors will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of slip-resistant material on exterior floors and exterior walkways.

Homeowner will keep exterior walkways and floors in good condition.

Homeowner is responsible for any damage that occurs during and after installation is complete.

Materials:

The use of slip-resistant vinyl, brick, stone or other smooth surface materials is recommended for exterior floors and surfaces.

Installation:

An experienced installer/contractor is recommended.

Solar Panels

City Permit: Required

Submittal Requirements: An application for installation of Solar Panels for producing electricity and for heating water must be submitted to the Architectural Committee and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation. A submission should include information pertaining to type, number, size of panel and location, purchase or lease and tie in to system.

(Civil code 714 and 714.1 generally provide strong protections for solar systems. 714.1 more directly addresses high rise or area roof and garages which common areas are owned by the association. Reasonable restrictions may be imposed on these to determine the fair share of multiunit roofs or outright ownership and any requirements that those may be owned, not leased. This will have little effect on the units in Oceana.)

Guidelines: Installation will be according to the following:

General: A solar energy system shall meet applicable health and safety standards and requirements imposed by state and local permitting authorities. (Civil Code 714 c (1))

A solar energy system for **heating water** shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized certification agencies (Civil Code 714 c (3))

A solar energy system for **producing electricity** shall also meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronic Engineers, and accredited testing laboratories such as Underwriters Laboratories, and where applicable, rules of the Public Utilities Commission regarding safety and reliability. (Civil Code 714 c (2))

Homeowner is responsible for the installation and subsequent maintenance of his/her solar array which must be maintained in good condition.

Homeowner is responsible for any damage that occurs during or after installation of the solar array.

Installation:

An experienced installer/contractor is required.

Homeowner must not install solar array system on roof of Association-leased garage/carport and nowhere on the Common Area.

Upon completion of the solar system installation, Homeowner is responsible for having a City Building Inspector inspect the installation and sign off approval with a written copy being given to the Administration office.

Note: Under provisions of Civil Code 714 (a) the Association reserves the right to enforce reasonable restrictions on a solar energy system which do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternate system of comparable cost, efficiency, and energy conservation benefits. In solar water heating systems, "significant" means an amount exceeding 10 percent as originally specified and proposed and for photovoltaic (powered only by direct sunlight) solar systems "Significant" means an amount not to exceed \$1000 over the system cost as originally specified and proposed or a decrease in efficiency of more than 10%.

Under provisions of Civil Code 714.1 (d) The Association may require installers of solar energy systems to indemnify or reimburse the Association or its members for loss or damage caused by the installation, maintenance, or use of the solar energy system.

Note, Civil Code Section 714(e)(2)(B) indicates that if a solar application is not approved within 45 days it is automatically deemed approved.

Structural Member Replacement (Owner's Residence and/or Garage.)

City Permit: Required.

Submittal Requirements:

An application for installing structural member replacement must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Structural member replacement will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of any repairs or replacements to structural members.

Homeowner is responsible for any damage that occurs during and after installation of work related to installation of a structural member replacement.

Materials:

Homeowner must comply with the City of Oceanside Building Code.

Pressure-treated lumber must be used for all structural member replacement.

Wood must be painted with termite repellent such as Terminex.

Installation:

A licensed contractor is required.

Vents and Roof Turbine

City Permit: Not required, unless the cutting of a rafter is anticipated.

Submittal Requirements:

Since any changes to the exterior or structural changes which affect the exterior require approval, an application for installing turbine and/or roof vents must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Installation of turbine and/or roof vents will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of any turbine or roof vent, which must be maintained in good condition.

Homeowner is responsible for any damage that occurs during or after installation of a turbine and/or roof vent.

Exposed sheet metal relating to the installation of the vent will be painted to match the roof color of the residence.

Installation:

An experienced roofer/contractor is recommended.

Walls, Block

City Permit: Required, if more than 48 inches in height from grade level.

Submittal Requirements:

An application for new block walls must be submitted to the Architectural Committee for review and written approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

General:

Property owner is responsible for installation and subsequent maintenance of block wall.

Property owner is responsible for any damage that occurs during and after installation of block wall (example: broken block of stucco, damaged underground utilities, etc.)

Materials:

Wall will be constructed of 5 inch by 6 inch by 16-inch slump concrete blocks.

Installation:

Block wall will be placed directly on property line between homes.

Total height will be no taller than 66 inches from grade.

Concrete blocks are to be no higher than staggered (common bond).

All footings must extend into firm, undisturbed native soil or soil must be compacted to at least 90%. Footings shall conform to all city codes and requirements.

Will have vertical rebar placed every 32 inches on center. Will have horizontal rebar placed every 16 inches on center.

Length of Block walls: Unit 10, Unit 11, Unit 12, and Unit 14 will be 32 feet 5 inches. All other block walls are on a case by case basis.

A licensed contractor is required,

Block walls must conform to all City, County, State and Federal Safety and Building Codes.

Water Lines, Re-Piping

City Permit: Required.

Submittal Requirements:

An application for re-piping water lines must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Re-piping water lines will be according to the following specifications

General:

Homeowner is responsible for the installation and subsequent maintenance of re-piped water lines.

Homeowner is responsible for any damage that occurs during and after installation of water line re-piping.

All exterior replacement copper plumbing, by city code, must be insulated.

Architectural guidelines will require that such piping must also be run through a chase, and any alterations to the exterior need to be painted to match the surface, i.e. white for trim, house color on exterior wood or stucco.

Materials:

Copper piping is required.

Installation:

A licensed plumber is required.

Re-piping is allowed either on the homeowner's exterior wall under the roof edging, over the roof, or through the attic, and shall not impede maintenance personnel. Homeowners are not encouraged to install re-piping over the roof which can impede future re-roofing efforts and/or denigrate the view of neighbors whose residences are above the roof line.

Weather Vanes

(including ornamental and decorative objects attached to the exterior wall or roof.)

City Permit: Not required.

Submittal Requirements:

An application for any object attached to a residential exterior wall or roof must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Replacement or installation of weather vanes, including ornamental and decorative objects to the exterior wall or roof of a residence, will be according to the following specifications:

General:

The resident's owner is responsible for the installation and subsequent maintenance of any object attached to a residential exterior wall or roof.

Weather vanes must not be affixed to roofs of Association-leased garages.

Materials:

Finish of weather vane must be white, bronze, copper, rust, or brushed metal. The fixture must be a single roof-mounted unit and not exceed 24 inches in height.

An ornamental or decorative object affixed to an external wall of an owner's residence shall not exceed 24 inches in any direction. Exception: See "*Lattices/Trellises.*"

Installation:

An experienced roofer/contractor is recommended.

Attachment of a fixture to the exterior wall of a residence shall not impede maintenance personnel and must be removed prior to the repainting of the residence.

Windows & Sliding Glass Doors, (New and Replacement)

City Permit: Required when installing new windows or sliding glass doors. Replacements, such as retrofits, without modification of the exterior (wood or stucco) generally do not require a permit.

Submittal Requirements:

An application for new or replacement exterior windows and sliding glass doors must be submitted to the Architectural Committee for review and for written approval by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Owner is responsible for installation and subsequent maintenance of new or replacement windows and sliding glass doors, which will be kept in good condition.

General:

New or replacement windows must conform to all City, County, State, and Federal Fire, Safety, and Building Codes.

Materials:

New or replacement window frames and/or sliding glass doors will be constructed of vinyl and white in color.

Installation:

All window replacements should be white and must match in color.

Owner is responsible for all damage that occurs during and after installation of new or replacement windows and/or sliding glass doors (example: broken block of stucco, damaged

wood, water intrusion, etc.), which must be repaired according to Association standards, at owner's expense.

An experienced installer or contractor is required.

Windows, Tinting

City Permit: Not required.

Submittal Requirements:

An application for tinting windows must be submitted to the Architectural Committee for review and approved by the Board or Executive Sub-Committee of the Board of Directors prior to installation.

Guidelines:

Window tinting will be according to the following specifications:

General:

Homeowner is responsible for the installation and subsequent maintenance of tinted windows within his/her residence.

Homeowner is responsible for the damage that occurs during and after installation of the window tinting process.

Materials:

Tinted windows must be non-reflective and maintained in good condition.

Installation:

An experienced installer/contractor is recommended

SECTION 3: PERMIT REQUIREMENTS CITY OF OCEANSIDE

These guidelines and standards have been prepared in compliance with city, county, state and federal safety and building codes.

General: This information is provided as a general guide and is not intended to be all encompassing or to otherwise remove the obligation of an Owner performing their own research into whether a permit is required. Owners should consult with the City of Oceanside for current and applicable permit requirements. A permit is required by the City of Oceanside for all construction and modifications except as listed below. When obtaining an application form, homeowners may request assistance from Administration Management in determining the requirements for such a permit. For a complete list of City of Oceanside Permit requirements refer to **Permits Required and Exempted Work (Uniform Administrative Code and City of Oceanside Ordinance Number 096-16)**.

Section 301 Permits

301.1 Permits Required. Except as specified in the Oceanside Building Code, no building, structure or building service equipment regulated by this code and the technical codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the City's Building Department.

301.2 Exempted Work. A City permit shall not be required for the types of work in each of the separate classes of permit listed below. Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in violation of the provisions of the technical codes or any other law ordinances of this jurisdiction.

301.2.1 Building Permits. A City Building Permit **shall not be required** for the following:

Buildings, one-story detached accessory buildings used as tool and storage sheds, playhouses and similar uses, provided the projected roof area does not exceed 120 square feet.

Fences, not over six feet (72 inches) high.

Painting, papering and similar finish work.

Skylight, or other similar roof penetration which does not require cutting of structural members other than roof sheathing, provided that the skylight is located conforming to code requirements in relation to property lines and fire walls. Any electrical work associated with such installations is not exempted from permit.

Swimming Pools Prefabricated accessory to a Group R, Division 3 Occupancy in which the pool walls are entirely above the adjacent grade and if the capacity does not exceed 5000 gallons.

Walks, platforms and driveways not more than 30 inches above grade and not over any basement or story below.

Walls, retaining, which are not over 4 feet in height measured from bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids.

Window awnings supported by exterior wall of Group R, Division 3, and Group M Occupancies when projecting not more than 54 inches.

IMPORTANT: Unless otherwise exempted by this code, separate plumbing, electrical and mechanical permits will be required for the above exempted items.

301.2.2 Plumbing Permits. A City Plumbing Permit **shall not be required** for the following:

The stopping of leaks in drains, soil, waste or vent pipe, provided however that should any concealed trap, drain pipe, soil, waste or vent pipe become defective and it

becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in this code.

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, nor the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

301.2.3 Electrical Permits. A City Electrical Permit ***shall not be required*** for the following:
Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when that cord or cable is permitted by the Electrical Code. Repair or replacement of fixed motors, transformers or fixed approved appliances of the same type and rating in the same location.
Temporary decorative lighting.
Repair or replacement of current-carrying parts of any switch, contractor or control device.
Reinstallation of attachment plug receptacles, but not the outlets.
Repair or replacement of an over current device of the required capacity in the same location.
Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas systems.
Taping joints.
Removal of electric wiring.
Temporary wiring for experimental purposes in suitable experimental laboratories.
The wiring of temporary theater, motion picture, or stage sets.
Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
Low energy power, control and signal circuits of Classes II and III as defined in the Electrical Code.
A permit shall not be required for the installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.

301.2.4 Mechanical Permits A City Mechanical Permit ***shall not be required*** for the following:
Any portable heating appliance.
Any portable ventilating appliance.
Any portable cooling unit.
Any portable evaporative cooler.
Any closed system of steam, hot or chilled water piping within any heating or cooling equipment regulated by the City Mechanical Code.
Replacement of any component part of assembly of an appliance which does not alter its original approval and complies with other applicable requirements of the technical codes.

Any refrigerating equipment which is part of the equipment for which a permit has been issued pursuant to the requirements of the technical codes.
Any unit refrigerating system as defined in the Mechanical Code.