

ARCHITECTURAL RULES
for the
OAKRIDGE ESTATES COMMUNITY ASSOCIATION
October 2012 • Revised June 2014 (§IV.F.3 simplified)

I. PURPOSE AND INTENT

The purpose of the following rules is to protect the value, desirability, harmony, and attractiveness of Oakridge Estates while permitting the flexibility required to consider appropriate designs and achieve a functionally and visually integrated community.

The homeowner is responsible for obtaining Architectural Review Committee approval for any changes to the exterior of the home, outside structures, and landscaping, which fall within the Architectural Rules. This includes the outside physical structure of the home and the front, back, and side yards. If unapproved changes come to the attention of the Association, the homeowner will be required to conform to the existing rules and may be fined.

Please be advised that all architectural applications submitted for review by the Architectural Review Committee are reviewed for aesthetic purposes only based on compliance with the Architectural Rules of the Community as well as the CC&Rs. All decisions by the Architectural Review Committee on any application submitted are based solely on the Architectural Rules and the CC&Rs. All owners are responsible for ensuring that their plans are in full and complete compliance with any and all applicable City, County, State and/or Federal law, building codes, fire codes and ordinances, health & safety codes or other applicable laws including but not limited to the Solar Shade Act. Each owner shall be responsible for obtaining all necessary approvals or permits from applicable governmental entities or agencies and shall comply with all laws, codes and regulations concerning the construction of any such Improvement. The Architectural Review Committee's approval or disapproval of a submission shall be based solely on the consideration set forth in such rules and regulations as may be promulgated by the Architectural Review Committee, and the Architectural Review Committee shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of any plans, or design from the standpoint of structural safety and conformance with building, or other codes, which responsibility shall be the sole responsibility of Owner.

Government entities or agencies referenced above include, but are not limited to, City and/or County Planning, Building and Safety, and Fire. Owner/applicant is solely responsible for any and all expenses, claims, costs, liability and/or damages resulting from owner/applicant's failure to comply with the above referenced applicable, codes, regulations, ordinances or laws.

In addition, reviews and decisions of the Architectural Review Committee are based on the best information that is deemed to be available, reliable and current at the time any particular or specific submittal review, and information changes. Neither the Association, the Board of Directors, Committee Members (including, but not limited to members of the association's Architectural Review Committee) or any other community volunteer shall be liable for damages to any Owner submitting plans or specifications for approval or to any Owner in the Association affected by reason of mistake in judgment, negligence or nonfeasance, unless due to willful misconduct or bad faith.

IMPORTANT NOTICES:

The concrete slab foundations for the homes located within Oakridge Estates are likely to be constructed and reinforced with a grid of steel cables installed in the concrete and then tightened to create very high tension. This is done in order to provide additional strength to the homes' foundations. This type of slab is commonly known as a "Post Tension Slab." Cutting into a Post Tension Slab for any reason (e.g., to install a floor safe, to remodel plumbing, etc.) is very hazardous and may result in serious damage to the home and/or personal injury, and will weaken the slab so that it is less resistant to damage, such as in the event of an earthquake. Homeowners should not cut into or otherwise tamper with the Post Tension Slab or knowingly permit or allow any person to cut into or tamper with the Post Tension Slab. The Homeowners must also disclose the existence of the Post Tension Slab to any tenant, lessee or subsequent purchaser of the Home and indemnify, protect, defend and hold harmless Oakridge Estates Community Association from and against any and all claims, damages, losses, or other liability (including, without limitation, attorneys' fees) arising from any breach of this requirement. Oakridge Estates Community Association will not be responsible for any damage or injury resulting from any alteration of the slab or foundation of the Home.

Homeowners are required to locate any and all utilities necessary prior to commencing with improvements to their lot and are encouraged to coordinate with California's "Dig Alert" (www.digalert.org), a free service, to ensure past and present utilities are identified prior to beginning any home improvements.

II. DEFINITIONS

- A. "Association" shall mean the Oakridge Estates Community Association.
- B. "Architectural Review Committee" shall mean the Architectural Review Committee of the Association, a volunteer committee appointed by the Board of Directors. In the event the Architectural Review Committee is unable to function, the Board shall take over its duties.
- C. "City" shall mean the City of Thousand Oaks, Building Division, 2100 Thousand Oaks Blvd., Thousand Oaks, CA, 91362, telephone: (805) 449-2500.
- D. "Architectural Design" shall mean or refer to the proportions, finish, shape, height, color scheme, style, theme, and appropriateness of any structure or building as well as the type of walls, roof, and architectural features thereon.
- E. "Improvement" shall include buildings, outbuildings, garages, carports, roads, driveways, parking areas, fences, screen doors, front doors, screening walls, retaining walls, stairs, decks, security cameras, pools, spas, outside lighting, solar panels, satellite dishes, hedges, windbreaks, plantings, planted trees and shrubs, poles, signs, and all other structures or landscaping improvements of every type and kind.

III. PROCEDURES

This section outlines the process for obtaining Architectural Review Committee review:

- A. Plans for any proposed improvements or change(s) in architectural design outlined in this document shall be submitted to, approved, and signed by the Architectural Review Committee prior to the start of work.

- B. In order to facilitate the approval process, it is recommended that the homeowner obtain Architectural Review Committee approval prior to submitting plans to the City. In some cases the Association's Architectural Rules are more restrictive than those of the City.
- C. Approval by the Architectural Review Committee does not constitute approval by the City, and approval by the City does not constitute approval by the Architectural Review Committee. THE ASSOCIATION HAS FINAL APPROVAL FOR ANY AND ALL ARCHITECTURAL CHANGES.
- D. The City is not responsible for notifying the Association of any plan changes or submitting plan changes to the Association. Once a homeowner has obtained architectural approval, the City may request changes to meet City building requirements. If this occurs, the homeowner must submit a revised request to the Architectural Review Committee for final approval incorporating these design changes. Both the City and the Architectural Review Committee must approve the plans in writing prior to beginning any improvements.
- E. There are architectural request forms for landscaping, new construction, painting, roof replacement, and windows & doors that cover most of the commonly requested changes. There is also a general form that covers everything else. Each form includes a list of the information that is required. The forms were designed to make it easier to provide the required information and thus speed up the approval process. An incomplete form will substantially slow down the approval process. Forms are available at the Oakridge website (<http://www.oakridgenp.org>) as well as from the Management Company. Electronic approvals will not be accepted.
- F. Time Limits for Approval or Rejection. Within thirty (30) days after submission of plans and specifications satisfying the requirements of the Architectural Rules, the Architectural Review Committee shall return one set of such plans to the Applicant, with either written notice of approval or disapproval or with written suggestions of changes required for approval accompanying the returned set of plans. If the Committee recommends that the plans and specifications be modified, the Applicant may implement such changes to the plans and within thirty (30) days resubmit plans incorporating such changes for approval to the Committee, which shall not unreasonably withhold its approval so long as the Applicant has complied in all material respects with the requested changes. If no written notice of approval or disapproval is received by the Applicant within thirty (30) days after the Owner's plans and specifications (or revisions thereto) are acknowledged as being received, the Owner shall notify the Oakridge Estates Community Association's management company, in writing, to that effect. If, after notifying the management company, the Owner has not received a written notice of approval or disapproval within fifteen (15) days, the plans shall be deemed to have been approved as submitted. Final approval will not be granted until the Project Completion Form has been returned by the homeowner, indicating project completion, and the Architectural Review Committee has signed off on the project. The completion form is available from the Oakridge website (<http://www.oakridgenp.org>) as well as from the Management Company.
- G. The Management Company will maintain records for all requests submitted, whether approved or denied.
- H. Any request that is denied by the Architectural Review Committee may be appealed to the Board of Directors by submitting a written appeal through the Management Company. The decision of the Board of Directors is final.

- I. All architectural changes must be completed within thirty (30) days of approval, unless otherwise requested and approved by the Architectural Review Committee.

IV. IMPROVEMENT RULES

A. AIR CONDITIONERS:

1. No air conditioning unit shall be permitted on the roof, walls, or in windows.
2. Any air conditioning unit shall not be visible from the ground level of adjacent residential properties or from a street.

B. AWNINGS, EXTERIOR SHUTTERS, AND SUN SHADES:

1. No plastic, fiberglass, or metal awning(s) shall be permitted.
2. Awnings, exterior shutters, and sun shades, where visible from a street or common walkway, will be approved on a case by case basis.
3. Installation of awnings, exterior shutters, or sun shades requires submission of an architectural request and approval from the Architectural Review Committee.

C. BALCONIES AND BALCONY COVERS:

1. Materials shall be wood, stucco, and synthetic wood products such as Trex® or Alumawood™. Wrought iron may be approved for railings.
2. Balcony covers shall be permitted only on back balconies.
3. No balcony cover will be approved for the front of the house.
4. Approved construction materials for covers are wood slats or synthetic wood slats not to exceed 2"x2".
5. Balcony covers constructed of canvas, lattice work, fiberglass, tin, corrugated metals, plastic, or vinyl will not be approved.
6. Balconies will be approved on a case by case basis.

D. BASKETBALL BACKBOARDS:

1. New installation of permanent basketball backboards is prohibited in front and side yards.
2. Basketball backboards cannot be attached to the front or sides of the house.
3. Portable basketball hoops and permanent basketball backboards and nets must be maintained. Basketball nets must not be metal.
4. Portable basketball backboards must be stored out of sight when not in use.

E. DRIVEWAYS:

1. Replacement of existing driveways with stained or non-stained stamped concrete or pavers will be approved on a case by case basis. Pavers and stains must be of a subtle "earth tone" color (not white, green, blue, red, or other bright colors).
2. Expansion of the driveways will be limited such that there will be at least one to two feet of plantings (may be grass or artificial turf – see rules for artificial turf below) between the driveway and adjoining property.

F. EXTERIOR PAINT COLORS:

1. The Management Company will maintain an approved color chart and samples of each color scheme listed in the chart.
2. The homeowner must submit an architectural request stating which color scheme they wish to use and how the combination will be applied to their specific model.
3. If you are painting using the exact colors on your home, in the same locations, and those colors were previously approved by the Architectural Review Committee, check off the box on the appropriate paint request form and submit the form.
4. Homeowners may use the paint vendor of their choice but the paint color must match the approved color in tone, shade, and hue. This can be done by taking the approved color chip for matching to any one of the major paint companies.

G. FRONT DOORS:

1. It is encouraged that front doors be left natural stained wood. Front doors may be painted in accordance with the accent color of the approved color scheme (see Section F. EXTERIOR PAINT COLORS).
2. Optional materials will be approved on a case by case basis.
3. All changes to front doors must be approved by the Architectural Review Committee.

H. HOLIDAY DECORATIONS:

Holiday lights and decorations may be displayed 30 days prior to the holiday and must be removed within two weeks after the holiday, with the exception of December holiday decorations, which must be removed by February 1st of the new year.

I. LANDSCAPING:

1. General: No shrub or tree which will block the line of sight from any driveway or street corner will be permitted. All landscaping is to be maintained in such a manner as to not impair the use of sidewalks, driveways, or streets. It is recommended that all planters against house walls be properly sealed to prevent moisture contact with house walls. All concrete slabs shall be sloped away from the house. GENERAL XERISCAPE GUIDELINES: Living plant material must cover 40% of the yard at all times (60% coverage at maturity). No bare ground is allowed. Non-living plant material may consist of the following: rock, mulch, bark and artificial turf. Artificial turf is subject to additional guidelines (see Artificial Grass/Turf below). Regular maintenance must be provided to preserve the landscape and conserve water. Proper mowing, weeding, fertilization, pruning, mulch replacement and watering are required.
2. The use of artificial materials, such as plastic plants, plastic flowers, Astroturf or gravel gardens will be disapproved by the Committee.
3. All hardscape requires architectural approval prior to work beginning. Requests need to be accompanied by drawings showing the work requested and the materials proposed. Hardscape includes, but is not limited to: walls, retaining walls, rocks, garden edging, and fountains or statues.
4. Artificial Grass/Turf:

- a. Artificial grass/turf must be professionally installed by a licensed and ASGI certified installer.
 - b. It must be installed on a minimum of 3 inches of class 2 base material.
 - c. It must have a natural look and blend in with the types of grass that currently exist in the tract.
 - d. It must have a minimum of 10 year warranty.
 - e. It must be a minimum of 1³/₄" blade height.
 - f. Blade material must be polyethylene with urethane backing.
 - g. Artificial turf cannot have nylon or contain lead.
 - h. Bender board, mow strips, or some other means of controlling the division between the artificial turf and adjacent areas is required.
 - i. It must be inspected by an Architectural Review Committee member as a part of the notice of completion process.
 - j. Homeowner is responsible for maintaining the product after installation.
 - k. Installer is to provide installation plan and scope of services briefing to the Architectural Review Committee.
5. ROCK: If decomposed granite or other landscape rock is used, it must be of a subtle "earth tone" color (not white, green, blue, red, or other bright colors). Two or more colors are to be used in a random pattern. It is recommended that the rocks be of different size. All rock areas shall be treated with pre-emergent weed control at regular intervals to retard weed growth. Planting underliner is prohibited. Bender board, mow strips, or some other means of controlling the division between non-living material and plants is required.

J. LIGHTING:

- 1. All outside lighting, including fixtures, require architectural approval.
- 2. Outdoor lighting fixtures should be positioned so that no direct light extends onto neighboring structures and yards.
- 3. Outdoor lighting fixtures should be low-level in illumination.
- 4. Outdoor lighting fixtures should be architecturally compatible and proportional.

K. MAILBOXES:

- 1. Any change in the location or design of the mailbox requires architectural approval.
- 2. Mailboxes are to be maintained in good condition. Missing or damaged doors, flags, shingles, wood, or other materials must be replaced or repaired as needed. Wooden mailboxes are to be kept stained or painted to match the house. Metal boxes are to be rust-free, and may be painted to match the house. All mailbox posts are to have mailboxes affixed to them.
- 3. Mailboxes may be replaced with an identical box without Architectural Review Committee approval.

L. PATIOS AND PATIO COVERS:

1. Required materials and colors for patio covers are those used in the original construction of the house, i.e., stucco, wood, or roof tiles. Synthetic wood products that simulate natural wood such as Trex® and Alumawood™ may also be used.
2. No canvas, lattice work, fiberglass, tin, corrugated metals, plastic, or composition roofing patio covers shall be permitted.
3. Any patio cover must be approved by the Architectural Review Committee prior to installation.
4. Patios shall not be enclosed. (See Section S. SUNROOMS.)

M. REPLACEMENT OF GARAGE DOORS:

1. Garage door(s) may be replaced with either a four or five panel roll-up type garage door. The door is allowed to have windows in the uppermost panel only. The color of the door must match the existing house body color or trim color on a case by case basis. Approval by the Architectural Review Committee is required prior to the start of any work. A brochure for the proposed door must be submitted with the request.
2. All garage doors on the home must match.

N. REPLACEMENT OF ROOFS:

1. All roofing replacements must meet the City's requirements and a permit through the City of Thousand Oaks must be obtained.
2. All roofing must be concrete tile, Spanish tile, simulated shake, treated wood shake (in accordance with governmental agency's restrictions), slate, simulated slate, or lightweight concrete tile. Composition shingles and steel shingles are not approved. For requirements for treated wood shake and to determine if your home is allowed to use treated wood shake, call the City of Thousand Oaks Building Division at (805) 449-2500.
3. The color of the roofing shall be in agreement with the existing house colors and must be approved by the Architectural Review Committee. Requests must be accompanied by color photos and/or color brochures of the exact roof you are requesting.

O. ROOM ADDITIONS:

1. The roof design, color, and materials shall match the existing house.
2. All exterior additions and/or alterations must be surfaced with stucco, paint, stain, or colored material to match the existing color of the home and be consistent with the architectural design of the house.
3. All additions must meet City of Thousand Oaks requirements and a permit through the City of Thousand Oaks must be obtained. An architectural request is required, with drawings showing the exact work proposed. Please refer to Paragraph III. D. for additional information.

P. SATELLITE DISHES:

1. No outside television or radio pole, antenna, satellite dish, etc., or other electronic device shall be constructed, erected, or maintained on any building or on any property within Oakridge Estates or connected in such a manner as to be visible from the outside of any such building unless and until the same shall be approved by the Architectural Review Committee. Antennas or dishes that are larger than one meter (39.37") in diameter are prohibited.
2. For video reception, the dish/antenna must be installed in the least visible (from the street) location that will not interfere with acceptable quality reception.
3. Dishes/antennas may be painted, but wires and cables running along the building shall be concealed or painted to match their background.
4. In the event the homeowner removes the antenna and does not reinstall it, the owner shall promptly restore the surrounding area to its original condition.
5. No objects of any type shall be placed or permitted to remain above the roof of any unit or any other building with the exception of one or more chimneys, one or more vent stacks, approved solar apparatus, and dishes/antennas.

Q. SCREEN DOORS AND ATTIC VENTS:

1. All screen doors are subject to the approval of the Architectural Review Committee on an individual basis prior to installation. Retractable screen doors such as Phantom™ screen doors are encouraged.
2. Attic vent mechanisms of low profile may be approved on an individual basis by the Architectural Review Committee and the City.
3. Roof turbine vents are prohibited.

R. SOLAR PANELS:

1. In general, solar panels should be placed where they are least visible from the street.
2. Architectural approval is required for all solar panels.

S. SUNROOMS:

Sunrooms must be limited to single story construction, consistent with the color and architectural design of the house, utilizing no materials other than those in the original exterior design of the house (i.e. stucco, wood, glass). Architectural approval is required prior to any construction taking place.

T. SURVEILLANCE SYSTEMS:

1. Surveillance cameras are allowed but may not exceed 6 total cameras per home and 2 cameras on any one side of the house.
2. Cameras must be unobtrusive, stationary, and point only at the property of the home they are installed on.
3. All cameras must be properly installed with all wires and cables concealed. Wires and cables shall not be on roofs or pass through windows, doors, vents, or chimneys.
4. Architectural approval is required for all surveillance systems.

U. SWIMMING POOLS, SPAS, AND ACCESSORIES:

1. No swimming pools and/or spas will be permitted in front yards.
2. No above ground pools are permitted. Children's splash pools are not included in this restriction.
3. The homeowner is responsible for any debris/damage done to the common area, streets, or neighboring properties by the installer. Any removed landscaping must be replaced immediately upon completion of the installation.
4. Architectural approval is required.

V. UTILITY BUILDINGS, DOG HOUSES, AND PLAY HOUSES:

1. Utility buildings, dog houses, play houses, or playground equipment and the like, shall be approved by the Architectural Review Committee on a case by case basis depending on the height and placement of the structure.
2. Architectural approval is required for all such structures.

W. WALLS, FENCES, GATES, HAND RAILS, AND PORCH RAILS:

1. All walls and fences shall be constructed of masonry block, brick, wrought iron, stucco finished walls, or any combination of these acceptable to the Architectural Review Committee.
2. Recommended materials and colors are those previously approved for use on the house or walls. Gates, hand rails, and porch rails may be constructed of wood, metal, or synthetic wood products that simulate natural wood. Wooden gates and synthetic wood products must either be stained, or painted to match the trim or the stucco of the home, provided those colors have been approved. Gates over 4 feet wide may have additional construction materials and color restrictions.
3. Use of synthetic wood products may be approved on a case by case basis. If approved, the manufacturer's color must match either the trim or body of the house.
4. All gates are to be maintained in good condition, with no missing or broken boards. All hardware is to be in good condition.
5. All requests need approval from the Architectural Review Committee.

X. WATER SOFTENERS:

Water softeners shall not be permitted in any locations visible from any street or common area.

Y. WINDOWS:

1. Window(s) may be replaced with vinyl clad or aluminum windows; the color must be either white or the natural aluminum. Other colors may be approved on a case by case basis.
2. A brochure for the proposed window(s) must be submitted with the request.
3. All windows must be of similar design.
4. Approval by the Architectural Committee is required prior to start of any work.