

**STONEHAVEN  
ASSOCIATION, INC.**

**ARCHITECTURAL IMPROVEMENT  
PROCEDURES AND GUIDELINES**

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**2007**

## **I. OBJECTIVES**

A. These guidelines are designed to assist homeowners of Stonehaven in making home improvements that will comply with the Declaration of Master Covenants, Conditions and Restrictions (CC&Rs). The CC&Rs provide for a Stonehaven Architectural Control Committee (SAC), appointed by the Board of Directors, whose function is to review architectural and landscape plans. Before any construction begins, detailed plans must be submitted to the SAC for approval. These plans must also be approved by the Board of Directors. The goal of the policies contained in the CC&Rs and the Guidelines is to preserve and enhance the beauty of Stonehaven.

B. Stonehaven's natural beauty and its architectural assets could be diminished by lack of control over improvements that are constructed by homeowners in our community. Therefore, the SAC is charged with the responsibility of making decisions and setting policy (subject to Board approval) regarding external architectural changes or alterations. It shall endeavor to balance respect for privacy and individuality with a firm commitment to preserve the beauty of the landscape for all.

C. The purpose of these guidelines is to increase the homeowner's awareness of the community plan and the responsibilities that the homeowners must assume in order to maintain the integrity of the plan. The guidelines are broad-based and address improvements for which homeowners must commonly submit applications. They are not intended to be all-inclusive.

D. The specific objectives of the booklet are to:

1. Provide uniform guidelines for the standards set in the CC&Rs. The guidelines are then used by the SAC in reviewing applications for proposed Improvements.
2. Assist homeowners in preparing an acceptable application to the SAC.
3. Increase homeowner's awareness and understanding of the CC&Rs.
4. Maintain and improve the quality of the living environment in Stonehaven.

## **II. CC&Rs**

The controlling mechanism for maintaining the quality of design in Stonehaven is the Declaration of Master Covenants, Conditions, and Restrictions (CC&Rs) which are a part of every deed of ownership. The CC&Rs establish the Stonehaven Association, Inc. and the Stonehaven Architectural Committee (SAC). The SAC ensures that proposed exterior alterations comply with the quality of design. This involves the regular review of applications for alterations submitted by owners.

## **III. GRANDFATHER CLAUSE**

Units in compliance on January 1, 1990 with the guidelines that were in force at that time are deemed to be in compliance with these guidelines. However, when substantial work is done to any otherwise non-conforming improvement, this improvement will have to be brought into conformity with the current guidelines, i.e., rebuilding of decks.

#### **IV. ARCHITECTURAL COMMITTEE APPROVAL**

A. Homeowners are reminded that advance approval is required on all structural improvements, alterations, and initial landscape plans including fences and walls. Any change to a property affecting its appearance or structure must be submitted to SAC review for recommendation and approved by the Board of Directors. Furthermore, once a plan is approved, it must be followed. Any modification of an approved plan must be re-submitted and re-approved before installation.

B. Alteration approvals are not limited to major alterations such as adding a deck to a unit, but also includes such items as changes in color and material, removal of interior walls, development of crawl space, etc.

C. Each application is reviewed on an individual basis. There are no "automatic" approvals. For example, a homeowner who wishes to construct a deck identical to one that has already been approved is still required to submit an application and obtain approval. In every case, an application must be submitted and reviewed in order to consider specific implications of location and the impact on surroundings. These applications need to be kept on hand for insurance purposes.

**AN APPLICATION FOR APPROVAL OF PROPOSED IMPROVEMENT IS LOCATED IN THE BACK OF THESE GUIDELINES ON PAGE 14 and should be used only as a master to make copies.**

#### **V. AMENDMENTS**

These guidelines may be amended. Most changes, however, will be supplemental in nature and will not involve substantial changes of existing guidelines. However, the existing guidelines may be amended to reflect changed conditions or technology. The SAC will conduct a yearly evaluation of these guidelines to determine if amendments are required. Homeowners should submit any suggestions for additions or changes to these guidelines to the SAC.

#### **VI. DISRUPTION OF COMMUNITY COMMON AREA**

Community Common Area which is damaged or disrupted due to installation/construction of an individual owner's improvement must be restored to its original state at the owner's expense. Any improvement plan requiring placement of work over or under the common area must fully detail the exact location of such work in relation to the owner's property. Proper authorization for alterations on adjacent common property must be obtained from the property owner.

#### **VII. CITY PERMITS**

Approval by the Board for any improvement does *not* waive the necessity of obtaining required city permits, nor does obtaining City permits waive the need for SAC and Board approval. Approval and permits must be obtained prior to starting construction.

#### **VIII. SAC REVIEW CRITERIA**

The SAC evaluations are based on the individual merits of the application. Besides evaluation of the particular design proposal, this process includes the consideration of unit characteristics and the individual site. What may be approved as an acceptable design in one instance may not be acceptable for another.

1. The proposed improvements must be compatible with the architectural characteristics of the applicant's unit, adjoining units, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.
2. Other than compatibility, additional concerns are views, access, and sunlight.

## **IX. PROCEDURAL STANDARDS**

### **A. APPLICATION PROCEDURES AND REQUIREMENTS**

1. City codes, permits, engineering specifications and compliance with zoning and building ordinances are the responsibility of the owner. Approval of any project by the Board does not waive this responsibility.
2. All completed Applications for Approval of Proposed Improvement, must be submitted to the Association Management Company for review by the Stonehaven Architectural Control Committee no later than fifteen (15) days prior to the next regularly scheduled Board meeting. Applications received later may not be processed in a timely manner.
3. All requests for architectural approval or variances must be made on the standard "**Application for Approval of Proposed Improvement**" form (see p 14). Applicants should retain a copy of their completed form.
4. Construction drawings: Two complete sets of plans must be submitted.
5. Applications will be approved, approved with conditions, denied with explanation, or returned for more information within 45 days of receipt by the SAC. If the owner is not contacted within the 45 day period, it is the homeowner's responsibility to contact the Board to determine the status of the application.
6. Approved plans will be signed indicating Board approval. One set will be returned to the applicant and one kept by the Association.
7. Specifications:
  - a. List all materials, dimensions, quality and finishes,
  - b. Indicate the method of installation or application of the material,
  - c. Provide a fully dimensioned plot plan with enough detail to show the proposed improvements clearly,
  - d. Submit photographs as required.
8. Color:
  - a. Indicate the color of stain or paint by manufacturer's number respective to building parts or surfaces. Colors must match an approved color scheme.
  - b. Samples of materials having inherent colors, such as masonry, may be required if they are to be used in their natural finish.
9. Neighbor Notification: Applicants must notify adjacent property owners of the proposed work to avoid future conflicts. Each applicant must obtain the signatures of contiguous homeowners on the application form. If a contiguous owner disagrees with the proposed improvement, the applicant should ask this owner to complete the comment section of the application form. Disagreement of owners will be considered, but will **not** bind the SAC decision.

APPLICATIONS WITHOUT THE SIGNATURES OF ADJACENT PROPERTY OWNERS WILL **NOT BE CONSIDERED**. Signatures of renters are not valid.

10. Right of entry:

If construction work requires the temporary use of common area, or access from property *not* owned by the applicant, the applicant shall obtain written permission from the Association or the affected unit owner for the right to enter during construction. A copy of the letter granting permission shall be submitted to the SAC prior to commencement of construction. A security deposit or bond, as deemed necessary by the SAC may be required from the contractor. Unused deposits will be refunded after completion of the work.

**B. CONSTRUCTION**

1. Before start of construction, a copy of the approved building permits must be filed with the SAC and the Association.

2. Time Period: Work shall be completed within 60 days of the date of approval. If the scope of the job warrants more time, the SAC may extend the construction period as necessary. A construction phasing plan and schedule indicating the required longer construction period shall be submitted by the applicant.

3. Upon completion, a copy of the final inspection must be filed with both SAC and the Association.

**X. RE-ROOFING APPROVAL PROCEDURES**

A. The unit owner should obtain two copies of his re-roofing contract (signed by the contractor). This contract should contain:

- 1) All the specifications listed on the "Roofing Specifications" sheet (p. 6) and,
- 2) Certificates from an insurance company showing that the contractor has \$1,000,000 in liability insurance plus Workman's Compensation insurance in force.

B. This information, plus two completed copies of the "Application for Approval of Re-Roofing Contract" (p. 7), should be submitted to the Board of Directors.

C. The Board or designated agent checks the contract to see that all specifications are correctly listed and that the contractor has the required insurance.

D. Upon approval, one copy of the contract and certificates of insurance are returned to the unit owner. Duplicates are retained by the Association.

E. Homeowners are encouraged to:

- 1) Check out the contractor with the Better Business Bureau, 521-5898 and the State Contractors License Board, 1-800-321-2752, and
- 2) Obtain a list of references from the contractor.

## XI. DUPLEX RE-ROOFING OR ROOF REPAIR PROCEDURES

A. Although repairing the roof on only one side of a duplex is permitted, complete re-roofing *only* one side of a duplex is not allowed. Therefore, the following rules and procedures apply in cases where owners of half a duplex are unable to reach an agreement with the owner(s) of the other half of the duplex as when to re-roof.

B. Prior to need, frequent, friendly and cooperative communication between the two owners of a duplex regarding roof repair and/or replacement is urgently advised. It might be easier at this point to reach some understanding because neither knows who might experience the first leak.

C. Should a disagreement arise as to whether to repair or replace a faulty roof, the parties will resolve their differences as follows:

1. To actuate these rules, Owner One must have a leak that has caused visible damage inside his/her unit

2. Owner One must first obtain at least two bids from licensed roofing contractors for repairing his/her roof *only* and two bids for re-roofing the entire duplex. (Be sure to furnish the contractors with a copy of the re-roofing specifications listed above.) Both bids for repairs must exceed six percent of the lowest bid for re-roofing the entire duplex.

3. Owner One then decides whether he prefers to repair his/her roof at his/her own expense or to re-roof.

4. If the decision of Owner One is to re-roof, he must inform Owner Two. Owner Two must, within three days, either agree to re-roof the entire duplex and share the re-roofing cost equally with Owner One or, if he/she prefers, Owner Two may elect to choose one of the repair bids and pay the full cost of repairing the roof of Owner One. If either of the two repair bids is under six percent of the lowest bid for re-roofing the entire duplex, Owner Two is under no obligation to either re-roof or pay for the roof repairs of Owner One.

5. In either of these cases, Owner One must bear the full cost of any repairs needed inside his/her unit

6. If circumstances not covered here arise and/or disagreement still exists, both parties will submit their case to the Board of Directors for settlement and abide by the decision.

## ROOFING SPECIFICATIONS

1. Product to be installed must be Elk "Prestique Plus" with "Ridgclass" on ridge, hip and rake.
2. Color of product to be Barkwood with "Ridgclass" to match.
3. Material warranty is 40 years.
4. Fire rating is Class A.
5. Underlayment to be 1-30 lb. minimum ASTM.
6. All material to be installed in accordance with manufacturer's specifications.
7. Remove and haul off existing wood shake roof, including felts and metal flashing, pulling all nails on overhangs and pound flush or pull field nails.
8. Inspect for dry rot or damaged sheathing, fascia, rafters, etc.
9. Install 1/2" 5 - ply CDX or 7/16 OSB Waferboard (exterior resin) over spaced sheathing.
10. Roof deck to be smooth, dry, securely nailed and swept clean.
11. Shingles must be fastened with galvanized roofing nails.
12. Complete ground clean-up and material storage must be done each day.
13. Loud music is **not** permitted on the job site.
14. Install new shake type Vent Pipe flashing of 28-26 galvanized.
15. Seal all pipes with Henry's 207 or comparable sealant.
16. Install new shake type 24 ga. galvanized chimney flashing.
17. Three course heater pipes with Henry's 207(or equivalent) and fiberglass cloth,
18. Paint all pipes and hood vents to match roofing.
19. Install Valleys with 24" wide, 28 ga. Galvanized.
20. Install labor.
21. Install water diverters where applicable.
22. Provide certificates showing minimum of \$1,000,000 liability insurance and Workmen's Compensation insurance in force.
23. Contractor will provide Mechanic's Lien Releases on material and labor.
24. Contractor to obtain roofing permit required by City of San Diego.
25. At owner's option, up to a maximum of two 24" x 12" half-round, louvered dormer vents, painted to match color roof, may be installed in the rear slope of the roof. Vents are **not** allowed on the street side of the roof.

The applicant should make a copy of this information and give it to each contractor from whom a bid is solicited to insure conformity of bids and to assist the contractor in preparing a contract which will be in compliance with the requirements of the Board of Directors.

**STONEHAVEN HOMEOWNERS ASSOCIATION**

**IMPORTANT NOTICE**

The amended roofing specification to the Stonehaven Architectural Guidelines located below has been distributed to the Membership for a minimum 30-day review and comment period pursuant to California Civil Code §1357.130. The amended roofing specification has been adopted by the Board of Directors at an Open Session Board Meeting held on July 2, 2013 and is now part of the roofing specifications found in the Stonehaven Architectural Guidelines.

**Amended Specification to the Architectural Guidelines Section XI. Duplex  
Re-Roofing or Roof Repair Procedures Page 6**

**ROOFING SPECIFICATIONS** Product to be installed may be Elk “Prestique Plus” with “Ridgeglass” on ridge, hip and rake. As an alternative, matching composition shingles may be installed up to a new baked metal drip edge painted brown along the ridge of the roofline. The roof must be completed with either all ridge edge shingles or all composition shingles installed up to a new baked metal drip edge painted brown and may not be a combination of both styles.

If the home is part of a duplex, the entire full length roof line must match on both roofs and work must be completed at the same time.

An Architectural Improvement Request Form must be submitted and approved by the Board prior to any work scheduled.

Stonehaven Homeowners Association  
Board of Directors



**APPLICATION FOR APPROVAL OF RE-ROOFING CONTRACT**

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

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

Address of Stonehaven unit to be re-roofed: \_\_\_\_\_ Unit No. \_\_\_\_\_

Is this a duplex? No \_\_\_\_\_ Yes \_\_\_\_\_ NOTE: If yes, both owners must submit their application before it can be considered. Re-roofing half a duplex is not permitted.

Accompanying this application are two copies of my re-roofing contract which shows a detailed list of all mandatory specifications, plus two copies each of certificates showing General Liability Insurance in the amount of \$1,000,000 and Workman's Compensation Insurance in force. If approved, one copy will be retained for Association files.

I agree to assume the responsibility to insure that the contractor installs the new roof in full compliance with the specifications as set forth in the enclosed contract. Should any deviation(s) from the specifications be discovered, I agree to have such deviation(s) corrected, at my expense and in a timely manner, so as to be in compliance with said specifications.

dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner (If Duplex)

**UPON COMPLETION, THE NEW ROOF MUST BE INSPECTED BY THE MANAGER OR A MEMBER OF THE BOARD OF DIRECTORS. PLEASE CALL THE MANAGER FOR INSPECTION WITHIN FIVE DAYS AFTER WORK HAS BEEN COMPLETED.**

**RE-ROOFING CONTRACT APPROVAL**

\_\_\_\_\_ Date \_\_\_\_\_

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

**XII. GENERAL**

**A. Appeals:** If an application is denied, the applicant may appeal in writing and in person to the Association. A written appeal request must be received by the Association not more than thirty days following the final decision of the SAC. Within thirty days following receipt of this appeal, the Association shall render a written decision.

**B. Enforcement:** Improvements that are installed without approval from the Association will constitute a violation of the CC&Rs, and may require modifications or removal of the improvements at the expense of the homeowner. Remedies will be pursued to the fullest extent permitted by the CC&Rs.

**C. Violations:** All residents have the right and responsibility to alert the manager of any violations of these Guidelines.

**D. Damage:** Homeowners shall be responsible for any damage caused to the street resulting from construction improvements. This includes construction debris and other materials used in making said improvements. All refuse must be removed from the premises.

**E. Variances:** The SAC may authorize variances from the SAC Guidelines when circumstances such as topography, natural obstructions, aesthetics, or environmental considerations exist.

**F. No Waiver of future approvals:** the approval by the SAC of any proposals, plans, specifications or drawings will not bind the SAC to approve the same or similar plan in the future. The SAC specifically reserves the right to reject the same or similar plans, specifications or proposals subsequently submitted.

**G. Arbitration:** Any disputes between parties may be taken to arbitration.

**H. Notice of Completion:** When required, the applicant will forward a notice of completion (of approved proposed improvements) to the Association.

**I. SAC Inspections:** The SAC may, with proper notification, inspect any improvement, changes or alterations for which the owner has applied for SAC approval. The right of inspection shall terminate sixty days after the owner has given written notice of completion. (See CC&RS Section 2)

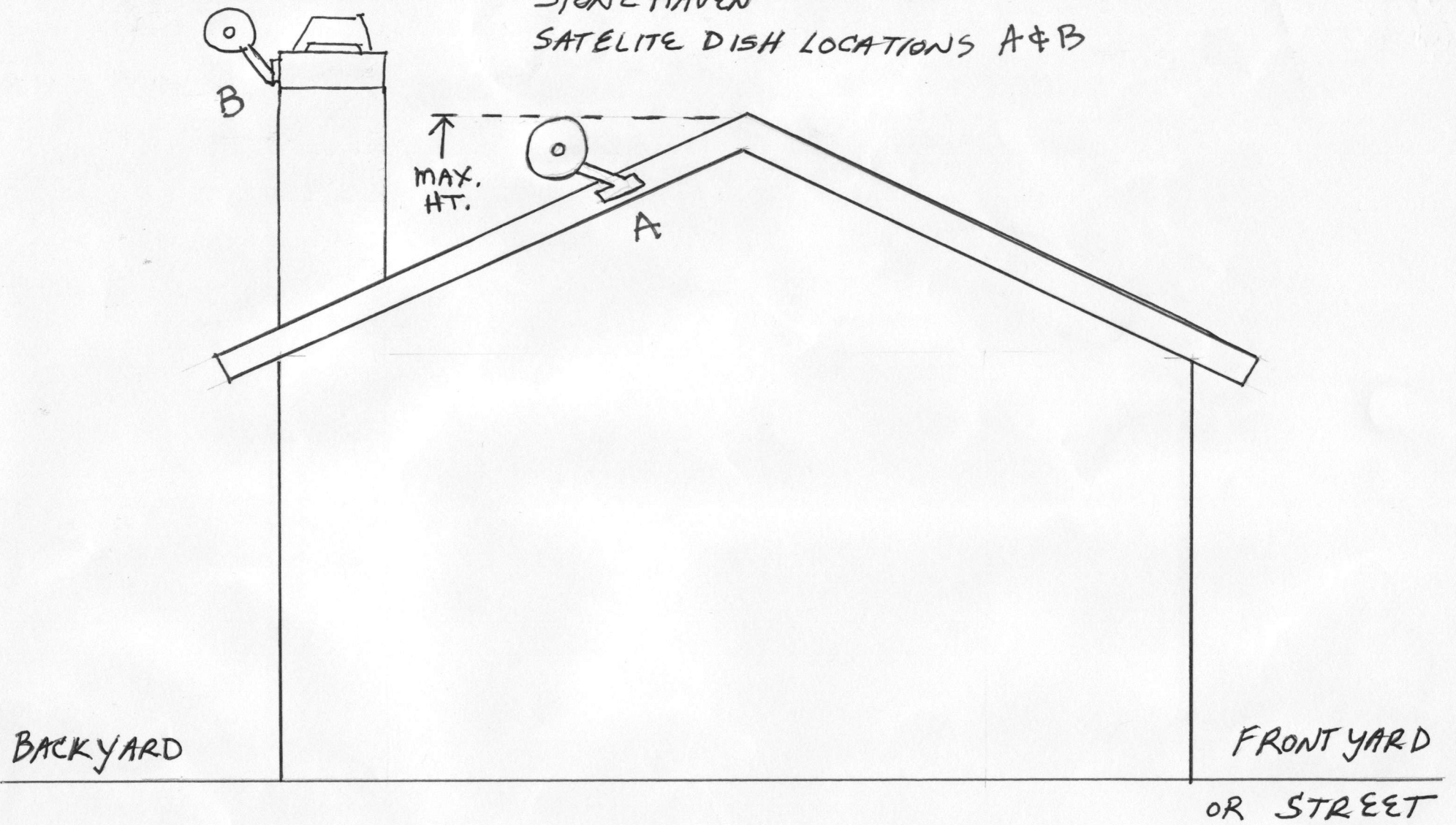
**J. Association Inspections:** Inspections for installation conformity of improvements not previously approved by the SAC may be conducted with 24-hour notification and consent.

**XIII. IMPROVEMENT GUIDELINES**

**A. AIR CONDITIONERS:** Visible air conditioning units extending from windows are prohibited. Compressors and equipment are to be screened from view by fencing or landscaping. Screens for noise may be required.

**B. ANTENNAS:** All visible radio and television antennas and transmission facilities are prohibited. An 18-inch or smaller satellite reception dish may be installed after the location has been approved by the Board.

STONE HAVEN  
SATELITE DISH LOCATIONS A & B



1-13-08

**C. ATTIC VENTILATION:** A maximum of two 24" x 12" half-round, louvered, dormer vents painted to match the color of the roof, may be installed in the rear slope of the roof. Vents are not allowed on the street side of the roof (exception-hip roofs).

Houses with gable roofs have fiat, oblong, louvered vents on the side walls. Those owners, may install an exhaust fan in their attic to exhaust hot air out these side vents. These fans are not visible from the outside of the unit and therefore do not require installation approval.

**D. AWNINGS:** Awnings are permitted. See Page 16 for details.

**E. BALCONIES:** Front balconies may not be altered. Side balconies within the restricted common area must be developed to code.

**F. PERMANENT BARBECUES:** Permanent barbecues are to be located in the rear yards only and may not be visible above the fences. Application for construction of permanent barbecues must provide the following information:

1. Dimensions.
2. Material and color.
3. Elevation drawings.
4. Location of barbecue in relation to the unit and property lines.

**G. CLOTHESLINES:** Clotheslines are prohibited.

**H. CRAWLSPACE AND UNDEVELOPED AREAS:** The undeveloped access space must be developed to code. Applications must include plans for:

- I. Plumbing
2. Electrical
3. Insulation
4. Drainage
5. Moisture Seals
6. Structure

**I. DECKS/STAIRWAYS:** (See Paragraph U -Patios): Upper deck covers other than awnings are prohibited. Second story backyard decks are permitted provided that they meet the following requirements:

1. Setbacks:
  - Back - five feet from rear lot line.
  - Side - two feet from side wall (including end units) or common wall.
2. Maximum depth is built to code.
3. Applications must include the following:
  - a. Painting/staining to match existing trim of unit.
  - b. Deck design according to code.
  - c. Site plan submitted indicating location of deck in relation to structure and property.
  - d. List of material, colors and finishes.
  - e. Dimension and elevation drawings.
  - f. Permits and proper foundations as required.

4. For balconies and stairways Trex may be used in place of wood for balcony flooring and stair treads only.

**J. DOG HOUSES AND DOG RUNS:** Dog houses are to be located in side or rear yards only. Dog houses must be within the restricted common area and must be visually unobtrusive. Dog runs are prohibited.

**K. DRAINAGE:** The owner is responsible for maintaining proper drainage at all times. SAC is responsible for reviewing drainage.

**L. FENCES:** Fence location, height, style, materials and finished color must match the current natural wood. Stain, paint, or oil are not permitted. Clear sealer maybe used provided that it does not change the color or look of the wood. Treated wood or metal is permitted for a fence post set in concrete. Where unique circumstances exist, minor fence realignment will be given consideration by the Board once a written request is submitted.

(1) FENCES BETWEEN UNITS:

1. Height of fence shall be at least five (5) feet, and shall not exceed six (6) feet.
2. Vertical slats shall be 1”X8” cedar. Slats may be “dog-eared” type or may have a 1”X6” cedar horizontal top or fascia board (both types are standard).
3. Gates shall be no wider than forty-one (41) inches. This dimension allows for five (5) slats, 8” wide, and a small space between slats.
4. New fence installations shall be placed no closer to the street than four (4) feet from the front wall of the unit **farthest** from the street.
5. Fence shall be installed in a straight line from unit wall to unit wall. Fence **may not** be angled from one wall to the other wall.
6. Material and finish shall comply with current Stonehaven standards.

(2) FENCE ALIGNMENT

- a. Fences have been positioned by master plan developer and establish a continual fence line with surrounding fences. Their position reflects a community at large perspective.
- b. The purpose of a fence is to define or protect the homeowners “exclusive use”. They do not reflect the “open space easement lines” of the Stonehaven community at large.

**M. FLAGPOLES:** Permanent flagpoles are prohibited.

**N. FRONT DOORS/SECURITY DOORS:** Security doors with single wrought iron design are permitted with or without screens. They should match the unit color scheme. Black is permitted. Front doors may be upgraded by replacement with wood or window styles. The exact design and proposed color scheme must be submitted for approval. Doors may be replaced with the following:

1. Textured steel of wood appearance,
2. Wood - natural or stained,
3. Window style.

**O. GARAGE DOORS:** Swing out and roll-up garage doors of wood or textured steel of wood appearance, which approximate existing styles and color schemes are permitted. Only the top section of the door may have windows which must be translucent and of an approved design. See page 17. The Board must approve the design before the garage door is installed.

**P. GUTTERS AND DOWNSPOUTS:** Gutters must be painted to match the existing trim downspouts to match stucco. Run-off from gutters must not affect adjacent property and should be piped to the street.

**STONEHAVEN HOMEOWNERS ASSOCIATION**

**IMPORTANT NOTICE**

The amended fence guideline to the Stonehaven Architectural Guidelines shown below was distributed to the Membership for a minimum 30-day review and comment period pursuant to California Civil Code §1357.130. The amended fence guideline has been adopted by the Board of Directors at an Open Session Board Meeting held on October 5, 2011 and is now part of the Stonehaven Architectural Guidelines.

**Amended Rule to the Architectural Guidelines Page 10 Section L. Fences.**

**L. FENCES:** Fences must be constructed of Cedar only. Fence location, height, style, materials and finished color must match the current natural wood. Stain, paint, or oil is not permitted. One of two of the following approved products must be used on all new Cedar fencing. Behr Transparent Deck, Fence & Siding – Natural No. 500 available at Home Depot or Flood Fences & Decks – Natural Tone (Clear) CWF-UV available at Dixieline Probuild Home Centers. Sealing of existing fencing requires an Architectural Improvement Application to be completed and submitted for approval by the Board of Directors prior to sealing. Treated wood or metal is permitted for a fence post set in concrete. Where unique circumstances exist, minor fence realignment will be given consideration by the Board once a written request is submitted.

Stonehaven Homeowners Association  
Board of Directors

**Q. LANDSCAPE AND IRRIGATION** Trees and shrubs should be selected, placed, and maintained in a manner which does not obstruct adjacent homeowner's views, block street lighting, damage sidewalks, fences, or building foundation, or encroach on adjacent property. Owners will keep the yard, roof, and adjacent common area void of leaves, seeds, and/or all other droppings. Plants are not to encroach on walkways or block sidewalk lighting. Irrigation lines must be subterranean. Appropriate drainage shall be installed and directed toward the street to prevent run-off onto adjacent or common area properties. Sprinklers should be adjusted so as not to spray on stucco, on adjacent properties or common area sidewalks.

"Applications for Approval of Landscaping Plan" that contain plants that will exceed five feet in height when mature must include:

1. Listing of plant material.
2. Location of plants on overall site plan showing unit (plot plan).
3. Planters and retaining walls with dimensions, materials, color/finish.
4. A reasonable amount of bark may be used as an accent in flower beds, but not as a lawn substitute.

Front-yards must be maintained. The use of synthetic materials, i.e. concrete, rock, astro-turf, etc. as landscaping for front yards is prohibited. Specific units, because they are extremely small or sloped, are permitted to use ground covers. The list is on file with the Manager.

All plants must be maintained and not allowed to grow into the roof line or into the footings of the house nor attach or cling to the stucco or any other part of the structure. Ivy may be used to accent landscaping but may not be used as a substitute for a grass lawn, and must be cut back twelve inches from the house. Pampas grass is prohibited.

**R. LIGHTING (EXTERIOR WALKWAY AND SECURITY):** Lights are to be directed onto the owner's property. Fixtures must be compatible with the owner's unit in style and scale and installed to code.

**S. PAINTS AND COLOR SCHEMES** An *Application to Paint Stonenhaven Unit* (page 15) must be submitted and authorized in writing by the Board before painting begins. Minor touch-up is permitted if the area is less than ten percent of the total wood surface, or unless painting is mandatory. (See next paragraph.)

**T. PAINTING REQUIREMENTS:**

1. After the approval process, an owner may change to any available color scheme as often as desired.
2. Painting is mandatory when the Board determines that the fascia next to the roof or the stucco is excessively stained and/or needs painting. Although some may not be effective, there are four stucco options:
  - a. Power-wash
  - b. Spray-blend
  - c. Paint
  - d. Re stucco

**3. COLOR SCHEMES**

In addition to the five original color schemes, there are five additional color schemes. A color scheme consists of a stucco color, a trim color, and one or two accent colors.

- a. Trim colors are to be used on all wood surfaces except the entry door(s) and the garage door. Decks (including overhead and stairs) must be painted the trim color except for walking surfaces not visible from the common areas.
- b. The light accent color may be used on the moving entry and garage doors.
- c. The dark accent color may be used only on the moving entry door(s).

**STONEHAVEN HOMEOWNERS ASSOCIATION**

**IMPORTANT NOTICE**

The amended paint and color scheme guideline to the Stonehaven Architectural Guidelines shown below was distributed to the Membership for a minimum 30-day review and comment period pursuant to California Civil Code §1357.130. The amended guideline has been adopted by the Board of Directors at an Open Session Board Meeting held on February 3, 2010 and is now part of the Stonehaven Architectural Guidelines.

**New Guideline to the Architectural Guidelines for Stonehaven Page 11, Sec. S**

**S. PAINTS AND COLOR SCHEMES** An application to paint Stonehaven Unit (page 15) must be submitted along with a completed Architectural Improvement Request Form to the Architectural Committee for review and recommendation for approval to be submitted to the Board for authorization in writing before painting begins. Minor touch-ups are permitted if the area is less than 10 percent of the total wood surface or unless painting is mandatory.

Stonehaven Homeowners Association  
Board of Directors



d. An owner may choose any color scheme providing it is not the same as an adjacent unit. The On-Site-Manager maintains a listing of all the color schemes.

e. **Duplexes** are required to use matching color schemes. Entry doors and non-adjacent garage doors need not be identical. If duplex owners cannot agree on a scheme for their units, the Board of Directors will decide. When possible, the color scheme will not be the one chosen by either owner! This decision then becomes final and compulsory. To avoid color variations, paint for both units must be purchased from the same company.

4. Painting must begin within 60 days of approval and finish within 90 days.

**VIOLATIONS MUST BE CORRECTED PROMPTLY AT THE OWNER'S EXPENSE**  
**SEE THE ON-SITE-MANAGER FOR APPROVED PAINT COLOR SCHEMES**

**U. PATIOS AND PATIO COVERS:** Materials shall be harmonious with the owner's unit. Adequate drainage shall be installed to prevent standing water and/or run-off onto neighboring properties. Obstruction of view from adjacent properties must be considered when constructing a patio cover.

Patio materials must be compatible with the form and materials of existing unit. Patio covers must be painted to match existing trim. Patios must be installed to code. Screen enclosures are prohibited.

Unacceptable construction materials for structures in this section include the following:

1. Metal or pre-fabricated structures of metal,
2. Corrugated plastic,
3. Corrugated fiberglass,
4. Plastic webbing, split bamboo, reed or straw-like materials,
5. Solid covers are prohibited.

Patio cover set backs must be:

Back- five feet,

Side- two feet from common wall or side wall (including end units).

Patio covers may not extend beyond unit side walls.

Application for patio covers must include the following:

1. Location of cover in relation to unit and patio,
2. Materials and color,
3. Dimensions,
4. Elevation drawings, and
5. Construction details for footing and frame.

**V. ROOM ADDITIONS:** Additional rooms must be compatible in scale, materials, and color with the applicant's existing structure and neighborhood. The location of the addition is not to impair the view, sunlight, or natural ventilation to adjacent properties.

Pitched roofs must match or be complementary to the existing structure in slope and form. No improvement (except chimneys) shall exceed the roof heights of the existing structure.

New windows and doors are to relate well with the existing exterior openings.

Provisions must be made to prevent rainwater run-off onto adjacent properties.

Materials for construction shall be stored in the least conspicuous area. Excess debris and material shall be removed from the site daily and construction must be completed in a timely manner.

Major features of the existing house must be reflected in the design of the proposed addition, such as the vertical and horizontal lines, projections, and trim details.

**W. SKYLIGHTS:** Skylights must be installed to code. The application must include dimension of width, joist width and length. Skylight width is limited to the space between joists and may ***not*** exceed 24 inches. Length may not exceed 28 inches. Acceptable covers must be flat and clear or tinted brown. Flashing or trim must match the roof color. A maximum of two skylights (including "sola-tube" type) per roof side are allowed.

**X. SPAS:** Permanent, portable, or above ground spas are permitted. Pools are prohibited. Spa equipment must be enclosed and noise must not disturb neighbors. Plumbing lines must be subterranean or concealed.

Application for a spa must include the following information:

1. Location of the spa in relation to the existing structure and property boundaries,
2. Dimensions of the spa,
3. Drainage detail,
4. Material for decking,
5. Location of equipment and screen (noise and view) detail, and
6. Means of access to the proposed construction.

**Y. SUNSHADES:** Sunshades/sun screens are permitted only on a temporary basis during sunny conditions. They are to be properly maintained. They must not be dirty, faded, or torn and must be compatible in style with existing architecture.

**Z. TOOL SHEDS:** Tool sheds must be designed to a height less than or equal to the fences surrounding the property and screened from view in an acceptable manner. Total size is not to exceed 40 square feet. The color of the shed must match the house stucco.

**AA. WINDOWS AND WINDOW TREATMENT:** Wrought iron bars are limited to rear ground level windows and must match existing trim or stucco. Windows may be tinted. No reflective materials may be used to create a mirror effect from the outside. Temporary materials such as sheets, blankets, flags, paper, or foil, etc. may not be used for shading purposes either temporarily or permanently.

Side windows must be clear glass and are limited to twelve square feet per side in addition to original construction, except, an additional total of up to twenty-five square feet of window space may be added if needed for ventilation and moisture control.

Window and sliding glass door frames must match the trim or stucco.

**STONEHAVEN ASSOCIATION, INC.**



**C/O PROFESSIONAL HOA CONSULTANTS INC.**

8181 Mission Gorge Rd, Ste. E, San Diego, CA 92120

**APPLICATION FOR APPROVAL OF PROPOSED IMPROVEMENT**

Please submit one request for each exterior improvement. See the Stonehaven Architectural Guidelines for procedures to follow when submitting this application. **It is your responsibility to obtain any permits required by the City of San Diego Building Inspection Dept. before starting any work.** Please keep in mind that no improvements may be made which affect the existing drainage pattern.

FROM: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit No. \_\_\_\_\_

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

Description of your proposed improvement (attach detail sketches or drawings showing measurements of improvement and distances to property boundary lines). Drawings should be as complete as required to obtain a building permit. (See page 3, Section IX A in the Stonehaven Architectural Guidelines).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I will assume the responsibility for any work under the above proposed improvement which any in the further adversely affect the common area.**

\_\_\_\_\_  
Owner's signature

The undersigned contiguous **owners** (NOT renters) have no objection to the proposed improvement.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Owner of Unit # \_\_\_\_\_ Owner of Unit # \_\_\_\_\_ Owner of Unit # \_\_\_\_\_

=====

**BOARD OF DIRECTORS DECISION:**

\_\_\_ Approved      \_\_\_ Not Approved      \_\_\_ Approved with the Following Conditions:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Association President

\_\_\_\_\_  
Date

**STONEHAVEN ASSOCIATION, INCORPORATED**  
**ADDENDUM TO APPLICATION FOR APPROVAL OF**  
**PROPOSED IMPROVEMENTS**

If approval is granted by the Board of Directors of Stonehaven Homeowners Association, I/we plan to remodel our unit located at \_\_\_\_\_, San Diego, California, in accordance with the plans submitted herewith and as approved by the Board.

As a condition for the approval of the Board of Directors and in consideration therefore, I/we agree to all of the following:

1. I/we will obtain all required governmental approvals and permits prior to beginning construction.
2. I/we agree that if, as a result of the work performed, any damage occurs to another unit, the common areas or any structural component of the building, or if the structural integrity of the building is affected in any way, I/we will pay for all costs and expenses incurred by any person or entity, including Stonehaven Homeowners Association, to repair any damage that occurs.
3. I/we agree to provide the Association with a copy of the fully executed final building inspection in every case where a building permit is required for the work.
4. After consultation with experts, it is the understanding of the Association that owners may not increase their fee title ownership beyond that obtained when property was purchased. Present owners are advised to consult with experts of their choice before commencing construction to determine the precise property rights they will have with respect to the addition and whether title insurance can be obtained. The Association has made no express or implied warranties/representations with regard to the title of property rights that will attach to the proposed addition.
5. I/we agree to defend, indemnify and hold harmless, Stonehaven Homeowners Association and it's Directors, Officers, Members, Employees and Agents from any and all losses, claims, judgments, lawsuits, damages or other costs of whatever nature, including attorney's fees and court costs, that arise or occur at any time in the future as a result of the work of improvement that is the subject of this application, regardless of the basis of the loss, claim, judgment, lawsuit damage or other cost or expense. However, the owner(s) shall have no obligation to defend, indemnify or hold harmless the Association where the Association's sole negligence is the cause of the demand, claim and/or legal action.
6. I/we agree that I/we will complete and perform only the work of the improvement that is approved by the Board of Directors. I/we will not perform any work of improvement or otherwise which is not approved by the Board of Directors. I/we further agree to provide the Board of Directors, or its authorized representative, with access to the work of improvement at all reasonable times for the purpose of inspecting the work of improvement, both during and after construction, up to and including final inspection and approval by the Board. I/we will notify the Board of completion of the improvement within five (5) days after completion. I/we agree that this agreement shall bind me/us as well as all heirs, assigns, transferees, buyers and successors, and that this addendum shall be disclosed to the same prior to any transfer.
7. I/we have been notified and understand that the Casualty Insurance carried by the Association covers only the original construction. Any additions, alterations or upgrades are not covered. Where necessary, I/we agree it is my/our responsibility to consult our "Condo Insurance Agent" about obtaining coverage at my/our expense for these items.

I/we represent that I/we are all of the owners of the unit referenced above. Also, I/we represent that I/we have been advised to review this document with an attorney of our choice and I/we have done so or alternatively chosen not to do so prior to signing this addendum. This addendum is signed on the date(s) noted below in San Diego, California.

Dated: \_\_\_\_\_ Owner: \_\_\_\_\_

Dated: \_\_\_\_\_ Owner: \_\_\_\_\_

APPLICATION TO PAINT STONEHAVEN UNIT

FROM: \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit No. \_\_\_\_\_

NOTE: If duplex, signatures of both owners are required.

FROM: \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Unit No. \_\_\_\_\_

The above owner(s) wish to paint using color scheme No. \_\_\_\_\_.

Painting will begin on or before (date) \_\_\_\_\_, and be completed by \_\_\_\_\_.

NOTE: Owner(s) must notify the Association by calling the management office when painting begins and again when the painting is completed.

REMINDER: A color scheme will be approved on a "first-come, first-served" basis and will not be approved if either neighbor has the same scheme first.

I (we) have read and will comply with the "Stonehaven Exterior House Painting Policy" and have a copy of the color formula chart for this color scheme.

\_\_\_\_\_  
All parties initial

\*\*\*Reserved for Association Reply\*\*\*

( ) APPROVED ( ) NOT APPROVED

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## RETRACTABLE AWNINGS

Installation of retractable awnings is regulated to require a substantial degree of uniformity and to insure that minimum standards are complied with in terms of quality and durability.

A stainless steel or forged aluminum frame of sufficient gauge to handle safely the size awning selected is required. All joints must be maintained so as to be squeak-free and in good working condition. All external electrical hookups and/or connections are to be installed and maintained pursuant to all applicable building code requirements. It shall be the responsibility of the unit owner to insure that all necessary permits, if any, are obtained from the city.

Awnings, once installed, must be cleaned and maintained as necessary, and must be kept in good working condition. Aesthetics are important in maintaining the values of the community. Awnings must be maintained in a clean and unfaded condition at the expense of the owner.

Retractable awnings are permitted over balconies with the awning extending no more than six inches over the balcony railings on any side. For purposes of maintaining uniformity, awnings are to be installed covering the entire width of the balcony.

Retractable awnings may be installed on rear decks of "down-side" units. The dimension of the awning shall not exceed six inches beyond the railing of the deck. If no railing is present, awnings of the size and shape of the deck may be installed.

Retractable awnings may be either mechanical in operation or motorized.

Retractable awnings will be allowed on a "case-by-case" basis with respect to the other windows. In general, the size of the awning will be limited to the width of the window, with an extension out of no more than 36 inches.

All retractable awnings to installed on a particular unit must be of identical pattern and style. Although both unit owners of a duplex unit are not required to install awning, if awnings are to be installed on both units, they must be identical in configuration, style, pattern, and color.

Prior to the installation of any retractable awnings, the usual Architectural Improvement Request Form must be submitted. Signatures should be obtained from adjacent neighbors. In the case of an awning being installed on the rear of a unit, this includes, where applicable, the unit immediately behind the unit installing the awning. In determining whether to grant approval to the proposed architectural improvement, the Architectural Committee and The Board of Directors shall give consideration to the impact on the views and/or access to light of neighboring properties.

Consideration of "add-ons" such as vertical sunshades or insect screens shall be considered only on a case-by-case basis for retractable awnings located on decks and/or balconies. Those items will be required to be fully retracted and out of sight when the deck or balcony is not actually in use. It is not contemplated that such "add-ons" will be used to create "screened-in rooms".

Awnings to be permitted may be chosen from the following Sunbrella fabrics:

- 1.) #4913 Sage Transitional
- 2.) #4936 Sand Graduated Stripe
- 3.) #4799 Gray/Black/White
- 4.) #4633 Linen
- 5.) #4630 Cadet Gray
- 6.) #4754 Green Stripe

By executing the Architectural Improvement Form, owners will acknowledge that they accept personal liability for any damages to the structure of any other party which may arise from installation, maintenance, and/or use of the awning.

## STONEHAVEN EXTERIOR HOUSE PAINTING POLICY

**SHOULD THE POLICIES IN THIS DOCUMENT CONFLICT WITH THOSE IN ANY OTHER STONEHAVEN DOCUMENT, THE POLICIES CONTAINED HEREIN WILL TAKE PRECEDENT.**

### APPROVAL REQUIREMENT

1. An "Application to Paint" must be submitted and written Board approval obtained before any exterior painting is commenced, except for minor touching up of less than 10% of the wood areas.

### WHEN REPAINTING IS REQUIRED

1. Repainting of house will be required when:
  - (a) When owner decides he/she would like to repaint.
  - (b) When Architectural Committee determines the stucco is excessively stained and/or dirty, owner will be given 4 options:
    1. Power-wash the bad spots. (This is not always effective).
    2. Spray-blend bad areas with color matching paint.
    3. Paint stucco.
    4. Re-stucco.
  - (c) When the fascia board (next to roof) on the eaves of the house needs painting. Until this time, touching up existing colors is allowed.
2. Judgment decisions as to whether or not repainting is necessary will be the responsibility of the Architectural Committee. Their decision may be appealed to the Board of Directors.
3. An owner may change to a new available color scheme as often as he/she desires.

### COLOR SCHEMES

1. In addition to the original color schemes, there are five NEW color schemes. A color scheme consists of a stucco color (including brick wall at front entry stoop), a trim color and 2 accent colors.
2. **TRIM COLORS** are to be used on all wood surfaces except moving **ENTRY DOOR(s)** and moving **GARAGE DOOR**.
  - (a) **DECKS** (including overhead and stairs, if any) must be painted the trim color except for the walking surfaces not visible from the common area.
  - (b) **SECURITY DOOR** and window bars must be painted any one of the colors in the selected color scheme. Black is allowed.
3. **ACCENT COLORS** are to be used on moving entry and garage doors with the following stipulations:
  - (a) Moving **ENTRY DOOR(s)** may be painted with either the lighter or darker accent color, or may be stained and varnished.
  - (b) Moving **GARAGE DOOR** may be painted either to match the stucco or with the lighter accent color. **EXCEPTION:** If you have selected Color Scheme 8, you may opt to use either accent color.
  - (c) A garage or entry door may not contain more than one color.

4. When an owner is ready to repaint the entire house, he/she may choose between one of the **NEW** color schemes available or the **original** color, scheme assigned to his/her house. Those houses that have, over the years, had their colors changed from the originally assigned color scheme (whether approved by the association or not) may not continue with the present colors when they repaint.  
Owner may check with the On-Site Manager for the original color scheme assigned to his/her unit.
5. With the obvious exception of a unit contained in a duplex, an Owner may not choose the same color scheme as that used on the house on either side of his/her unit. Color scheme may not be chosen until owner is ready to paint. Color scheme will be assigned on a “first come gets first choice” basis.
6. After an Owner has chosen a color scheme, he must obtain the color formulas to present to the paint store or his painting contractor to assure the accuracy of the paint color. These formulas will be provided by the Association along with his signed copy of the approval form and a copy of this Paint Policy.
7. Painting must be commenced within 60 days of being assigned a color scheme and be completed within 90 days of color scheme assignment.

#### **DUPLEXES**

1. Both units in a duplex must be painted the same color scheme, except for the front entry door(s) (See Item 3 (a) under **COLOR SCHEMES** above.) In order to avoid color variations paint for both units must be purchased from the same paint company.
2. If the owners of the two units in a duplex cannot come to agreement on what color scheme to use on the duplex the matter would be submitted to either the Architectural Committee or the Board of Directors who will choose a color scheme for the duplex. While it might happen, the new color scheme chosen most likely will NOT be one that is preferred by either owner. The decision of the judging body is final and must be complied with by all concerned parties.
3. Since each unit in a duplex is half of a single structure, repainting or touching up should be done to both units at approximately the same time in order to avoid half the building looking freshly painted while the paint on the other half is faded and/or dirty. This will, of course, require coordination and cooperation between the owners.

#### **VIOLATIONS OF THIS PAINTING POLICY MUST BE CORRECTED PROMPTLY AT RESPONSIBLE OWNER'S EXPENSE.**

PntRules - Rev. 11/1/97