

ARCHITECTURAL STANDARDS

# **SURFCREST ASSOCIATION**

QUESTIONS REGARDING THE CONTENT OF THESE GUIDELINES SHOULD BE DIRECTED TO:

**GOLDEN WEST PROPERTY MANAGEMENT  
6101 BALL ROAD, SUITE 301  
CYPRESS, CA 90630**

PHONE: (714) 220-5920      FAX: (714) 220-5920

[WWW.GWPM.COM](http://WWW.GWPM.COM)

Dear Homeowner,

Welcome to your new home in the Surfcrest community! These Architectural Guidelines with the goal of maintaining the aesthetic beauty of the Surfcrest community. Prior to making any exterior change to your home, you must first submit a complete architectural application to the Architectural Review Committee for review and approval. After receiving approval from the Committee, or “ARC”, you may install your yard improvements.

Please review these guidelines prior to completing your application form to ensure your submittal is complete. If at any time you have any questions regarding the review process, please contact your management representative.

## **PURPOSE AND POLICIES**

The goal of these Guidelines is to preserve and enhance the beauty of the community and to assist the association Member in the design of plans in agreement with this goal. The ARC shall make decisions regarding any external change or alteration on behalf of and for the good of the community as a whole. Any change not specifically addressed or outlined in these Guidelines will become a matter of reasonable discretion on the part of the ARC. In the event of a conflict between this document and the Covenants, Conditions and Rules (CC&R's), the CC&R's shall rule.

## **COMMITTEE ROLE**

SCOPE: All exterior alterations, additions or changes to the structure or to the landscape of any Lot, must be submitted to the ARC for approval **PRIOR** to any installation or commencement of construction.

FAILURE: Work commenced before architectural plan approval is subject to removal at the cost of the homeowner if subsequently deemed unacceptable by the ARC.

DEVIATION: If landscape or any improvements (hereinafter collectively referred to as “Improvements”) have been constructed or installed in a manner which deviates from the plans that were approved, the ARC may make recommendations for changes. If those changes are not complete within forty-five (45) days the matter will be turned over to the Board of Directors to take appropriate remedial action in accordance with the CC&R's.

## SUBMISSION OF YOUR ARCHITECTURAL APPLICATION

Your application should be sent to:

Golden West Property Management  
6101 Ball Road, Suite 301  
Cypress, CA 90630

### When should I submit my Architectural Application?

A minimum of thirty (30) days prior to beginning any improvements to your property. In accordance with Article VI, Section I of the CC&R's, the ARC has thirty (30) days after receipt of your application package to review your plan and respond to you, in writing, noting their approval or disapproval of your submission.

### Neighbor Comment Statement:

Pages 4 and 5 of the of the application form are the "Neighbor Awareness Statement". Both immediate neighbors must sign off on this form or your application submittal will be considered incomplete and returned to you.

### What should my plan include?

Your plan should be drawn on an 8 ½ by 11" sheet of paper, or a formal plan may be submitted. Your plan should detail what you are proposing to install: The ARC should be able to visualize your Improvements by reviewing the detail on your plan. The following are examples of items your plan should include. Review the below as you are drawing your plan and detail those items as applicable to your individual Improvement desires. All submissions must be made in duplicate.

1. Landscape- Plot the location and type of trees and shrubs to be placed on your patio. Plant material must be placed in decorative pots. Pursuant to Article VX Section I, Certain Lots will include a patio, which will be delivered with a hard surface. No hard surface may be altered or cut into except for repairs. The owner may overlay the hard surface with approval from the ARC.
2. Drainage Detail- If you are intending to overlay the patio surface, you must direct surface water away from the residential building on the Lot and on adjoining Lots. All patio surfaces or hardscape must maintain 1% minimum drainage flow away from structures.
3. Drainage / Irrigation Detail- Provide plotted locations of sprinklers, drains and direction of drainage flow.
4. Hardscape Improvements- Must maintain a 1" minimum horizontal air gap to existing stucco patio walls. **NO DIRT OR SOIL SHALL BE PLACED AGAINST FENCES, WALLS OR LIVING UNIT EXTERIOR WALLS.** All paved patio surfaces or hardscape must maintain a 1% minimum positive drainage flow away from structures and have a finish surface at least 2" below the stucco screed.
5. Plotted locations of patio slabs, patio covers, barbecues, pools / spas and associated equipment, and any other structures. For structures of any kind, include all relative dimensions. ie: height, width, length, and setback from perimeter fencing and housing structure.
6. Street address, Name and Day / Evening Phone Numbers.

**When can I expect my application to be returned?**

The ARC must respond to you within thirty (30) days after receipt of your plan. The thirty day time frame will commence upon receipt of your plan by management. Your plan will be date stamped upon receipt and forwarded to the ARC within 48 hours of receipt.

**Submittal to the City:**

Upon obtaining the written approval of the ARC, the owner shall thereafter submit plans and specifications to the Huntington Beach Department of Building and Safety if the proposed Improvements require the issuance of a buildings permit. Questions regarding permit requirements can be directed to the Department of Building and Safety at (714) 536-5241.

**After receipt of Approval, when must I complete my installation?**

Upon receipt of approval from the ARC, you will have forty five (45) days to complete those items shown on the approved plan.

**Submittal of NOTICE OF COMPLETION form:**

After completing construction, submit the "Notice of Completion" form (page 6 of the application). Please attach a photo of the completed work to the "Notice of Completion" form and submit to the ARC. If you prefer you may also contact Management to schedule and appointment with a representative. This form must be filed with the ARC within thirty (30) days of final completion of your construction.

## **GENERAL GUIDELINES and RESTRICTIONS**

### **Patios**

Please refer to Article XV of the Covenants, Codes and Restrictions, a copy of which is attached hereto.

### **Patio Covers**

No screens, sunshades or awnings shall be installed on any residential building.

### **Outdoor Furniture**

Outdoor furniture shall be complimentary to the exterior color scheme of the buildings. Furniture in a state of disrepair (ie: torn cushions, rusting frames, faded or torn umbrellas), is specifically prohibited,

### **Window Tinting**

Window tinting requests will be considered by the ARC. However, mirror finishes will not be approved.

**NOTE:** Most failures of dual-glazed units are due to "moisture condensation" that can be traced to the presence of tinted film on the inside of the glass. The deflection caused by the tinted film creates heat build-up and consequent expansion within the airspace of the dual unit, and destroys the butyl seal. Water vapor is thus admitted, and condenses between the planes. In addition, cracking of the windowpanes may occur.

### **House Numbers**

House numbers shall be uniform. House numbers other than those originally installed by the Developer, or those approved for the entire association by the Board of Directors, will not be permitted.

### **Lighting**

Exterior lighting must be low voltage (12v). Higher voltage lighting will be approved if it is not directed or if it is placed so that it does not create an annoyance to the neighbors determined by the ARC.

### **Antennas**

No radio or television receiving or transmitting antennae or external apparatus or satellite dish antenna shall be installed on any Lot. Normal radio and television installations wholly within a building are excepted.

### **Signs**

No sign or billboard of any kind shall be displayed to the public view on any portion of the properties or on any Lot, except one (1) sign for each building site, of not more than eighteen (18") inches by twenty-four (24") inches, advertising the property for sale or rent.

### **Window Coverings**

Windows can be covered only by drapes, shade, blinds or shutters and cannot be painted or covered by aluminum foil, cardboard or similar materials.

### **Drainage**

No owner shall in any way interfere with the established drainage pattern over his Lot from adjoining or other Lots or the Common Area, and each owner will make adequate provisions for proper drainage in the event it is necessary to change the established drainage over his Lot. For the purposes hereof, "established" drainage is defined as the drainage existing at the time that a Certificate of Occupancy or similar document is issued for the particular Lot by the local agency having jurisdiction to do so.

**Temporary Structures**

No structure of a temporary character, trailer, tent, shack, garage, barn or other out-building shall hereafter be used on any Lot at any time, either temporarily or permanently.

**Association Common Area Landscaping**

The areas outside of your patio space are Association maintained areas and under no circumstances are you permitted to alter, adapt or encroach into these areas.

**Nonliability for Approval**

Plans and specifications are not approved for (a) engineering design, (b) compliance with zoning and building ordinances, and other applicable statutes, ordinances or other governmental rules or regulations, (c) compliance with the requirements of any public utility, (d) any easements or other agreement, or (e) preservation of any view and by approving such plans and specifications neither the Architectural Committee, the members thereof. The Association, the Owner, the board nor Declarant, nor agents, employees, attorneys or consultants of any of the foregoing, assume liability or responsibility therefor, or for any defect in any Improvements constructed from such plans and specifications for any obstruction or impairment of view caused or created as the result of any Improvements approved by the Architectural Committee.

end

## **ARTICLE XV**

### **PATIOS**

Section 1. The residence on certain Lots will include a patio, which will be delivered with a hard surface. No hard surface may be altered or cut into except for repairs, provided, however, the owner may overlay the hard surface with the prior approval of the Architectural Committee so long as the overlay is designed to direct surface water away from the residential building on the Lot and on adjoining Lots.

Section 2. Each owner shall have the right to install sprinklers and hose bibs and to install patio furniture, barbecues and other similar matters within the patio on such owner's Lot.

Section 3. No owner shall affix anything to any patio wall, fence or railing, nor shall such Owner place any of the matters listed in Section 2 of this Article XV outside of such wall, fence or railing, nor shall the Owner permit any of the landscaping to grow over or through such wall, fence or railing.

Section 4. Maintenance of all building surfaces, other than glass surfaces, of a patio shall be, and remain, the obligation of the Association as provided in Section 1 of Article XVI hereof, except for ordinary cleaning, such as sweeping and mopping, which shall be the obligation of the Owner of the Lot. Owners shall maintain the patio slab, including any over-lay, on such Owner's Lot.

**Surfcrest Association  
Architectural Review Application**

I understand and agree that no work on this request shall commence until written approval has been granted by the ARC. I agree to complete all improvements and maintain my lot in accordance with my approved plan and the declaration for the Homeowners Association. I understand the construction of approved improvements shall be completed no more than one hundred twenty (120) days after receipt of approval from the ARC.

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Form Instructions:** Please complete this form and return with all documentation to the property management company.

**Committee Use Only**

Approved

Hardscape

Landscape

Incomplete

Further Information Required

Letter Attached

Rejected

Proposed Improvement  
violates declaration

Other

**Other Comments:** \_\_\_\_\_

This application was reviewed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



**Surfcrest Association  
Architectural Review Application**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Type of Floor Plan:

- |  |   |
|--|---|
| <input type="checkbox"/> Antigua (2 Bedroom / Center)              | <input type="checkbox"/> Bermuda (3 Bedroom / Center)             |
| <input type="checkbox"/> Catalina (3 Bedroom / End / 2 Car garage) | <input type="checkbox"/> Del Sol (3 Bedroom / End / 3 car garage) |

**NOTE:**

It is recommended your application to the ARC be accomplished at least thirty (30) days prior to scheduling your construction. Questions should be directed to Management.

**The following items are to be included in your architectural application submittal packet.  
Please check those items that are applicable to your plan.**

- Two (2) sets of plans
- Two sets of this application form
- Completed "Neighbor Awareness Statement(s)"
- Types of Trees, Shrubs and Groundcover
  - a) Plotted Locations
  - b) Height at Maturity
- Patio Structure, Sunshades, trellises, Gazebos & Arbors
  - a) Dimensions (include maximum height)
  - b) Material and Color
- Walls, Fencing and Gates
  - a) Dimensions, Height
  - b) Material and Color
  - c) Design
- Sprinkler and Drainage Detail- Include plotted locations
- Pools, Spas and Hot Tubs
  - a) Accessory Equipment Location
  - b) Location of Solar panels (if proposed)

**NOTE: No construction of any kind is permitted until written approval of the ARC is received**

**Surfcrest Association  
Neighbor Awareness Statement**

One copy to be submitted for each neighbor

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

The attached plans have been reviewed by me and I understand that the Owner/Applicant listed above is/are submitting the plans for architectural approval.

Neighbors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Lot Relation**

- Adjacent
- Adjacent Side
- Facing

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

\_\_\_\_\_

Neighbors Signature

Date

\_\_\_\_\_

Owners Signature

Date

**Surfcrest Association  
Neighbor Awareness Statement**

One copy to be submitted for each neighbor

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

The attached plans have been reviewed by me and I understand that the Owner/Applicant listed above is/are submitting the plans for architectural approval.

Neighbors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Lot Relation**

- Adjacent
- Adjacent Side
- Facing

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Neighbors Signature Date

\_\_\_\_\_  
Owners Signature Date

**Surfcrest Association  
Notice of Completion Form**

Owners Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

**PLACE  
PHOTO  
HERE**

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**Committee Use Only**

Date Received: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Date File Closed: \_\_\_\_\_

Management Rep: \_\_\_\_\_

## Guidelines for Installation of Patio Resurfacing Material

Resurfacing of concrete patio surfaces must adhere to the following guidelines;

- The resurfacing material must be suitable for foot travel on an exterior deck.
  - The resurfacing material may only be installed within the property lot lines. This area is bounded by the building structure and the exterior iron or glass wall fence line of the property.
  - If the property has steps leading to the patio which extend past the property fence line, the Association will approve the installation of the resurfacing material on those steps and the front face of those steps if specifically requested in the Architectural Review Application. Installation of any resurfacing material on the walkway to the property and in front of steps (if applicable) is not allowed.
  - Installation of any resurfacing material immediately adjacent to the building where frame stucco wall weep screed is installed must provide a one (1) inch clearance between the weep screed and the resurfacing material. This air gap allows moisture to dry out following any water contacting the building surface following rains or application by hose. (Without this air gap, the building is subject to wood rot and/or mold.)
- **An Architectural Review Application must be submitted to the appropriate Homeowners Association (Surfcrest One or Surfcrest Two).**

## **Guidelines for Installation of Windows and Doors**

- All windows and doors are the responsibility of the individual homeowner.
  - When replacing windows and doors, homeowners are required to maintain the white color frames in any window or door manufacturer and model of their choosing.
- **An Architectural Review Application must be submitted to the appropriate Homeowners Association (Surfcrest One or Surfcrest Two).**

## Guidelines for the Installation of an Air Conditioning System

Air conditioning system equipment installed externally to a home's building structure must be located per the original plans for the Surfcrest community homes. As noted on these plans;

- For the Antigua, Bermuda and Del Sol models, exterior air conditioning system components are shown to be located on the individual property front patio.
- For the Catalina model, exterior air conditioning system components are shown to be located immediately adjacent to the home's side exterior wall (side opposite their adjoining neighbor's home).

All Surfcrest homes were designed and built with vertical chase that provided space for the air conditioning plumbing. Original owners that did not contract for the additional air conditioning option did **not** get air conditioning plumbing installed in those chase.

Construction plans for your home can be made available to provide information regarding these areas to assist in planning air conditioning system installation.

- **An Architectural Review Application must be submitted to the appropriate Homeowners Association (Surfcrest One or Surfcrest Two).**

## **Guidelines for Installation of a Satellite Antenna System**

- The cable running from the satellite dish (antenna) into the house should be concealed to the greatest extent possible.
  - Entry of the cable into the house space must be through the grill of one of the roof vents.
  - The cable must not be run down the side of the building.
  - A disconnect should be provided near the roof vent to allow future maintenance of the roof component.
  - If locating the dish on a chimney:
    - a. It must be located on a chimney of the home which is receiving the satellite service.
    - b. It must be done with the least amount of exposure to the common area.
    - c. The attachment to the chimney must be done in a manner to eliminate water intrusion into the building structure, e.g. adequate water proofing caulking.
- **An Architectural Review Application must be submitted to the appropriate Homeowners association (Surfcrest One or Surfcrest Two).**