

# **Architectural Guidelines and Standards**

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## **Oceanside Community Association**

Approved by Board of Directors  
Oceanside Community Association  
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These guidelines and standards have been  
made in compliance with city, county, state  
and federal safety and building codes.

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**TABLE OF CONTENTS**

**ARCHITECTURAL GUIDELINES AND STANDARDS**

**GUIDELINES:**

**Emergency Repair Situation**

Examples of Situations that Qualify as Emergencies .....1  
Procedure to Follow .....1

**Normal Repairs or Alterations**

Why an Architectural Committee Review? .....1  
How to Initiate a Request for Architectural Change or Addition .....1  
    Prior to Starting a Project .....2  
    The Role of “Standards” in the planning process .....2  
    Submitting an “Architectural Request” Form .....2  
Record Keeping .....3  
Review Procedures .....3  
    Approval of Request .....3  
    Approval with Conditions .....3  
    Denial of Request .....3  
Notification to the Applicant .....4  
Guidelines for All Work Performed .....4  
Owner Doing His Own Work .....4  
Use of a Licensed Contractor .....4  
Selecting Assistance to Carry Out Repairs/Alterations .....5  
Violations Resulting in Fines for Failure to Follow Procedures .....5  
Appeal Process – the Hearing Board .....5  
    Upon Construction Completion .....5  
    Site Review and Project Compliance .....5

**STANDARDS:**

**Section 1 - Architectural Standards**

Air Conditioners – Heat Pumps ..... 6  
Awnings and Sunshades ..... 7  
Carpeting, Outdoor ..... 7  
Carport, Repair in HOA-Maintained Carports ..... 8  
Disability Modification ..... 8  
Door, Exterior, Painting ..... 9  
Door, Garage ..... 9  
Door, Screen ..... 10  
Door, Security ..... 10  
Doorbell with Camera ..... 11  
Electrical Work ..... 11  
Fences ..... 11  
Firewall in Attic of Attached Units ..... 12  
Flags and Flag Poles ..... 12  
Gas Lines, Adding New ..... 13  
Gates ..... 13  
Gutter and Downspouts ..... 13  
Handrails and Ornamental Railings ..... 14  
Lattices and Trellises ..... 15

Lighting, Exterior .....	15
Mail Slots .....	16
Parking Spaces, Enclosing (Units 1, 2, 3, 4, 5, and 6) .....	16
Patio Covers .....	17
Pavers .....	17
Roofs .....	17
Room Additions, Exterior Alterations, and Porch/Lanai Enclosures .....	18
Satellite Dish/Antenna, Installation .....	19
Sewer Lines, New or Rerouting of Existing Lines .....	19
Sidewalks, Concrete – (New or Replacement) .....	20
Signs, “No Parking” .....	22
Skylight, Non-Reflective Dome .....	22
Slip-Resistant Material on Exterior Walkways and Floors .....	23
Solar Panels .....	23
Structural Member Replacement .....	24
Vents, Turbine and/or Roof .....	25
Walls, Block .....	25
Water Filtration Systems (Whole House) .....	26
Water Lines, Re-Piping .....	26
Weather Vanes, Ornamental Decorations and Objects .....	27
Windows and Sliding Glass Doors, (New and Replacement) .....	27
Windows, Tinting .....	28

**Section 2 - Permit Requirements, City of Oceanside**

Permit. General .....	29
City Building Permits Required .....	29
Exempted Work – Permits Not Required .....	29
Building Permits Not Required For .....	29
Plumbing Permits Not Required For .....	29
Electrical Permits Not Required For .....	30
Mechanical Permits Not Required For .....	30

**Attachment #1**

Maintenance list from the CC&Rs .....	31
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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 persons considering a 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 and description of the project which clearly define or outline what is contemplated or is to be considered.

### **Emergency Repair 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	

#### **Procedures to follow:**

Secure the safety of persons living in the home.

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

For emergencies that require immediate attention on weekends or after hours, 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. A verbal okay is not enough; a written okay is necessary, and requirements must be followed.

If a person chooses 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, that person 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 is there 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, Article III of our governing document, *Conditions, Covenants and Restrictions* (CC&Rs) requires an Architectural Committee that reviews and evaluates all member-proposed exterior additions and/or modifications to residential dwellings in our community and makes its recommendations to the Board of Directors.

The Architectural Committee has established design guidelines which define 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. In the case of a project approved by the Architectural Committee, if it requires a City of Oceanside permit, the permit must be submitted to the Office before any work begins. Homeowners are advised to consult 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:**

Architectural Request forms are available on the OCA website or at the Office. Homeowners may confer with members of the office staff who are familiar with Architectural Committee requirements and can answer basic questions. Alternatively, the chairperson of the Architectural Committee listed in *Hilltop Highlights* 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 a city permit is required.

#### **The Role of "Standards" in the Planning Process:**

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 are found in these Architectural Guidelines.

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

All requests for exterior alterations, as well as any interior work which involves structural elements, must be submitted to the Architectural Committee in writing on an Architectural Request form, available from the Office or on the OCA website. Written approval by the Committee and the Board must be gotten before any work can begin.

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

For consideration in a month's meeting an Architectural Request Form must be submitted along with drawings and all required information necessary for approval by the first day of the month. The second Tuesday of the month is the current meeting date for the monthly Architectural Committee meeting.

If an Architectural Request form is required, plans must be submitted even if the identical improvements 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 as well as other pertinent documents.

**Review Procedures:**

On the second Tuesday of the month, the Architectural Committee will meet to review each application, and then submit the application with its recommendation to the Board of Directors or the Executive Sub-Committee of the Board to which this right has been delegated. The Board's Executive Sub-Committee meets directly following the Architecture Committee. The Executive Sub-Committee 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 Office and returned to the applicant. All restrictions contained in the CC&Rs and By-laws shall be in full force 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 Office together with a copy of the plans and returned to the applicant. The letter will contain Architectural Committee change stipulations that shall become part of the plans and shall represent conditions 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.

**Refer to the full Board:** Ordinarily the Executive Sub-Committee acts as the Board's representative and makes the final decision on architectural requests. However, at its discretion the Executive Sub-Committee may refer a matter to the full Board for a decision.

**Notification to the Applicant:** The office staff will record the Architectural Committee's and Executive Sub-Committee's decisions in the homeowner's record 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 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 in a way that minimizes noise, dust and disruption of neighbors.

Construction shall be from 7 a.m. to 7 p.m. only, Monday – Saturday, excluding nationally-recognized holidays. Owners can work on their own property on Sunday, excluding nationally-recognized holidays, from 9:00 a.m. to 5:00 p.m. per city code.

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.

**Owner Doing His Own Work**

Homeowners may do their own work on their own property, provided they acquire the necessary permits and follow all building codes. An Architectural Request Form with all necessary paperwork is still required before work begins. This is to make sure that the architectural rules are being followed as well as to assure aesthetic consideration.

**Use of Licensed Contractor:**

A licensed contractor is required by the State of California if the contract cost is \$500 or more. Homeowners 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](http://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 references for selecting a contractor or handyman are neighbors who are satisfied with the work of a particular contractor or handyman for work similar to that a homeowner plans. OCA 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, OCA 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 Compliance Committee of the Board. 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.

The current fine policy for architectural violations is:

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 Office, a property owner will be requested to appear at a hearing before the Compliance Committee to discuss the violation. 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 by a property owner or owner's workers will not be accepted as a valid explanation. A fine, if levied, is due and payable immediately. However, arrangements may be made with the 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 on the OCA website or at the Office, and return it to the 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. That information will be added to the homeowner's record which is available at the office to all Association homeowners for review.



## **SECTION 1: ARCHITECTURAL STANDARDS**

These guidelines and standards have been prepared in compliance with city, county, state and federal safety and building codes. In case of any conflict, applicable government regulations apply.

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**NOTE: Ordinarily the Architectural Executive Sub-Committee acts as the Board's representative and makes the final decision on architectural requests on behalf of the Board. Throughout this document the expression *approval by the Board of Directors* refers to the decision rendered by the Architectural Executive Sub-Committee.**

### **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 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. Use the *Architectural Committee -- Air Conditioner Neighbor Form*.

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. The Architectural Committee at its discretion may mandate the compressor's location.

Electrical boxes on exterior walls must be painted to match the stucco and placed as inconspicuously as possible. In certain cases, the Architectural Committee may require screening of the compressor and associated cables, conduits and boxes.

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

#### **Supporting Documentation Required:**

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, and size 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.
4. Signed approvals from nearby neighbors potentially affected by a/c unit.

### **Awnings and Sunshades on Windows or Doors (New or Replacement)**

**City Permit:** Not required

#### **Submittal Requirements:**

An application for new or replacement exterior awnings or sunshades on windows and doors requires review by the Architectural Committee and written approval by the Board of Directors prior to installation.

#### **General:**

Awnings and sunshades must not extend more than three feet beyond the exterior of the residence or into common area grass space.

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

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

#### **Materials:**

A pre-manufactured window awning or sunshade 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 on the homeowner's lot 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.

### **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.

#### **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 carpeting. Special consideration should be given to safety when considering installation of carpeting.

Outdoor carpeting shall not extend onto common area.

**Installation:**

An experienced installer/contractor is recommended.

**Carpports, Repair in HOA-maintained carpports**

This standard applies only to Association-maintained carpports, 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 carpports adding walls and garage doors. In some cases, homeowners added entrances, interior lighting, floor coating, electrical outlets, shelving, etc. Architectural Committee approval is needed to make any alteration in these carpports and garages, including to add or remove storage cabinets or shelves.

**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 Architecture Committee for review and for written approval by the Board of Directors prior to installation.

**General:**

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

Existing Association-paid electrical lines 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.

**Approved Materials:**

Fiber cement siding (Hardie Board or equivalent), LP Smartside engineered siding, or an alternate approved by the Architectural Committee.

Pressure-treated wood for all exterior 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 the 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.

Owners who request disability modifications to common areas are required to submit an Architectural Request form for approval by the Architectural Committee and the Board of Directors.

An accommodation of a disability, which requires modifications or additions to the common area, shall be done at owner expense.

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 execute an Indemnity Agreement to protect the Association for an owner's modification of the common area. Depending on the nature of the modification, the Architectural Committee will determine whether to require an informal indemnity agreement or a formal one drafted by an attorney and recorded. The cost of a formal agreement will be charged to the homeowner.

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

### **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 prior to the start of work.

#### **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.

Owner must maintain painted door in good condition.

#### **Installation:**

An experienced painter/contractor is recommended.

### **Door, Garage**

**City Permit:** **Required** if a power door opener is included (electrical wiring).

#### **Submittal Requirements:**

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

#### **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.

Oceana requires two vents in an enclosed garage as a safety factor.

**Materials:**

Garage doors are to be sectional metal doors and should be white.

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 Board approval prior to installation.

**General:**

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

Screen doors must be maintained in good condition.

Screen door color and design must conform to existing Oceanside Community Association standards. The door 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 Board approval prior to installation.

**General:**

All security doors must lock.

Owner must maintain security door in good condition.

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

**Doorbell with Camera**

**City Permit:** Not required

Doorbells with a camera are allowed and do not require Architectural Committee approval. However, they should be adjusted so that the camera does not infringe on a neighbor's privacy.

**Electrical Work**

**City Permit: Required** for all exterior electrical work not exempted by City of Oceanside Ordinance. (See Section 3 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 prior to installation.

**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.

**Fences**

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

**Submittal Requirements:**

An application for **New Fencing** or 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 prior to beginning the work.

**General:**

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

Fences between adjacent patios in Unit 10, Unit 11, Unit 12, and Unit 14 will be 32 feet 4 inches in length. All other fences in all units will be on a case-by-case basis.

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 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.

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 ensure no water intrusion will occur into the stucco or other mounting surface.

Fence installation must ensure ready access to all utilities.

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

**Firewall in the Attic of Attached Units**

**City Permit: Required**

**Submittal Requirements:**

Firewalls were not required at the time the homes in our community were built. A homeowner who wishes to install a firewall in the attic easement must submit an application to the Architectural Committee for review and be approved by the Board prior to beginning any work.

Neighbors need to be informed. Use the form *Architectural Committee – Easement Notification*.

**Flags and Flag Poles**

**City Permit:** Not required

**Submittal Requirements:**

Flags need not be submitted for Architectural Committee review nor 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 and 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.

### **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 prior to installation.

**General:**

A licensed plumber/contractor is required. The homeowner is responsible for the subsequent maintenance of new gas lines.

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

Homeowner must comply with City of Oceanside Building Code.

### **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 prior to installation.

**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 white, the color of the stucco of the residence or stained. They must be 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 and for the Board to give approval in writing.

**Guidelines:**

Gutters must be primed and painted to match existing trim color of fascia board. Downspouts must be painted to match the wall stucco color.

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 and Ornamental Railings**

**City Permit:** Not required

**Submittal Requirements:**

An application for the installation of handrails or ornamental railings must be submitted to the Architectural Committee for review and approved by the Board of Directors prior to installation.

**General:**

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

The owner is responsible for any damage that occurs during and after the installation.

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

**Materials:**

Handrails are to be made of galvanized metal tubing, not more than 1½ inch in diameter.

Handrails must be painted glossy black.

Ornamental railings are to be black, white or the color of the trim or stucco of the residence.

**Installation:**

An experienced installer/contractor is recommended.

If railing 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 ensure no water intrusion will occur into stucco, block, or mounting surface.

If railing 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 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 prior to installation.

**General:**

Lattices/trellises shall not impede painting of the residence.

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 Lot, 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, black, 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 for written approval prior to installation.

**General:**

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

All spotlight type fixtures must be pointed in a direction that does not 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 homeowner's electricity. At no time is a property owner permitted to install exterior lighting that draws power from Association wiring or fixtures, 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-paid electricity may be used for a garage door opener 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 the HOA.

### **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 of Directors prior to installation.

**General:**

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

U.S. Postal Specification/Requirements apply.

**Materials:**

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

**Installation:**

An experienced installer/contractor is recommended.

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 car 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 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.

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

Existing electrical power may be utilized by the resident for only one interior light and an automatic garage door opener. 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 sign an Indemnity-Agreement.

**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 unless vents already exist.

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.

**Patio Cover**

**City Permit: Required** when constructed of wood or vinyl. 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 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.

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

**Installation:**

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**

Architectural Committee and Board approvals are necessary for the installation of any pavers on the common area.

As a general rule, OCA does not allow pavers. However, if there is a specific need which a homeowner feels can best be met by the use of pavers, that homeowner may use the Architectural Request form to seek approval.

**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 of Directors prior to installation. All roofing replacements (over 100 sq. ft.) also require a city permit.

**Guidelines:**

Homeowners of homes with flat roofs are encouraged to consider adding a pitch to the roof for drainage.

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

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

Contractor must clean job site and haul away debris.

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

**Materials & Installation:**

Color of shingles should match as close as possible 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.

**Garden Apartments Roof Replacement Specifications:**

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.

All metal roof jacks to be painted to match roof.

**Patio Roof Specifications:**

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.

**Roof Replacement Specification (Asphalt)****Units 7-8-9-10-11-12-14**

Remove existing roof.

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.

## **Room Additions, Exterior Alterations & Porch/Lanai Enclosures**

### **City Permit: Required**

#### **Submittal Requirements:**

An application for adding a room, altering a room's exterior dimensions, or enclosing a porch or lanai must be submitted to the Architectural Committee for review and approved by the Board prior to the start of any work. Detailed plan, design, illustrations, and a list of materials must be submitted with the application.

Room additions, exterior alterations, and new enclosures of atriums or patios require a city permit and architectural drawings, making them time consuming and costly. Updates or revisions of what already exists still require recommendation from the Architectural Committee and approval by the Board.

#### **General:**

Homeowner is responsible for the installation and subsequent maintenance of all such alterations.

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

The addition/alteration shall be compatible in scale, color, style, and materials 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 must be contained within the footprint of the owner's property. Changes cannot extend onto common area or any adjacent lot.

A secondary exit door to the residence must be provided if there is no other secondary exit door.

#### **Materials:**

Materials must be according to city code and compatible with the rest of the house and neighborhood.

#### **Installation:**

A licensed contractor is required.

## **Satellite Dish or Video/Television Antenna**

**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 submission of an architectural application to the Architectural Committee for its review and subsequent written approval by the Board of Directors, prior to its installation. Homeowner will submit drawings showing proposed location of the satellite dish or antenna.

The homeowner is responsible for any non-operating satellite dish or antenna and will be required to remove it 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.

Views are generally not protected, but please consider your neighbor's view. Where possible, installation should be on a rear roof not visible from the street. Or a satellite dish or video/television antenna may be installed in the interior of one's lot, 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 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 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 homeowner that any damage and/or replacement to existing lines (electrical, sewage and sprinklers) shall be their responsibility and that all landscaping shall be replaced.

The owner must have repairs made promptly because seepage from a broken sewer line may attract roots causing a costly blockage of the system.

**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.

**Materials:**

Homeowner must comply with 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 prior to installation.

**General:**

Installation must be done by a contractor. Homeowner is responsible for the contractor's work.

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

Sidewalks will be at least 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 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.

Compact existing sub-grade materials.



Install forms, pour 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.

### **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 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.

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 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.

No Parking signs will not be placed on or in proximity to existing red-striped lines 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 of Directors prior to installation.

**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 on Exterior Walkways and Floors**

**City Permit:** Not required

**Submittal Requirements:**

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

**General:**

Homeowner is responsible for the installation and subsequent maintenance of slip-resistant material on common area floors and walkways, which must be maintained 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/or for heating water must be submitted to the Architectural Committee and approved by 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 into system.

**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 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 the solar system which must be maintained in good condition.

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

**Installation:**

An experienced installer/contractor is required.

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

When possible, wiring, conduits, and electrical boxes need to be located where unseen. The Architectural Committee at its discretion may require screening or other cover for such elements. In connected houses wiring and/or conduits should not be run on top of a neighbor's roof but should be routed through the attic easement or under the eaves.

The neighbors must be given advance notice of any work to be done in their attic or eaves. Use the *Architectural Committee Easement Notification Form*.

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

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.

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.

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 a structural member replacement must be submitted to the Architectural Committee for review and approved by the Board of Directors prior to installation.

**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 of Directors prior to installation.

**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.

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 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 or stucco, damaged underground utilities, etc.)

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

**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 72 inches from grade.

Concrete blocks are to be staggered and cemented.

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.

Vertical rebar is to be placed every 32 inches on center; 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,

**Water Filtration Systems (Whole House)**

**City Permit: Required** Homeowner must get a permit or a permit exemption.

**Submittal Requirements:**

All whole house water filtration systems require review of the homeowner's application by the Architectural Committee and approval by the Board of Directors prior to installation.

**General:**

City of Oceanside Water Department provides filtered, clean, safe water for our household needs.

The Architectural Committee WILL NOT APPROVE ANY SYSTEM WHICH PRODUCES WASTEWATER. Reverse osmosis systems, for example, produce sometimes four or five liters of wastewater for every liter of clean water they produce.

Homeowner is responsible for the installation and subsequent maintenance of the whole house water filtration system.

**Installation:** A professional installer is recommended.

**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 of Directors prior to installation.

**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.

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

Architectural guidelines 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 or an alternate approved by city code 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 discouraged from installing 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, Ornamental and Decorative Objects** attached to the exterior wall or roof.

**City Permit:** Not required

**Submittal Requirements:**

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

**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 and other objects must not be affixed to roofs of Association-leased garages.

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

**Materials:**

Finish of weathervane 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.

**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 of Directors prior to installation.

**General:**

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

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.

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 or 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 of Directors prior to installation.

**General:**

Homeowner is responsible for the installation and subsequent maintenance of tinted windows.

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 2: PERMIT REQUIREMENTS**  
**CITY OF OCEANSIDE**

**Permit Requirements, Building Department, City of Oceanside**

**General:** This information is provided as a general guide and is not intended to be all encompassing or to otherwise remove the obligation of owners 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 Architectural Request form, Homeowners may request assistance from the office in determining if a city permit is required for their proposed project. 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.

**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, drainpipe, 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.

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.

**Attachment #1: Maintenance List from the CC&Rs**

**EXHIBIT "C" - MAINTENANCE LIST**

	COMPONENT(S)	OWNER	ASSOC.
1.	Air conditioning System - Each Dwelling unit	X	
2.	Appliances - Built-in & Free Standing	X	
3.	Bearing walls, Non-bearing Walls, Studs, Frames, Tiedowns, other Structural items	X	
4.	Cement block walls in units 8 & 9		X
5.	Carpeting - in Dwelling Units	X	
6.	Driveways/Parking Space - Concrete and Asphalt surfaces in Common Area		X
7.	Caulking - Exterior (during regular scheduled painting, exclusive of window glazing and homeowner additions)		X
8.	Calking - interior	X	
9.	Common Area Improvements		X
10.	Crawl Spaces in Attic (including personal contents)	X	
11.	Doorbell - All components	X	
12.	Drainage Systems (e.g. ditches, catch basins, and all below ground components)		X
13.	Drains - Bathtubs, Showers, Sinks	X	
14.	Drains - Curbs & Yards		X
15.	Dryer Vents - Cleaning & Repair	X	
16.	Drywall - Damage Repairs (e.g. cracks, inside minor localized water damage, dents, holes, etc.)	X	
17.	Drywall - Interior - Replace	X	
18.	Electrical Panel/Circuit Breakers/Interior	X	
19.	Electrical Switches, Sockets, Wall Plates - Interior	X	
20.	Electrical Wiring - From Meter to Interior & all inside house	X	
21.	Exhaust Fans	X	
22.	Fences & Gates - Exclusive Use Area, Divider fences	X	
23.	Fireplace & Chimney	X	

24.	Front Entry Landings in Common Area		x
25.	Front Entry Landings on Lot	x	
26.	Furnace - Dwelling Unit Systems	x	
27.	Garage Door Openers & Hardware	x	
28.	Garage/Carport - Common Area Private Use: All structural components		x
29.	Garage/Carport - Common Area Private Use: Homeowner interior changes	x	
30.	Garage/Carport - within the footprint of the homeowner's lot: Exterior stucco and painting		x
31.	Garage/Carport - within the footprint of the homeowner's lot: All maintenance and repairs, inclusive of termite treatment and related damage	x	
32.	Garage and Carport Roofs Units 1, 1A, 2, 3, 4, 5, 6, 8 & 9		x
33.	Garage and Carport Roofs Units 7, &7A, 10, 11, 12 & 14	x	
34.	Garbage Disposal	x	
35.	Gas Lines from Meter into House, Inside House	x	
36.	Glass	x	
37.	Gutters & Downspouts - components above ground	x	
38.	House Doors - All Components	x	
39.	Insulation	x	
40.	Landscaping - Common Area		x
41.	Landscaping - Enclosed Yards/Patio	x	
42.	Lighting Fixtures - Common Areas		x
43.	Lighting Fixtures - Homeowner Controlled	x	
44.	Linoleum & Vinyl Flooring - Inside Dwelling Units	x	
45.	Owner Installed Improvements	x	
46.	Painting - Interior	x	
47.	Painting - Exterior, With Scheduled Contract		x

48.	Plumbing Lines - Interior / owner-modified exterior	x	
49.	Plumbing Lines - Domestic Water Service in Common Area up to the Association Valve		x
50.	Pressure Regulators, Owner Shut Off Valve	x	
51.	Railings - Common Areas		x
52.	Roofs on Dwelling Units - Including Fascia Board	x	
53.	Sewer Lines - Exterior up to the Association Cleanout*		x
54.	Sewer Lines-Interior Dwelling to the Assoc. Cleanout <sup>1</sup>	x	
55.	Slab (Including Patio Slabs)	x	
56.	Spraying for Household Pests (Ants, Fleas, etc.)	x	
57.	Spraying for Landscape Pests - Common Area		x
58.	Stucco Repair & Replacement		x
59.	Termites (wood-destroying pests and organisms) and related damage	x	
60.	Toilets - Wax Ring, Fixtures & Components	x	
61.	Water Heaters	x	
62.	Water Softeners	x	
63.	Water Intrusion Damage - HOA-maintained failure <sup>2</sup>		x
64.	Water Intrusion Damage - Owner-maintained failure <sup>3</sup>	x	
65.	Waterproofing - Sealing Walls, Foundations, Window Calking, Patio Walls, etc.	x	
66.	Window and Door - Glass, Flashing/Waterproofing, Frames, Hardware	x	
67.	Window and Slider Screens	x	
68.	Wiring - Telephone, TV, Internet	x	

<sup>1</sup> See also OCA Root Invasion Policy

<sup>2</sup> See also OCA Water Intrusion Policy

<sup>3</sup> See also OCA Water Intrusion Policy