

**Northwood Pointe
Maintenance
Association**

**Architectural
Committee Rules
and
Design Guidelines**

November 15, 1995

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I. Introduction

A. Northwood Pointe Maintenance Association Responsibilities

One of the responsibilities of the Northwood Pointe Maintenance Association is the control of the physical character of the overall Northwood master planned development ('community') to enhance the desirability and attractiveness of the area. The Northwood Pointe Association is charged with the administration and enforcement of architectural control within the community by the authority given to it in the Covenants, Conditions, and Restrictions ('CC&Rs') of the Northwood Pointe Maintenance Association. The CC&Rs provide for an architectural and landscaping committee ('Architectural Committee') with the authority to review and approve all drawings submitted to it for all proposed 'Construction Activities' (as defined in the CC&Rs within the community).

The CC&Rs also give the authority to establish Architectural Committee Rules and Design Guidelines to be administered by the aforementioned Architectural committee. The CC&Rs provides the authority to establish procedural rules and to assess reasonable fees appropriate to the type and nature of the proposed improvement for which drawings have been submitted.

B. Purpose of Design Guidelines

The purpose of these Northwood Pointe Maintenance Design Guidelines ('Guidelines') is to continue the physical character as established by the initial development of the community, consistent with the County of Orange zoning ordinance or if the community is annexed to the City of Irvine, the City of Irvine zoning ordinances (as applicable the 'Zoning Code'). The intent is to give specific design criteria to residential property owners for subsequent improvements after the completion of original construction.

The Guidelines are written to preserve a high quality of appearance, to assure compatibility between improvements, and to protect and enhance the community's overall value. They are intended to be used by property owners and consultants in preparing drawings for architectural, landscape, and other improvements; and by the Architectural Committee in reviewing these drawings for conformance with the stated objectives. The Architectural Committee reviews proposed improvements for aesthetic purposes only. It is the property owner's responsibility to follow all applicable federal, state, and local building codes.

II. Architectural Committee Rules and Design Guidelines

A. Architecture

1. Architectural Character

The architectural character of the community is established by the initial development consisting of homes with a variety of architectural expressions. Subsequent architectural improvements must be compatible with the original design.

Below are general guidelines for building materials, colors, and forms which are expressive of the community's architectural character; and which will be used by the architectural Committee in reviewing drawings for compatibility with the original design.

Compliance with the Guidelines shall not be in lieu of Architectural Committee approval. Compliance with the Guidelines shall be determined by the Architectural Committee as part of the approval process.

2. General Guidelines for Architecture

a) Maximum Heights

The maximum building heights of all improvements shall be consistent with the Zoning Code. Room additions, monitor windows, and towers extending above existing building heights are subject to special review by the Architectural Committee regarding impacts on neighbors' privacy and community appearance. The intent is to protect privacy and to retain an attractive community appearance with a balance of buildings and open spaces.

No current or future views from any lot, residence or any portion of the community are guaranteed and the Architectural Committee is not required to take the impact on any view into consideration in connection with the approval of any Construction Activity.

A patio cover--defined as a structure attached to a house, with an open wood roof in a horizontal plane--shall be a maximum of nine (9) feet from original finish grade to the top of the highest point on the patio cover.

A gazebo—defined as a free-standing structure, not attached to a house—shall be a maximum of nine (9) feet from the original finish grade to the top of the highest point of the gazebo, if the roof is in a horizontal plane; or shall be a maximum of eleven (11) feet from the original finish grade to the top of the highest point of the gazebo, if the roof is in a sloping plane.

A sundeck—defined as roofless, outdoor terrace at the second-story floor level—shall not exceed the maximum building height per zoning; and shall be subject to special review by the Architectural Committee regarding impacts on neighbors’ privacy and community appearance.

b) Minimum Setbacks

The minimum building setbacks of all new construction shall be consistent with the Zoning Code. Room additions extending beyond existing building setbacks are subject to special review by the Architectural Committee regarding impacts on neighbors’ privacy and community appearance.

c) Exterior House Walls

The material, color, and texture of new exterior walls shall be compatible with the existing house walls. Any new fascia must match any existing fascia. Enhanced wall finishes, such as brick and stone, must be designed to wrap corners, to appear to be integral to the house design, rather than as applied decoration.

New building features—such as planters, pot shelves, and solariums—must be compatible with the color and design of the existing home. The color of new downspouts must match the wall color, or be compatible.

Blank two-story high walls should not face parks or streets.

d) Columns

New columns should be integral with the house design, with a substantial scale (e.g. stout columns and deep recesses). Pipe columns are not permitted.

e) Balconies

The location, material, and color of new exterior balconies shall be compatible with the existing house.

Balcony railings must be designed to obscure stored items, such as by using combination of metal railings and solid stucco walls; or by using wide wood pickets. Horizontal pipe railing is not permitted.

f) Exterior Stairs

The location, material, and color of new exterior stairs shall be compatible with the existing house. House supports must be designed as integral parts of the house. Pipe columns are not permitted. Prefabricated metal stairs are not permitted.

g) Roofs

The slope, material, color, and texture of any new roof shall be identical to the existing roof. Mansard and flat roofs are not permitted.

New roof features--such as skylights, chimneys, or solar equipment--must be compatible with the design of the existing house. Roof-mounted equipment must be completely screened from view.

The color of new roof flashing, diverters, vent stacks, and similar features must match the existing roof color. The color of new gutters must match the existing fascia or existing roof color, or be compatible.

h) Skylights and Solar Equipment

Skylights and solar equipment must be designed to be integral parts of the roofs. Their form, location, and color must be compatible with the existing roof.

Profiles must be minimized. All supports and piping for solar collectors must be enclosed and screened from view. The color of skylights and solar collector frames must be compatible with the roof color. Silver aluminum frames are not permitted.

i) Exterior Windows and Doors

The size, location, material, and color of new exterior windows and doors shall be compatible with the exterior windows and doors of the existing house. Recessed window and door openings are encouraged.

New accent windows and doors—such as greenhouse windows or French doors—must be compatible with the color and design of the existing house. Post-modern features, such as large areas of glass block, are not permitted.

Changes to existing windows and doors—such as glass tinting and decorative front doors—must be compatible with the color and design of the existing house. Reflective glass is not permitted.

j) Awnings

Awnings must be compatible with the color and design of the existing house. They must be simple in design and color. The size, location, and form must be in scale with the window.

Temporary sunshades attached to the vertical face of the house, patio cover, or gazebo—such as rolls of bamboo, fiberglass, or reed—are not permitted.

k) Garage Doors

Changes to existing garage doors—such as replacement of a single-panel garage door with a roll-up door—must be compatible with the design and color of the existing garage door. Treatments that draw attention to the garage door—such as ornate decoration on or around the garage door—are not permitted.

Features to soften the dominance of the garage door on the streetscene are encouraged—such as a horizontal trellis above the garage door, trees in the driveway, or a gate at the front walk.

l) Basketball Backboards

If compatible with the house design; basketball backboards may be freestanding or permanently attached to the house. The backboard and all attachments must be painted to match adjacent surfaces to reduce their prominence on the building elevation.

m) Exterior Lighting

New exterior light fixtures—such as decorative wall fixtures, lanterns on short columns, Malibu lights, uplights, and light posts—must be compatible with the design of the house. They must be simple in design and color.

Overly ornate light fixtures (such as Victorian globes) or commercial light fixtures (such as contemporary light bollards with glass blocks) that establish an independent theme that conflicts with the overall streetscene are not permitted.

All flood lights and other utilitarian light fixtures must be screened from view of the street and adjacent homes. Light fixtures operated by motion detectors are permitted if approved by the Architectural Committee and if the fixture design is compatible with the architecture.

n) Communication Equipment

All exterior radio antennae, television antennae, C.B. antennae, satellite dishes and other transmitting or receiving devices must be screened from view from any public or private street and from anywhere outside of the residence and lot, condominium or common area on which it is located; and must be approved in writing by the Architectural Committee prior to installation.

o) Flagpoles

Flagpoles must be compatible with the color and scale of the house. The location, height, color, and material are subject to special review by the Architectural Committee regarding the impact on the community appearance.

The intent is to limit features that would establish an independent theme that conflicts with the overall streetscene.

p) Outdoor Storage

All items stored outside—such as garden hoses, yard equipment, dog houses, trash cans, recycling bins, and compost containers—must be completely screened from view of streets, parks, greenbelts, schools, and adjacent homes. Views from second floors of adjacent homes should be considered.

q) Color Changes

The original house colors must remain, unless written permission to change colors is given by the Architectural Committee. Any color changes must be compatible with the neighboring homes.

B. Landscape

1. Landscape Character

The landscape character of the community is established with the initial development, consisting of outdoor spaces defined by evergreen trees with accents of deciduous trees. Subsequent landscape improvements must be compatible with the original design.

Below are general guidelines which are expressive of the community's landscape character; and which will be used by the Architectural Committee in reviewing drawings for compatibility with the original design.

2. General Guidelines for Landscaping

a) Landscaping in yards visible to streets

The primary purpose of landscaping in private yards visible to streets—such as front yards and corner side yards—is to produce an attractive street appearance.

Paved Areas

Paved areas should be minimized in yards visible to streets. In yards at single family homes, a minimum five (5) foot wide planting area must remain adjacent to the sidewalk or street pavement, if no sidewalk. Walkways to front doors should not exceed an average width of five feet. Permitted paving materials include concrete, brick, and flagstone, in colors compatible with the house.

Trees

Trees installed by the original builder must remain, unless the removal or replacement of the trees is approved in writing by the Architectural Committee.

If the front yard landscaping is not provided by the original builder, a minimum of two (2) 15-gallon trees are required in each front yard, if feasible in the planting area provided. At corner lots, three (3) 15-gallon trees are required. The preferred location is as close to the street as possible. Trees should be selected that provide an evergreen canopy to shade the street and sidewalk.

Distinctive trees and shrubs that establish an independent theme that conflicts with the overall streetscene are not permitted in private yards visible to the street—such as cactus, agave, and Hollywood juniper.

Shrubs, Groundcover, and Turf

100% of the unpaved ground plane visible to the street must be covered with plant material. Large areas of bare earth are not permitted, such as linear rose gardens adjacent to driveways.

Shrubs should be planted at the base of the house wall, any garden wall, and any fence visible to the street. At corner lots, the area in the side yard between the street and the side yard fence must be planted with groundcover and shrubs or vines.

Thematic Landscape features

Thematic landscape features with distinctive colors, forms, or materials that establish an independent theme that conflicts with the overall streetscene are not permitted in private yards visible to the street—such as mirror balls, pink flamingos, statues, sculpture, Astroturf, boulders in turf areas, boulders over six inches high in shrub areas, rock gardens, gravel yards, cactus, waterfalls, railroad ties, split rail fencing, dry streambeds, bonsai and topiary. (Topiary is defined as plants that are trimmed in an unnatural, ornamental manner, such as shrubs trimmed into “pom-poms.”)

b) Landscaping in Yards Not Visible to Streets

Except for patio covers and gazebos, the top of all landscape features—such as garden walls, fences, statues, sculpture, waterfalls, and fountains—must be below the height of the perimeter wall to be invisible from surrounding streets, parks, greenbelts, schools, and adjacent homes.

Play equipment may be permitted to exceed the height of the perimeter wall, if it can be adequately screened from off-site view with landscaping.

c) Garden Walls and Planters

In yards visible to the street, the material, color, and texture of new garden walls and planters must be compatible with the walls of the existing house. Garden walls and planters of uncovered concrete block are not permitted.

In yards visible to streets, the maximum height of garden walls is five feet, six-inches; and the Maximum height of planters is twenty-four (24) inches. In private yards, the height of any new wall must be below the height of existing walls.

Vines and hedges are encouraged on all garden walls to soften their appearance.

Soil shall not be retained against any existing wall unless the wall is designed for that purpose.

d) Decorative Rocks

The use of "rocks or boulders" is permissible only on a limited basis subject to architectural approval.

The quantity of individual rocks or rock groupings will be judged on a subjective basis and will take into account the size of the home, the size of the visible yard area and the amount of hardscape. All decisions by the plan checker will be final and can only be appealed to the board for variances from the plan check comments.

Placement of the "rocks or boulders" is to be done so as to make them appear to have existed naturally prior to the landscape improvements and installation.

Plant material (shrubs perennials and/or annuals) are to be used in conjunction with the "rocks or boulders" so as to convey a "natural setting".

If "rocks or boulders" are to be clustered, no more than three (3) "rocks or boulders" can be used in any one cluster being of a different size. It is unacceptable to have more than one (1) "rock or boulder" of the same size in any cluster.

All "rocks or boulders" are to have the bottom third (1/3) of the "rock or boulder" buried and below the finish grade.

"Rocks or boulders" are to be selected for a color range, which is compatible with the homes exterior color scheme and architectural style. The rocks should have a marbled speckled and/or mottled look with color variation occurring across the entire surface area of the rock. The colors should be earth toned (brown, gold, beige, green and gray) in appearance. No brightly colored rocks will be acceptable.

No "rock or boulder" in a cluster shall exceed twenty-four (24) inches in any direction.

No cluster of "rocks or boulders" shall exceed thirty-six (36) inches in any direction.

e) Fences

Fences visible to streets must be simple in design. The color of the fence must be compatible with the house. Vines and hedges are encouraged on all fences to soften their appearance,

The preferred metal or wrought iron fence has a horizontal top rail and vertical posts, without decoration. Restrained ornament may be approved by the Architectural Committee after special review, such as shallow arches and simple filigree. The filigree must be the same color as the fence, must not be more than six (6) inches wide, must not consist of lettering or figures, and must be limited to one (1) filigree for every five (5) open panels. Bold arches, elaborate filigree, and other highly distinctive elements that establish an independent theme that conflicts with the overall streetscene are not permitted.

In yards visible to streets, the maximum height of fences is five feet, six-inches. In other private yards, the height of any new fence must be below the height of existing walls.

All wood fences visible to streets must be painted. Decorative wood fences—such as picket fences—are permitted if compatible with the architecture and if approved in writing by the Architectural Committee.

Fences of chain link, poultry wire, woven wire, aluminum, sheet metal, plastic, fiberglass, reeds, straw, bamboo, rope, and other similar temporary or commercial materials are not permitted.

The required front yard trees must be located between the fence and the sidewalk.

f) Patio Covers, Gazebos, and Sundecks

Location

Patio covers, gazebos, and sundecks shall be located a minimum of three (3) feet from existing walls or fences at the edge of private yards. If the location is adjacent to a major street (i.e. Culver Drive, Portola Parkway, Yale Avenue, or the neighborhood loop street) then special attention will be paid to the proposed design by the Architectural Committee, because of the visibility of the structures.

Size

The square footage of patio covers, gazebos, and sundecks will be reviewed in relation with the square footage of the yard. The intent is to retain an attractive community appearance with a balance of buildings and open space.

Height

A patio cover—defined as a structure attached to a house, with an open wood roof in a horizontal plane—shall be a maximum of nine (9) feet from the original finish grade to the top of the highest point on the patio cover.

A gazebo—defines as a free-standing structure, not attached to a house—shall be a maximum of nine (9) feet from the original finish grade to the top of the highest point on the gazebo, if the roof is in a horizontal plane; or shall be a maximum of eleven (11) feet from the original finish grade to the top of the highest point on the gazebo, if the roof is in a sloping plane.

A sundeck—defined as roofless, outdoor terrace at the second-story floor level—shall not exceed the maximum building height per the Zoning Code; and shall be subject to special review by the Architectural committee regarding impacts on neighbors' privacy and community appearance.

Design

The appearance of patio covers, gazebos, sundecks, and other exterior structures must be consistent with the appearance of the house.

Columns may be stucco or wood. (4x4 wood posts must have wood trim to appear wider and more substantial.) Metal columns are not permitted.

Gazebos may have solid roofs, if the roof material is identical to the material on the house roof. Roofs of asphalt shingles, gravel, plastic, fiberglass, and metal are not

permitted. If the roof of the gazebo is in a sloping plane, then the slope must be between 4:12 and 6:12. The preferred sloping roof design is a hipped roof with a square base.

Decorative features may be incorporated into the design of the patio cover, gazebo or sundeck, such as lattice, but the feature must be consistent with the character of the community. Elaborate ornamentation is not permitted.

The color of the patio, gazebo, or sundeck must match the house trim, the wall color, or must be compatible with the house.

g) Spas

Spas and similar water features—swimming pools, reflecting pools, koi ponds, and fountains—are permitted in private yards not visible from the street

The spa or other similar water feature must not damage existing walls or fences. All equipment shall be completely screened from the lot or condominium on which such equipment is constructed or installed. Noise should be controlled to minimize the impact on neighbors.

All solar collectors must be designed and located to be unobtrusive. Profiles must be minimized. Colors must be compatible with the house. All supports and piping must be enclosed or screened from view.

Construction of the spa must not disturb neighbors' yards or property owned and/or maintained by the Maintenance association.

The use of a neighbors' yard for construction access is not permitted unless the neighbor has given consent. The use of property owned and/or maintained by the Maintenance Association for construction access is not permitted, unless the applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Maintenance Association.

h) Drainage

Area drains must be installed in private yards for adequate drainage to permit the plants to survive and to minimize the ponding of water.

3. Plant Palette

Plants should be selected that respect soil conditions and water use; and that contribute to the overall appearance of the community. The trees, shrubs, vines, and groundcovers on the following list were recommended to the original builders for their known tolerance for heavy soil and minimal water requirement. Individual yards have unique characteristics, such as the amount of sunlight they receive. Therefore, some of these plants may be inappropriate for use in private yards.

Professional advice should be followed when selecting plants.

BOTANICAL NAME	COMMON NAME
TREES	
<i>Albizzia julibrissin</i>	Silk Tree
<i>Alnus</i>	Alder
<i>Angophora costata</i>	Gum Myrtle
<i>Arbutus unedo</i>	Strawberry Tree
<i>Bauhinia blakeana</i>	Hong Kong Orchid
<i>Bauhinia variegata</i>	Purple Orchid Tree
<i>Brachychiton populneus</i>	Bottle Tree
<i>Casuarina cunnunghamiana</i>	River She Oak
<i>Ceratonia siliqua</i>	Carob Tree
<i>Cinnamomum camphora</i>	Camphor Tree
<i>Crinodendron patagoa</i>	Lily of The Valley
<i>Eucalyptus camadulensis</i>	Red Gum
<i>Eucalyptus cladocalyx</i>	Sugar Gum
<i>Eucalyptus leucoxylon</i>	White Ironbark
<i>Eucalyptus maculata</i>	Spotted Gum
<i>Eucalyptus rudis</i>	Swamp Gum
<i>Eucalyptus torquata</i>	Coral Gum
<i>Eucalyptus viminalis</i>	Manna Gum
<i>Ficus florida</i>	
<i>Ficus retusa nitida</i>	Shiny Leaf Fig
<i>Fraxinua oxycarpa</i> 'Raywood'	Raywood Ash
<i>Fraxinus velutina</i> 'Modesto'	Modesto Ash
<i>Gleditsia triacanthos</i> 'Skyline'	Honeylocust
<i>Koelreuteria bipinnata</i>	Flame Tree
<i>Ligustrum lucidum</i>	Glossy Privet
<i>Liquidamber styraciflua</i> hybrids	Glossy Privet
<i>Melaleuca leucadendra</i>	Cajeput Tree
<i>Melaleuca styphelioides</i>	
<i>Oleander</i> (tall forms)	Oleander
<i>Pinus brutia</i>	Calabrian Pine
<i>Pinus canariensis</i>	Canary Island Pine

BOTANICAL NAME	COMMON NAME
TREES	
<i>Pinus eldarica</i>	Mondell Pine
<i>Pinus halepensis</i>	Aleppo Pine
<i>Pinus pinea</i>	Italian Stone Pine
<i>Pistachia chinensis</i>	Pistache
<i>Pittosporum crassifolium</i>	Pittosporum
<i>Pittosporum viridiflorum</i>	Cape Pittosporum
<i>Platanus acerifolia</i>	London Plane Tree
<i>Platanus racemosa</i>	California Sycamore
<i>Prunus cerasifera</i> 'Pissardi' hybrids	Purple-leaf Plum
<i>Prunus ilicifolia</i>	Hollyleaf Cherry
<i>Prunus lyonii</i>	Catalina Cherry
<i>Pyrus calleryana</i> 'Bradford'	Bradford Pear
<i>Pyrus calleryana</i> 'Aristocrat'	Aristocrat Pear
<i>Quercus agrifolia</i>	Coast Live Oak
<i>Quercus ilex</i>	Holly Oak
<i>Quercus engelmannii</i>	Meas Oak
<i>Robinia ambigera idahoensis</i>	Idaho Locust
<i>Schinus molle</i>	California Pepper
<i>Schinus teribinthifolius</i>	Brazilian Pepper
<i>Tristania conferta</i>	Brisbane Box
SHRUBS	
<i>Abelia grandiflora</i>	Glossy Abelia
<i>Acacia longifolia</i> '	Sydney Golden Wattle
<i>Atriplex brewerii</i>	Brewer Saltbrush
<i>Bougainvillea</i> 'La Jolla'	Bougainvillea
<i>Bougainvillea</i> 'Crimson Jewel'	Bougainvillea
<i>Bougainvillea</i> 'San Diego Red'	Bougainvillea
<i>Callistemon citrinus</i>	Bottlebrush
<i>Carissa grandiflora</i> 'Tuttlei'	Natal Plum
<i>Ceanothus</i> 'Concha'	Wild Lilac

BOTANICAL NAME	COMMON NAME
SHRUBS	
<i>Convolvulus cneorum</i>	Bush Morning Glory
<i>Coprosma repens</i>	Mirror Plant
<i>Cotoneaster lacteus</i>	Red Clusterberry
<i>Dodonea viscosa</i>	Hopseed Bush
<i>Eleagnus pungens</i>	Silverberry
<i>Escallonia 'Fradesii'</i>	Escallonia
<i>Escallonia rubra</i>	Escallonia
<i>Euonymus japonica</i>	Evergreen Euonymus
<i>Euryops pectinatus</i>	
<i>Ficus nitida (shrub form)</i>	Indian Laurel Fig
<i>Grevillea banksii</i>	Grevillea
<i>Hibiscus rosa-sinensis</i>	Tropical Hibiscus
<i>Juniperus species</i>	Juniper
<i>Lantana camara</i>	Lantana
<i>Ligustrum texanum</i>	Japanese Privet
<i>Limonium perezii</i>	Sea Lavender
<i>Mahonia aquifolium</i>	Oregon Grape
<i>Melaleuca nesophylla</i>	Pink Meleleuca
<i>Myoporum laetum 'Carsonii'</i>	Myoporum
<i>Nerium oleander hybrids</i>	Oleander
<i>Phormium tenax</i>	New Zealand Flax
<i>Photinia serrulata</i>	Chinese Photinia
<i>Pittosporum tobira</i>	Tobira
<i>Pittosporum tobira 'Variegata'</i>	
<i>Pittosporum tobira 'Wheeleri'</i>	Wheeler's Dwarf Pittosporum
<i>Psidium littorale</i>	Strawberry guava
<i>Pyracantha species</i>	Firethorn
<i>Raphiolepis indica hybrids</i>	India Hawthorn
<i>Syzygium paniculatum</i>	Brush Cherry
<i>Tecomaria capensis</i>	Cape Honeysuckle
<i>Viburnum japonicum</i>	Viburnum
<i>Xylosma congestum</i>	Xylosma

BOTANICAL NAME	COMMON NAME
GROUNDCOVER	
<i>Acacia redolens (prosrtata)</i>	Spreading Acacia
<i>Arctotheca calendula</i>	Cape Weed
<i>Carissa grandiflora 'hybrids'</i>	Natal Plum
<i>Ceanothus griseus horizontalis</i>	Carmel Creeper
<i>Coprosma kirkii</i>	Spreading Coprosma
<i>Delosperma 'Alba'</i>	White Trailing Iceplant
<i>Drosanthemum floribundum</i>	Rosea Ice Plant
<i>Gazania Hybrids</i>	African Daisy
<i>Hedera Helix</i>	English Ivy
<i>Lampranthus spectabilis</i>	Iceplant
<i>Lantana montevidensis</i>	Lantana
<i>Lonicera japonica 'Halliana'</i>	Hall's Honeysuckle
<i>Myoporum 'Pacificum'</i>	Myoporum
<i>Osteopermum fruiticosum</i>	Trailing African Daisy
<i>Phyla nodiflora</i>	Lippia
<i>Rosmarinus officinalis</i>	Rosemary
<i>Vinca major</i>	Periwinkle
VINES	
<i>Bougainvillea species</i>	Bougainvillea
<i>Clytostoma callistegioides</i>	Lavender Trumpet Vine
<i>Distictus buccinatoria</i>	Blood-red Trumpet Vine
<i>Ficus pumila</i>	Creeping Fig
<i>Grewia caffra</i>	Lavender Starflower
<i>Parthenocissus tricuspidata</i>	Boston Ivy
<i>Rosa banksiae</i>	Climbing Rose
<i>Wisteria sinensis</i>	Chinese Wisteria

III. Review and Approval Process

A. General Rules

1. Construction of any improvement, including landscaping, may not begin until the Architectural Committee has approved drawings depicting the proposed improvement.
2. **After close of escrow**, detailed drawings, a completed "Property Improvement Form," and completed "Neighbor Awareness Form" must be submitted at least thirty (30) days prior to commencement of construction.

No plan reviews shall be conducted until escrow has closed.

The Architectural Committee has established a \$125.00 non-refundable architectural review fee to review submittals.

The drawings and forms shall be sent to the "Northwood Pointe Architectural Committee" in care of the property management company:

Keystone Pacific Property Management, Inc.,
16845 Von Karman, Suite 200
Irvine, CA 92606

3. The Architectural committee has thirty (30) days from the receipt of the submittal of a 'complete' (as determined by the Architectural Committee) submittal package, to approve or deny the submittal. Incomplete submittals will be denied. If the Architectural Committee fails to transmit its decision within thirty (30) days after receipt of a complete submittal package, then the submittal will be deemed approved.
4. Construction must commence within one hundred eighty days (180) after approval of the drawing by the Architectural Committee. Otherwise, the approval is void.
5. All construction must be completed within one (1) year after the date of approval, unless otherwise specified in writing by the Committee.

When construction is completed, a "Notice of Completion" must be sent to the Architectural Committee, for its use in determining if the improvements were constructed according to the approved drawings.

6. The Architectural Committee may increase the design review fee from time to time as the cost of review increases.
7. A Neighbor Awareness form is required to notify adjacent residents and property owners of pending construction. A submittal is not complete until the signed Neighbor Awareness Form is attached.

8. Construction must not disturb neighbors or their yards or property or property owned and/or maintained by the Northwood Pointe Maintenance Association or any other homeowners association in the community. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent which must include a description of the access area.
9. The use of property owned and/or maintained by the Northwood Pointe Maintenance Association for construction access is not permitted, unless authorized by the Association and the applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Northwood Pointe Maintenance Association. Any authorization for construction access by the Northwood Pointe Maintenance Association must be in writing and must include a specific description of the access area.
10. Approval of improvements by the Architectural Committee is for aesthetic purposes only. It is the applicant's responsibility to see that all federal, state, and local ordinance and codes are followed. Permits may be required by the County of Orange or city of Irvine, or other public agencies, as applicable.
11. The Architectural Committee's approval of drawing refers to conformance with the CC&Rs and these guidelines. By approving the drawings, neither the Architectural Committee, any members thereof, the Northwood Pointe Maintenance Association, the Members, the Board of Directors, designated representatives, agents, The Irvine Company, nor the merchant builder assumes liability or responsibility therefor, for the architectural or engineering design, or for any defect in any structure constructed from such drawings.

B. Process/Submittal Requirements

Step 1

Applicant reviews the Guidelines and prepares drawings depicting the proposed new improvements showing:

- Date
- Address of house/property
- Existing building and yard features, including the location, description, and height of all existing garden walls and planters; the location of all existing plants, with common and botanical names.

All notes must be in English

- Location of the new improvements in the yard or on the building, with dimensions, grade changes, and notes, including the botanical and common names of plants, and the location of new area drains.

- Appearance of the improvements: elevation, cross-section, sketch or photo, with dimensions and notes, including heights, colors, building materials, and botanical names of plants.

For major projects, preliminary design drawings should be submitted prior to preparation of construction documents.

The speed of the Architectural Committee approval is based on the amount of information given on the drawings. Inadequate information will cause the Committee to deny the application.

Step 2

Applicant completes Property Improvement Form. (Exhibit A)

Step 3

Applicant shows the drawings to neighbor and requests their signatures on the Neighbor Awareness Form. (Exhibit B)

Step 4

After close of escrow, the Applicant submits the architectural fee, the completed Property Improvement Form, the completed Neighbor Awareness Form, and three (3) sets of drawings to the 'Northwood Pointe Architectural Committee' in care of the property management company:

Keystone Pacific Property Management, Inc.
16845 Von Karman, Suite 200
Irvine, CA 92606

No plan reviews shall be conducted until escrow has closed.

Step 5

Architectural Committee reviews the Property Improvement Form, the Neighbor Awareness Form, and the drawings for completeness and consistency with the guidelines.

It approves or denies the submittal. Approval may be given with conditions.

If the approval is of preliminary design drawings, then the Applicant must prepare final construction documents, for review and approval by the Committee.

Step 6

Applicant reviews the Committee's comments and notifies the Committee if there are any questions.

Step 7

If the Committee has granted final approval and the Applicant understands the Committee's comments, then construction must begin within one hundred eighty (180) days after approval by the Architectural Committee.

Step 8

Construction must proceed consistent with the approved drawings. All deviations must be reviewed and approved by the Committee.

Step 9

Construction must be completed within one (1) year following approval by the Architectural Committee. Within thirty (30) days after construction is completed, the Applicant submits a Notice of Completion to the Architectural Committee. (Exhibit C)

Step 10

Committee visits the site within sixty (60) days after receiving the Notice of Completion and determines if the improvements were constructed according to the approved drawings.

Failure to obtain Architectural Committee approval constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed at the property owner's expense.

C. Conditions of Approval

The following conditions shall be the conditions of any Architectural Committee approval. They shall be deemed incorporated by reference in all drawings or Architectural Committee's approvals.

The Applicant shall have the responsibility to ensure that these conditions of approval are enforced upon all persons or firms engaged by the Applicant to construct and/or install the improvements.

1. Front Yards, Rear Yards and Visible Side Yards

Landscaping for any residential lot shall be installed in the front yard, back yard and any visible side yard within one hundred eighty (180) days following the conveyance of the lot to the first owner thereof.

2. Signs

Only signs permitted in the CC&Rs shall be displayed on any house or in any yard. Signs identifying tradesman, contractors, or installers are not permitted.

3. Hours of Operation

Construction is only permitted between the following hours:

Monday through Friday	Between 7:00 a.m. and 5:00 p.m.
Saturday	Between 8:00 a.m. and 4:00 p.m.
Sunday	No work permitted

If current County of Orange or City of Irvine, as applicable, regulations are more restrictive, if they shall prevail.

4. Temporary Structures

Temporary structures are not permitted unless approved in writing by the Northwood Pointe Maintenance Association Board of Directors.

5. Unsightly Items

Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common areas, or on property owned and/or maintained by the Northwood Pointe Maintenance Association.

Each week, all rubbish, debris and unsightly material or objects shall be removed from the unit or lot.

The property owner is financially responsible for any trash cleanup work the Northwood Pointe Maintenance Association deems needed to comply with this restriction.

6. Building Material

Building material, including sand and bricks, shall not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Northwood Pointe Maintenance Association. All building material must be stored on the Applicant's property.

The property owner is financially responsible for any cleanup and repair work the Northwood Pointe Maintenance Association deems needed to comply with this restriction.

7. Construction Equipment

Trash bins cannot be placed on streets or other areas of the property that are exposed to the public for more than four (4) consecutive calendar days unless otherwise approved in writing by the Architectural Committee.

Prohibited vehicles, including trucks, concrete mixers, trailers, compressors, and other similar types of construction equipment, are not allowed in any driveway or other exposed areas or any street except for the purposes of loading, unloading and making deliveries or emergency repairs, unless approved in writing by the Architectural Committee.

The property owner is financially responsible for any equipment removal and repairs the Northwood Pointe Maintenance Association deems needed to comply with this restriction.

8. Drainage

Proper drainage is required. Unless adequate alternative provisions are made for drainage, the original drainage system on the Applicant's property shall be left undisturbed. This includes gutters, downspouts, underground drains, and swales.

9. Workmanship

The quality of new improvements shall match the quality of existing improvements. The Architectural Committee may require the Applicant to rebuild improvements which are of substandard workmanship, the property owner is financially responsible for any rework the Northwood Pointe Maintenance Association deems needed to comply with this restriction.

10. Enforcement

Failure to obtain Architectural Committee approval for new improvements or changes to existing improvements constitutes a violation of the CC&Rs and may require the construction to be removed at the property owner's expense.

11. Violations

Property owners shall have the right and responsibility to notify the Architectural Committee of any potential violation of the CC&Rs and the Guidelines.

12. Amendments

These guidelines (with the provisions set forth in the CC&Rs) form the criteria for evaluation of drawings submitted for review and approval by the Architectural Committee. These Guidelines may be amended or supplemented from time to time, as provided for in the CC&Rs.

13. Maintenance of Improvements

The repair and maintenance of any improvement shall be the responsibility of the installing property owner or subsequent property owners.

14. Conditions Not Covered

Any condition not covered in the Guidelines or the CC&Rs shall become a matter of discretionary judgement on the part of the Architectural Committee, acting in good faith on behalf of the best interest of the Northwood Pointe Maintenance Association, as a whole. If there is any conflict between the provisions of these guidelines and the CC&Rs, the provisions of the CC&Rs shall control.



Northwood Pointe Maintenance Association

www.nwpointe.org

AMENDMENT TO THE ARCHITECTURAL GUIDELINES

1. Only improvements depicted on the plans can be reviewed by the Committee. The Owner is responsible to ensure all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved.
2. Approval of plans is subject to and does not constitute a waiver of the terms and provisions of the Association's Declaration, Supplemental Declaration, Architectural Guidelines, Rules and Regulations or other Operative/Governing Documents. Any violation of the Governing Documents must be corrected upon notice of violation.
3. Approval by the Committee does not relieve or satisfy an Owner's obligation to comply with all government laws and regulations affecting use of premises, subject to any approved plans. Approval by the Committee does not constitute approval by the city or county; and approval by the city or county does not constitute approval by the Committee.
4. Approval by the Committee does not warrant structural safety, conformance with building codes or other applicable governmental requirements. Owner is responsible for all technical and engineering specifications. The Committee reviews for aesthetic purposes only.
5. In the event that the City and/or County requires modifications to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modifications to the plans. The Committee shall have the right to review and impose further conditions on such modifications which are not inconsistent with the requirements imposed by the City and/or County.
6. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County.
7. Building materials and construction equipment may not be stored on streets, sidewalks, or on property owned and/or maintained by Association. Streets may not be obstructed by construction equipment. All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the property and shall not allowed to accumulate thereon.

Professionally Managed by:

Keystone Pacific Property Management, Inc.

16845 Von Karman Avenue, Suite 200 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

www.keystonepacific.com

8. Access or storage of equipment used during the course of construction must be through the homeowner's property only. Property owned and/or maintained by the Association shall not be used for construction access or storage, unless Owner obtains prior written authorization from Association, the Owner agrees in writing to indemnify Association for damage to property owned and/or maintained by Association which is damaged as a result of an Owner's project, and Owner posts a construction deposit for restoration of damage to property owned and/or maintained by Association.
9. Owner is financially responsible for any repairs and/or replacement to property owned and/or maintained by Association which is damaged as a result of an Owner's project.
10. Approval of plans and specifications shall apply only to the property for which approval is granted and is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
11. Approval of plans and specifications is not authorization to revise the original drainage system installed by the merchant Builder and approved by the City.
12. Failure to comply with and satisfy all procedural requirements for an application may void approval.

Adopted: January 9, 2006