

**DOVER SHORES COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL PROCEDURES AND FEE SCHEDULE
COVERING EXTERIOR ALTERATIONS AND ADDITIONS**

AMENDED APRIL 2002

<u>Architectural Committee – 2004/2005</u>		<u>Association Architect</u>
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The CC&R's of the Dover Shores Community Association establish architectural, landscape control and maintenance for all Homeowners in the Community. Some of the more important provisions of the CC&R's are as follows; for specific language, please refer to Articles VI and IX of the CC&R's:

- A. No building, fence, wall or other structure shall be commenced erected upon the properties, nor shall any exterior addition to, or change or alteration thereon, including patio covers, and antennas, be made until the plans and specifications showing the nature, kind, shape, height, materials, colors and locations of same shall have been submitted to and approved in writing by the Architectural Committee.
- B. Two (2) sets of plans and completed Application, including a check and Neighbor Awareness form, to be submitted to Management. Management will send one (1) set of plans (and application) to Zachary Sham; and one (1) set of plans (and application) will be sent to the Architectural Committee. No work shall be done until the review and approval procedure is accomplished. This process is for the purpose of determining that changes requested comply with the Architectural requirements of the CC&R's.

Architectural Review Fee Schedule

<u>Project Cost Range</u>	<u>Fee</u>
Less than \$50,000 construction valuation	\$180.00
\$50,000-\$150,000 construction valuation	\$285.00
Over \$150,000 construction valuation	\$400.00

- C. Approval of the plans and specifications shall be based, among other things, on harmony of external design and location in relation to surrounding structures and topography. Any exterior changes which are made to the originally approved plans must be resubmitted to the Association's Architectural Committee for review and approval.
- D. Upon a request by the property owner, the Architectural Committee will determine if the details of the work proposed falls into a cosmetic or maintenance situation such as repainting, re-roofing, etc. of the same color and material, in which case a full and complete review would not be required.
- E. No above ground level building additions may be built on the Bay or view side patio areas which extend beyond the rear yard set-back line of the respective residence.
- F. With certain exceptions and restrictions, single story construction with a maximum roof height of fourteen (14) feet above the building pad is the standard for all lots within Dover Shores. Where two-story construction is permitted, twenty-five (25) feet is the maximum roof height. For specific information as to exceptions and restrictions, please refer to Article VI, Section 7 of the CC&R's.
- G. Where "VIEWS" may be altered or impacted as a subsequent result of new construction, or an addition to or modification of an existing structure, water feature, pool fence or guardrail, deck, etc. or a change in Building Code requirements, the Association's Architectural Committee may require that prior to approval by the Committee and prior to commencement of construction, that story poles be erected to identify the parameters of the proposed new construction or alteration. The story poles are to be installed for a minimum of period of twenty-one (21) days for the Association's Architectural Committee and impacted neighbors to review.
- H. Construction of improvements or additions shall commence within one (1) year from the date the Architectural Committee approves the working drawings. Resubmittal is required if construction does not begin within the one (1) year commencement period.
- I. Upon receipt of the approved plans and specifications, the Homeowner has the responsibility to monitor and expedite the progress of the work so as to complete the project as rapidly as possible. Once construction and/or demolition has begun, if the project cannot be completed within the next twelve (12) months, **the Homeowner must resubmit plans to the Association Architect and Architectural Committee before continuing with construction.**
- J. The Homeowner agrees to maintain the street, sidewalk and parkway area in front of the property clear of any construction rubbish material. Demolition rubbish shall be placed immediately in a dumpster and not on the ground in front of the property. A dumpster may not remain parked on or in front of the property longer than (60) calendar days.
- K. Hours of work must comply with City of Newport Beach ordinances. Work will not allowed prior to 7:00 a.m. nor later than 6:30 p.m. on weekdays. Work hours on Saturdays will be 8:00 a.m. to 6:00 p.m. No work will be allowed on Sundays and/or legal holidays. Violations will be reported to the City.

- L. Mechanical, heating, or air conditioning ducting or any other equipment is not allowed to be installed on the roof.
- M. No change in the existing contour lines and topography of any lot shall be made without the approval of the Architectural Committee.

DECK CONSTRUCTION

- A. Certain lots include landscaped slopes that extend down below the pad level. On such lots deck construction is permissible on the upper portion of the slope, provided that the following requirements are followed:
 - 1. Plans for the decking must be approved by the Architectural Committee.
 - 2. The deck must be an extension of the patio, and shall not be more than five feet lower than housing grade level. Deck depth must be held to a maximum of twelve feet (12') with a see-through hand rail all around the deck. The deck width cannot exceed two-thirds of the width of the respective lot. To protect the privacy of the adjoining neighbors, this width restriction must be taken at the center of the lot width.
 - 3. All deck understructure materials are to be painted or stained a dark green or brown so as to blend in with existing slope landscaping.
 - 4. Association irrigation lines that are damaged or become ineffective as a result of construction shall be repaired and/or relocated at Homeowner expense.
 - 5. If existing slope shrubbery does not screen the deck understructure, the Homeowner shall coordinate with the Landscape Committee in planting landscaping to screen or appropriately hide the deck understructure.
 - 6. To reduce the visual impact to neighbors below, the finish color of the upper deck structures shall promote harmony between the house, deck and immediate surroundings.

RESIDENTIAL EXTERIOR COLOR CHANGES, REPAINTING AND COSMETIC MAINTENANCE

In any situation where a new Dover Shores homeowner or existing homeowner proposes to change the exterior color of their residence, a sample of the new proposed color must be submitted to the Architectural Committee for approval. Colors must be consistent with the aesthetics and architectural qualities of the Community. Color hues, their placement and their contrast, relative to other colors, will be considered by the Committee.

CHILDREN'S PLAY EQUIPMENT

Playhouses, Forts, Climbing structures as well as Swing Sets, Slides, etc., cannot be visible from the street.

The Architectural Committee is available to discuss any aspect of the Association's CC&R's relating to the architectural standards of the Dover Shores Community. If for any reason, agreement on plans proposed between an owner and the Architectural Committee cannot be reached, the case shall be moved to the Board of Directors for settlement. Reference to CC&R's Article VI, Section 6.

Obtaining necessary City building permits, although required, does not release the applicant Homeowner from meeting the requirements of the CC&R's and processing the plans through the Association's Architectural Committee for approval. Approval of plans by the City does not alter or circumvent the approval process required by the Association.

DOVER SHORES ARCHITECTURAL REQUEST APPLICATION

HOMEOWNER'S NAME: _____

ADDRESS: _____

PHONE: () _____ / Home () _____ / Office

FAX: () _____ / EMAIL: _____

ESTIMATE PROJECT STARTING DATE: _____ ESTIMATE TIME REQUIRED: _____
(Months)

CONTRACTOR NAME: _____ ADDRESS: _____

PHONE: () _____ CELL: () _____

DESCRIPTION OF MODIFICATION OR IMPROVEMENT:

AGREEMENT & CERTIFICATION:

I/we certify that I/we have read and understand all pertinent sections of the applicable CC&R's and the Architectural and Landscaping Rules. I/we believe that the information on this application, including the plans and any other attachment are accurate and complete. I/we understand that I/we are responsible for the actions of our contractors.

I/we agree that my/our home improvement, if approved will not result in any future maintenance costs whatsoever to the Dover Shores Community Association, and I/we understand that all construction, maintenance and insurance of the improvements shall be the sole responsibility of myself/ourselves.

I/we agree that any changes to the landscaping of the slopes during home improvement, shall be my/ours responsibility to replant and restore to its original look within a maximum period of one year from the date of approval of my application.

I/we understand that building permits for these improvements may be required and the cost of any permits and the responsibility for obtaining permits and subsequent City inspection will be the responsibility of the undersigned. I/we acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for approval by the necessary and appropriate City agencies. I/we further agree that no construction will begin until the written approval of the association has been received pursuant to the Association's CC&R's.

I/we understand that the Association will inspect the improvement or modification during and after construction to verify conformance. I/we understand and agree that any failure to complete the improvement/modification in accordance with the approved application, plans, and schedule may result in reconstruction at my/our expense, forfeiture of fees, additional fines, and future action as deemed appropriate by the Association.

Legal Homeowner's Signature

Date

DOVER SHORES COMMUNITY ASSOCIATION NEIGHBOR AWARENESS FORM

Because your proposed improvements may affect your neighbors, it is important that they be apprised of your plans. As a part of your submission of improvement plans, you must include a completed and fully signed copy of this Neighbor Awareness form indicating that your facing, adjacent and impacted neighbors have seen the draft of your plans dated _____ and **are aware** of your intentions. The neighbors' agreement is not a condition to the Architectural Committee's approval of your plans nor does an objection from any of your neighbors automatically mean that your plans will be disapproved. Such an objection is merely one of the many factors that the Architectural Committee will consider in the review process. As used in this form, the following terms shall have the following meanings:

- (a) Facing Neighbor. The three (3) homes most directly across the street from your home.
- (b) Adjacent Neighbor. All homes with adjoining property lines to yours.
- (c) Impacted Neighbor. All homes in the immediate area of your home that would be affected by the construction of any improvement. The Architectural Committee reserves the right to require that any homeowner(s) that the Architectural Committee believes will be impacted by the proposed improvements be notified of your plans, even if you disagree that such homeowner(s) will be affected.

Any neighbor is entitled, upon his or her request to Villageway Management, Inc., to be notified of the time and date of the meeting at which the Architectural Committee will consider your plans and to appear and comment on your plans at that meeting.

NEIGHBOR NAME (PRINT)	ADDRESS (PRINT)	DATE REVIEWED	NEIGHBOR SIGNATURE	APPROVAL (Indicate Yes/No) and COMMENTS (Request for meeting notice if desired)

APPLICANT'S NAME: _____
 ADDRESS: _____
 PLAN DATE: _____