

**Woodbury  
Community Association**

**Design Guidelines**

**Revised September 2013**

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## **1.00 Introduction**

### **1.10 Woodbury Community Association Responsibilities**

The Woodbury Community Association (“Master Association”) is responsible for preparing these Design Guidelines. No other party may revise this document.

Enforcement of these Design Guidelines is either by the Master Association or by a Sub-Association.

If a home is subject to a Sub-Association, then the Sub-Association’s design review committee (“DRC”) reviews plans and specifications for all proposed ‘improvements’ (as defined in the Master Declaration).

If a home is not subject to a Sub-Association, then the Master Association’s design review committee (“DRC”) reviews plans and specifications for all proposed ‘improvements’ (as defined in the Master Declaration).

### **1.20 Purpose of Design Guidelines**

The purpose of these Design Guidelines is to provide continuity for the physical character of the Community. The intent is to give specific design criteria to owners of attached and detached homes (“owners”) for subsequent improvements after the completion of original construction.

The Design Guidelines are written to preserve a high quality of appearance, and to assure compatibility between improvements. They are intended to be used by owners and consultants in preparing plans and specifications for architectural, landscape, and other improvements; and by the DRC in reviewing these plans and specifications for conformance with the stated objectives. The DRC reviews proposed improvements for aesthetic purposes only. It is the owner’s responsibility to comply with all applicable federal, state, and local laws, ordinances, and building codes.

### **1.30 Definitions**

Various capitalized words and phrases used herein are defined in the Master Declaration and, unless otherwise indicated, shall have the same meaning herein as is ascribed to them in the Master Declaration.

## **2.00 Design Guidelines**

### **2.10 Architecture**

#### **2.11 Architectural Character**

All architectural improvements must be compatible with the original architectural character of the Community.

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

**COMPLIANCE WITH THE DESIGN GUIDELINES SHALL NOT BE IN LIEU OF DRC APPROVAL. COMPLIANCE WITH THE DESIGN GUIDELINES SHALL BE DETERMINED BY THE DRC AS PART OF THE APPROVAL PROCESS. THE DESIGN GUIDELINES MAY BE MODIFIED FROM TIME TO TIME AS SET FORTH IN THE MASTER DECLARATION.**

#### **2.12 Exterior Alterations to Attached Homes**

Exterior alterations to Attached Homes, including, but not limited to, room additions; changes to balconies, decks, or porches; new or replacement doors and windows; exterior stairways; awnings; roof modifications; skylights; solar equipment; basketball backboards; exterior lights; decorative flags; exterior color changes; and accessory buildings, such as, but not limited to, storage sheds, greenhouses, pool houses, and playhouses, are not allowed.

##### **2.12.1 Communication Equipment at Attached Homes**

All exterior radio antennae, television antennae, satellite dishes and other transmitting or receiving devices must comply with the Master Declaration. Communications equipment should be located in less visible locations and not exceed the ridgeline of any roof. All cables should be installed within the house wall and be painted to match the adjacent surface where visible on the exterior of the house.

#### **2.13 Exterior Alterations to Single Family Detached Homes**

The maximum building heights and the minimum building setbacks of all new construction at Single Family Detached Homes shall be consistent with the City of Irvine Zoning Code.

##### **2.13.1 Sunrooms and Solariums at Single Family Detached Homes**

Sunrooms and solariums at Single Family Detached Homes must be designed so that their form and color are compatible with the existing architecture; and must be completely screened with landscaping. The maximum height is 12 feet and the minimum setback to the property line is 5 feet. No metal roofs are permitted. Roofs shall match the existing architecture, with the roof pitch matching the existing roof pitch. Prefabricated, curved-roof sunrooms and solariums are prohibited.

##### **2.13.2 Room Additions at Single Family Detached Homes**

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

The roof pitch, detailing, and fenestration should match the existing home.

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

Blank two-story high walls at room additions should not face parks, streets, or other public viewing areas. All new dwelling walls must be softened with trees to minimize the visual massing impact.

**2.13.3 Columns at new construction at Single Family Detached Homes**

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

**2.13.4 Balconies at new construction at Single Family Detached Homes**

The location, material, and color of new exterior balconies at Single Family Detached Homes shall be compatible with the existing house. Balcony railings must be designed to obscure stored items, such as by using combination of metal railings and solid stucco walls; or by using wide wood pickets; or must match the materials, color, and design of any existing railing on the home. Horizontal pipe railing is not permitted. Landscape planting enhancements may be required to provide privacy screening on behalf of adjacent lots.

**2.13.5 Exterior Stairs at new construction at Single Family Detached Homes**

The location, material, and color of new exterior stairs at Single Family Detached Homes shall be compatible with the existing house. Stair supports must be designed as integral parts of the house. Pipe columns are not permitted. Generic or commercial-looking prefabricated metal stairs are not permitted. Spiral stairs may be permitted if they are compatible with the house architecture.

**2.13.6 Roofs at new construction at Single Family Detached Homes**

The slope, material, color, and texture of any new roof at Single Family Detached Homes shall be identical to the existing roof. Mansard and flat roofs are not permitted. New roof features--such as skylights, chimneys, or solar equipment--must be compatible with the design of the existing house. Roof-mounted equipment must be completely screened. The color of new roof flashing, diverters, vent stacks, and similar features must match the existing roof color.

**2.13.7 Skylights / Roof-mounted Solar Equipment at Single Family Homes**

Skylights and roof-mounted solar equipment at conventional Single Family Detached Homes and Detached Condominiums must be designed to be integral parts of the roof. Their form, location, and color must be compatible with the existing roof. Solar panels shall not be located on front roofs; or on rear or side roofs that are visible from the adjacent street or any portion of the Master Association Property; and must comply with all applicable zoning regulations. Profiles must be minimized. All supports and piping for solar collectors must be enclosed. The color of skylights and solar collector frames must be compatible with the roof color. Silver aluminum frames are not permitted.

**2.13.8 Exterior Windows and Doors at Single Family Detached Homes**

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

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

**2.13.9 Awnings at Single Family Detached Homes**

Awnings at Single Family Detached Homes must be compatible with the color and design of the existing house. They must be simple in design and color. The size, location, and form must be in scale with the window and should not dominate the architecture. Awnings proposed on front elevations or on side elevations at corner lots will be considered relative to their compatibility with the architecture. Awnings are not appropriate on certain elevation styles and on certain accent windows.

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

**2.13.10 Garage Doors at Single Family Detached Homes**

Changes to garage doors at Single Family Detached Homes must be compatible with the design and color of the existing garage door; or painted or stained a color that is compatible with the exterior color scheme of the home. Treatments that draw attention to the garage door---such as mirrored glass or ornate decoration on or around the garage door--are not permitted. Standard white metal garage doors are not permitted.

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

**2.13.11 Basketball Backboards at Single Family Detached Homes**

Permanent basketball backboards attached to a Single Family detached home are prohibited. Permanent basketball backboards attached to a pole are allowed depending on the location and the ability to be screened. The backboard and all attachments must be of reasonable size and maintained continually in good repair. Clear backboards are also permitted.

Portable, freestanding basketball backboards are permitted, provided that they are removed when not in use. In no event shall free-standing basketball backboards be permitted to remain overnight in a location visible from any street, sidewalk, or property owned or maintained by the Master Association ("Master Association Property"), or be stored in a location visible from any street, sidewalk, or Master Association Property. Portable, free-standing basketball backboards must only be located and used on the residential Lots and are not permitted on any public property or Master Association Property.

**2.13.12 Exterior Lighting at Single Family Detached Homes**

New exterior light fixtures at Single Family Detached Homes--such as decorative wall fixtures, lanterns on short columns, low-voltage lights, uplights, and light posts--must be compatible with the design of the house. They must be simple in design and color; and should be compatible with the existing light fixtures.

Only full cut-off downlights, recessed lights, or landscape uplights are permitted in front yards (e.g., exposed light fixtures on pilasters, light bollards, and light posts are prohibited).

Lights in rear yards must be screened. The top of light fixtures in rear yards must be below the top of the wall unless they are full cut-off downlights, to prevent off-site glare.

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

All light fixtures must be directed away from adjacent streets and properties to prevent off-site glare.

**2.13.13 Communication Equipment at Single Family Detached Homes**

All exterior radio antennae, television antennae, satellite dishes and other transmitting or receiving devices must comply with the Master Declaration. Communications equipment should be located in less visible locations and not exceed the ridgeline of any roof. All cables should be installed within the house wall and be painted to match the adjacent surface where visible on the exterior of the house.

**2.13.14 Flags at Single Family Detached Homes**

One decorative flag is permitted per home. The flag may not exceed three (3) feet in width and five (5) feet in length. It must have no commercial content or objectionable message; and must be maintained continually in good repair. The flag pole holding the decorative flag must be no longer than six (6) feet in length. The pole must be removed when a flag is not displayed.

**2.13.15 Outdoor Storage / Accessory Buildings at Single Family Detached Homes**

All items stored outside--such as garden hoses, yard equipment, dog houses, trash cans, recycling bins, and compost containers--must be completely screened from the Master Association Property (e.g., streets, parks and greenbelts). Accessory buildings, such as, but not limited to, storage sheds, greenhouses, pool houses, and playhouses, are only permitted in rear and side yards enclosed by high opaque walls. The top of the building must be below the top of the wall and screened with landscaping approved by the DRC so that the building is not visible from streets, parks, or greenbelts.

**2.13.16 Color Changes at Single Family Detached Homes**

The original house colors must remain, unless written permission to change colors is given by the DRC. Any color changes must be different than the adjacent homes; and must be compatible with the neighboring homes and with the architectural style of the house.

**2.14 Relationship to Design Guidelines for a Sub Association**

In case of a conflict between the Design Guidelines adopted by the Master Association and Design Guidelines adopted by a Sub Association, attached as an addendum hereto, the more restrictive standards will be enforced.

**2.20 Landscape**

**2.21 Landscape Character**

The landscape character of Woodbury is designed to create an overall cohesive community framework, while allowing and encouraging neighborhood diversity and individual home character. The desire is to keep the landscape and hardscape improvements at the same high quality as the homes and community facilities, so that all improvements are compatible.

**2.22 Alterations at Attached Homes and Detached Condominiums**

No alterations to any landscape or hardscape maintained by the Master Association or Sub Association are allowed.

Only alterations to exclusive-use patio areas are allowed. Any existing gate, fence, patio wall, garden wall, or planter at Attached Homes and Detached Condominiums must remain as built by the Merchant Builder.

The attachment of items such as, but not limited to, wood lattice, wire grids, plants, trellises, tree stakes, and barbeques, to any Merchant Builder-installed feature such as, but not limited to, fence, patio wall, garden wall, planter, or gate, is not allowed.

No improvement of any kind whatsoever (including, but not limited to, landscaping or trellis) shall be attached to a neighbor's house. Vines attached to a freestanding patio wall or garden wall are allowed.



**2.22.1 Patio covers at Attached Homes and Detached Condominiums**

Patio covers may be attached to Detached Condominiums, but shall not be attached to Attached Homes. Unless otherwise noted in supplementary guidelines for a Sub-Association, patio covers shall be located a minimum of three (3) feet **clear** from existing garden walls or fences (as measured from outermost part of the structure, including the overhang); and shall be visually softened with plant materials. The square footage of patio covers for Attached Homes is limited to a maximum of 50% of the square footage of the private yard where the patio cover is located. Patio covers shall be a maximum of ten (10) feet high from the grade to the highest point. If a patio cover is a gazebo with a hipped roof, then the maximum height is twelve (12) feet from the grade to the highest point

The appearance of patio covers and other exterior structures, such as gazebos, must be consistent with the appearance of the house. The color must match the house trim or the wall color. The pitch of sloping roofs must match the roof pitch on the house. The material of sloping roofs must match the roof material on the house or must be 50% open wood or metal roofs. All horizontal roofs must be 50% open. Wood or metal—or material that simulates the appearance of wood or metal—is required for open patio covers. Decorative features such as lattice may be incorporated into the design of the patio cover but the features must be consistent with the character of the Community. Elaborate ornamentation is not permitted. Roofs of gravel, plastic, fiberglass, and corrugated metal are not permitted. Columns may be stucco, pre-cast, or wood. Metal columns are not permitted unless they are required by the Orange County Fire Authority; and are designed to be compatible with the architecture. Iron garden gazebos, arbors, etc., may be approved on a case-by-case basis.

**2.22.2 Minimum setbacks for new construction at Attached Homes and Detached Condominiums**

Major improvements such as, but not limited to, permanent barbeques, sculptures, raised planters of 36 inches in height or more, water features, equipment, and other items of 36 inches in height or more, shall be located a minimum of thirty-six (36) inches clear from a neighbor's house or perimeter wall, or greater, as noted below. Minor improvements, such as, but not limited to, wood lattice, wire grids, trellises, and tree stakes shall be located a minimum of eighteen (18) inches clear from a neighbor's house or perimeter wall.

**2.22.3 New paving at Attached Homes and Detached Condominiums**

The width of any existing common area exterior walkway must remain as built by the Merchant Builder. No change to this paving is permitted. New patio paving shall include the use of expansion joint or a minimum one-inch horizontal gap separating new patio paving from perimeter walls and fences; and from a neighbor's house. Permitted paving materials include concrete, integral-colored concrete, brick, decomposed granite (except at walkways to front doors), exterior pavers, cut stone, and flagstone, in colors compatible with the existing stucco and masonry accents on the house.

**2.22.4 Thematic landscape features at Attached Homes and Detached Condominiums**

Thematic landscape features with overly-distinctive colors, forms, or materials that establish an independent theme that detracts from the overall street scene--such as glass block, statues, sculpture, topiary, dry streambeds, bonsai, mirror balls, pink flamingos, AstroTurf, rock gardens, gravel yards, boulders, cactus, waterfalls, railroad ties, and split rail fencing--are not permitted in patio areas visible from streets.

**2.22.5 Landscaping in patio areas at Attached Homes and Detached Condominiums**

All trees shall have root barriers; and shall be located to allow access to maintain a neighbor's house or wall. Except for patio covers and gazebos, the top of all landscape features--such as garden walls, fences, statues, and playhouses--must be below the top of the perimeter wall or screened with landscaping approved by the DRC so as to be invisible from streets, parks, greenbelts or other Master Association Property, and adjacent homes. Play structures may be permitted to exceed the height of the patio wall, if they comply with the restrictions below.

**2.22.6 Patio Walls and Raised Planters at Attached Homes and Detached Condominiums**

The material, color, and texture of new garden walls and raised planters must be compatible with the walls and architecture of the existing house. Garden walls and raised planters of uncovered concrete block are not permitted. The height of any new wall must be below the height of existing walls. Vines and hedges are encouraged on all garden walls to soften their appearance. Soil shall not be retained against any existing wall or fence. Four-inch minimum width, waterproof flash walls shall be provided between any new raised planter and any existing wall or fence.

**2.22.7 Fences at Attached Homes and Detached Condominiums**

The material and color of new fences must be compatible with the fences and architecture of the existing house. The height of any new fence must be below the height of existing garden walls. An ornamental gate that includes an arbor or a light-weight trellis that is higher than the existing wall may be allowed if the design supports the architectural style of the home and is compatible with the adjacent homes.

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

**2.22.8 Outdoor Fireplaces at Attached Homes and Detached Condominiums**

Outdoor fireplaces shall be consistent with all applicable governmental codes, including, without limitation, the regulations of the Orange County Fire Authority.

Outdoor fireplaces shall be located in patio areas and shall be simple and residential in design. Outdoor fireplaces with highly independent designs, overly ornate designs, or commercial-looking designs are not allowed.

Unfinished or painted precision concrete block is not allowed. The color and finish of stucco fireplaces must be the same as the color and finish of the stucco on the house.

If the top of the outdoor fireplace is greater than the top of the perimeter wall or fence, or if the outdoor fireplace is located adjacent to an open view fence, then the outdoor fireplace shall be designed so that its form, material, and color are compatible with the architecture of the house.

Outdoor fireplaces of six (6) feet, or less, in height shall be located a minimum of three (3) feet clear from patio walls or fences. Outdoor fireplaces between six (6) feet and twelve (12) feet in height shall be located a minimum of five (5) feet clear from patio walls or fences. Outdoor fireplaces (12) feet in height shall be located a minimum of ten (10) feet clear from patio walls or fences. The maximum allowed outdoor fireplace height from the original lot grade is twelve (12) feet.

Trees and/or shrubs should be planted in the 3- to 10-foot clear area between the property line (or perimeter wall or fence) and the outdoor fireplace, to completely screen the appearance of the back of the outdoor fireplace from adjacent neighbors.

Outdoor fireplaces should be designed to use natural gas, instead of wood, so that the use does not create a nuisance. Outdoor fireplaces must comply with all applicable Orange County Fire Authority regulations.

**2.22.9 Barbeques and Wet Bars at Attached Homes and Detached Condominiums**

Barbeques and wet bars shall be located a minimum of three (3) feet clear from patio walls and fences; shall be located according to applicable laws and manufacturer's recommendations; and shall only be located in patio areas that are screened from the street. Screening with trees and/or shrubs is also required; and review by the DRC is required. At open view fences, any improvement greater than eighteen (18) inches high--including accessory buildings, such as, but not limited to, garden sheds, playhouses, and play structures--shall be located a minimum of two (2) feet clear from the fence; and the area between the improvement and

the fence shall be landscaped so that the improvement is not visible from any street, park, greenbelt, or patio of an adjacent home.

**2.22.10 Play Structures at Attached Homes and Detached Condominiums**

No play structure should be installed without approval by the DRC.

Play structures, such as, but not limited to, swing sets, jungle gyms, and slides, shall be located a minimum of five (5) feet clear from patio walls and fences, or according to applicable laws and manufacturer's recommendations, whichever is greater.

Play structures shall be a maximum of ten (10) feet high from the grade to the highest point.

If the top of the play structure is greater than the top of the perimeter wall or fence, or if the play structure is located adjacent to an open view fence, then the following standards apply:

The area between the play structure and the wall/fence shall be landscaped with trees and/or shrubs so that the appearance of the play structure is screened from any street, common area, adjoining lot, or other off-site view.

The color of the play structure should be compatible with the color of the house, rather than being a redwood or brightly-colored play structure.

Play structures should not be roofed because the roofs are not compatible with the architecture. Shade trees should be planted for sun control.

A dimensioned color photograph or a manufacturer's catalog illustration shall be submitted to the DRC with the plans and specifications for the proposed improvement.

Additional landscape screening of play structures may be required on a case-by-case basis to ensure that the play structures are screened from off-site views.

All play structures will be reviewed on a case-by-case basis.

**2.22.11 Water Features at Attached Homes and Detached Condominiums**

Water features that are greater than 30 inches above grade of the ground floor level, such as, but not limited to, reflecting pools, ponds, and fountains, are only allowed in front yards if they are strongly related to the architectural style of the house; and if they are approved by the DRC.

The water feature must not damage existing walls or fences. All equipment shall be completely screened from view from streets, parks, and greenbelts. Noise must be controlled to minimize the impact on neighbors.

All pumps and ground-mounted solar collectors must be designed and located to be unobtrusive, in accordance with the requirements of the Master Declaration. Profiles must be minimized. Colors must be compatible with the house. All supports and piping must be enclosed. All roof-mounted solar collectors must comply with the requirements of these Design Guidelines.

Construction of the Water Feature must not disturb neighbors' yards or property owned and/or maintained by the Master Association.

**2.22.12 Drainage / Grading at Attached Homes and Detached Condominiums**

The drainage pattern established with the original grading of the Lot must be maintained. No drainage will be permitted onto common area slopes, landscaping, or adjacent lots. All new drain lines must connect to existing drain lines or inlets provided by the builder.

Any change to the grading must be designed so that the final grade adjacent to a neighbor's house complies with applicable codes and with good engineering practices

**2.22.13 Speakers at Attached Homes and Detached Condominiums**

Speakers must be screened with landscaping to not be visible from the street or greenbelt.

**2.22.14 Use of Neighbor's Yard at Attached Homes and Detached Condominiums**

The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent. The use of property owned and/or maintained by the Master Association for construction access is not permitted, unless the applicant signs an indemnification for damage and posts a construction deposit in an amount determined by the DRC, for repair of damage to property owned and/or maintained by the Master Association.

**2.23 Alterations at conventional Single Family Detached Homes**

The primary purpose of landscaping in private yards visible from streets--such as front yards and corner side yards--is to produce an attractive street appearance. All yards visible from streets must be automatically irrigated.

Modification of the Master Association-maintained parkway between the sidewalk and street curb is not permitted.

**2.23.1 Patio covers at conventional Single Family Detached Homes**

Patio covers at conventional Single Family Detached Homes shall be located a minimum of three (3) feet **clear** from existing property lines, walls, or fences (as measured from outermost part of the structure, including the overhang).

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

Patio covers shall be a maximum of ten (10) feet high from the grade to the highest point. If a patio cover is a gazebo with a hipped roof, then the maximum height is twelve (12) feet from the grade to the highest point

The appearance of patio covers and other exterior structures, such as gazebos, must be consistent with the appearance of the house. The color must match the house trim or the wall color. The pitch of sloping roofs must match the roof pitch on the house. The material of sloping roofs must match the roof material on the house or must be 50% open wood or metal roofs. All horizontal roofs must be 50% open. Wood or metal—or material that simulates the appearance of wood or metal—is required for open patio covers. Decorative features such as lattice may be incorporated into the design of the patio cover but the features must be consistent with the architectural style. Elaborate ornamentation is not permitted. Roofs of gravel, plastic, fiberglass, and corrugated metal are not permitted. Columns may be stucco, pre-cast, or wood. Metal columns are not permitted unless they are required by the Orange County Fire Authority; and are designed to be compatible with the architecture. Iron garden gazebos, arbors, etc., may be approved on a case-by-case basis.

**2.23.2 New paving visible to streets at conventional Single Family Detached Homes**

Paved areas at conventional Single Family Detached Homes shall be minimized in yards visible to streets. Paving in the Master Association-maintained parkway between the sidewalk and street curb is not permitted.

Driveway expansions at conventional Single Family Detached Homes are not permitted, except for a maximum of 2-foot wide bands of enhanced paving on each side; or a single 3.5-foot band of enhanced paving on one side.

A planting area is required along the back of the sidewalk at conventional Single Family Detached Homes and shall be a minimum of five (5) feet wide. A garden wall or pilaster that exceeds thirty-six (36) inches in height from grade must have a minimum setback of five (5) feet from the back of the sidewalk. A garden wall or pilaster that is thirty-six (36) inches or less in height from grade must have a minimum setback of three (3) feet from the back of the sidewalk.

Walkways to front doors at conventional Single Family Detached Homes must not exceed 6 feet in width. Variances may be granted for front yards that are larger than average.

Permitted paving materials include concrete, integral-colored concrete, brick, decomposed granite, exterior pavers, cut stone, and flagstone, in colors compatible with the existing stucco and masonry accents on the house.

**2.23.3 Thematic landscape features at conventional Single Family Detached Homes**

Thematic landscape features with overly-distinctive colors, forms, or materials that establish an independent theme that detracts from the overall streetscene--such as excessive glass block, mirror balls, pink flamingos, Astroturf, rock gardens, gravel yards, boulders in turf areas, boulders over twelve inches high in shrub areas, cactus, waterfalls, fountains that are incompatible with the architecture, railroad ties, and split rail fencing--are not permitted in private yards at conventional Single Family Detached Homes that are visible from streets.

**2.23.4 Trees at conventional Single Family Detached Homes**

Removal of trees in the Master Association-maintained parkway between the sidewalk and street curb is not permitted. Trees installed by the original Merchant Builder in other locations must remain in place.

If the front yard landscaping is not provided by the original Merchant Builder, a minimum of two (2) 24-inch box trees are required in each front yard, located within 15 feet of the back of the sidewalk at conventional Single Family Detached Homes, between the side yard return wall/fence and the sidewalk. (At corner lots, three (3) 24-inch box trees are required.)

All trees are to be approved by the DRC.

**2.23.5 Shrubs, groundcover, vines, and turf at conventional Single Family Detached Homes**

Removal of shrubs, groundcover, or turf in the Master Association-maintained parkway between the sidewalk and street curb is not permitted. At least 80% of the unpaved ground plane visible to the street in the front yard must be covered with plant material. Large areas of bare earth or rocks are not permitted.

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

All shrubs and groundcover, and vines should be per the approved plant palette, below; and groundcover should be planted at a maximum of 12 inches on center.

**2.23.6 Landscaping in yards not visible from streets at conventional detached homes**

Except for patio covers and gazebos, the top of all landscape features--such as garden walls, fences, statues, sculpture, waterfalls, fountains, pool houses, and playhouses--must be below the top of the perimeter wall or screened with landscaping approved by the DRC so as to be invisible from streets, parks, greenbelts or other Master Association Property. Play structures may be permitted to exceed the height of the perimeter yard wall, if they comply with the restrictions below.

**2.23.7 Garden Walls and Raised Planters at conventional Single Family Detached Homes**

In yards at conventional Single Family Detached Homes that are visible from the street, the material, color, and texture of new garden walls and raised planters must be compatible with the walls and architecture of the existing house. Garden walls and raised planters of uncovered concrete block are not permitted.

In yards visible from streets, the maximum height of raised planters is twenty-four (24) inches. Between the sidewalk and the front of the house, the maximum height of garden walls is forty-two (42) inches from finish grade; and the maximum height of pilasters is forty-eight (48) inches from finish grade. In other portions of yards visible from streets, the maximum height of garden walls is sixty-six (66) inches from finish grade.

In other private yards, the height of any new wall must be below the height of existing walls. Vines and hedges are encouraged on all garden walls to soften their appearance. Soil shall not be retained against any existing wall or fence. Four-inch minimum width, waterproof flash walls shall be provided between any new raised planter and any existing wall or fence.

**2.23.8 Metal Fences at conventional Single Family Detached Homes**

Metal fences in yards at conventional Single Family Detached Homes that are visible from streets must be located behind the front façade of the house and must be simple in design. The color of the fence must be compatible with the house. Vines and hedges are encouraged on all fences to soften their appearance.

In yards visible from streets, the maximum height of fences is five (5) feet, six (6) inches from finish grade. In other private yards, the height of any new fence must be below the height of existing walls.

Solid wood fences and prefabricated trellis garden elements that are visible from streets or Master Association property are not permitted.

Custom-made trellis garden elements that are visible from streets or Master Association property are permitted if they are strongly related to the architectural style of the house.

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

The preferred metal or wrought iron fence has a horizontal top rail and vertical posts, without excessive decoration.

If the size and configuration of the lot is adequate, vehicular gates across driveways shall be located no closer than 18 feet from the back of the sidewalk to allow for clearance when a car is parked in the driveway.

**2.23.9 Outdoor Fireplaces at conventional Single Family Detached Homes**

Outdoor fireplaces at conventional Single Family Detached Homes shall be consistent with all applicable governmental codes, including, without limitation, the regulations of the Orange County Fire Authority. Outdoor fireplaces shall be located in rear yards and shall be simple and residential in design. Outdoor fireplaces with highly independent designs, overly ornate designs, or commercial-looking designs are not allowed. Unfinished or painted precision concrete block is not allowed. The color and finish of stucco fireplaces must be the same as the color and finish of the stucco on the house.

If the top of the outdoor fireplace is greater than the top of the perimeter wall or fence, or if the outdoor fireplace is located adjacent to an open view fence, then the outdoor fireplace shall be designed so that its form, material, and color are compatible with the architecture of the house.

Outdoor fireplaces of six (6) feet, or less, in height shall be located a minimum of three (3) feet clear from property lines and perimeter walls, whichever is more restrictive. Outdoor fireplaces between six (6) feet and twelve (12) feet in height shall be located a minimum of five (5) feet clear from property lines and

perimeter walls, whichever is more restrictive. Outdoor fireplaces (12) feet in height shall be located a minimum of ten (10) feet clear from property lines and perimeter walls, whichever is more restrictive.

The maximum allowed outdoor fireplace height from the original lot grade is twelve (12) feet; and must be screened from adjacent property with trees and shrubs of an appropriate installation size.

Trees and/or shrubs, with a minimum size of 15-gallon, should be planted in the 3- to 10-foot clear area between the property line (or perimeter wall or fence) and the outdoor fireplace, to completely screen the appearance of the back of the outdoor fireplace from adjacent neighbors.

Outdoor fireplaces should be designed to use natural gas, instead of wood, so that the use does not create a nuisance. Outdoor fireplaces must comply with all applicable Orange County Fire Authority regulations.

**2.23.10 Barbeques and Wet Bars at conventional Single Family Detached Homes**

Barbeques and wet bars shall be located a minimum of three (3) feet clear from property lines and perimeter walls, whichever is more restrictive; shall be located according to applicable laws and manufacturer's recommendations; and shall only be located in rear yards, or in side yards that are screened from the street. Screening with trees and/or shrubs is also required; and review by the DRC is required.

**2.23.11 Play Structures at conventional Single Family Detached Homes**

No play structure should be installed without approval by the DRC.

Play structures, such as, but not limited to, swing sets, jungle gyms, and slides, shall be located a minimum of five (5) feet clear from patio walls and fences, or according to applicable laws and manufacturer's recommendations, whichever is greater.

Play structures shall be a maximum of ten (10) feet high from the grade to the highest point.

If the top of the play structure is greater than the top of the perimeter wall or fence, or if the play structure is located adjacent to an open view fence, then the following standards apply:

The area between the play structure and the wall/fence shall be landscaped with trees and/or shrubs so that the appearance of the play structure is screened from any street, common area, adjoining lot, or other off-site view.

The color of the play structure should be compatible with the color of the house, rather than being a redwood or brightly-colored play structure.

Play structures should not be roofed because the roofs are not compatible with the architecture.

A dimensioned color photograph or a manufacturer's catalog illustration shall be submitted to the DRC with the plans and specifications for the proposed improvement.

Additional landscape screening of play structures may be required on a case-by-case basis to ensure that the play structures are screened from off-site views.

All play structures will be reviewed on a case-by-case basis.

**2.23.12 Sport Courts at conventional Single Family Detached Homes**

Sport courts, such as, but not limited to, basketball courts and tennis courts shall be located a minimum of five (5) feet clear from property lines or perimeter walls whichever is more restrictive; and the area between the sport court and the property line shall be landscaped with trees and/or shrubs so that the sport court is not unreasonably visible from streets, parks, greenbelts or adjacent homes. Exterior lighting of the sport court is not permitted. Fencing greater than 6 feet high is not permitted.

**2.23.13 Water Features at conventional Single Family Detached Homes**

Water features that are greater than 30 inches above grade of the ground floor level, such as, but not limited to, reflecting pools, ponds, and fountains, are only allowed in front yards if they are strongly related to the architectural style of the house; and if they are approved by the DRC.

Spas, hot tubs, swimming pools, and similar water features are permitted only in private yards not visible from the street. Rock formation features associated with pools and spas shall not exceed the perimeter wall/fence height. Water features and associated hardscape shall be screened from adjacent common areas and homes with landscaping.

The Water Feature must not damage existing walls or fences. All equipment shall be completely screened from view from streets, parks, greenbelts, or adjacent homes. Noise must be controlled to minimize the impact on neighbors.

All pumps and ground-mounted solar collectors must be designed and located to be unobtrusive, in accordance with the requirements of the Master Declaration. Profiles must be minimized. Colors must be compatible with the house. All supports and piping must be enclosed. All roof-mounted solar collectors must comply with the requirements of these Design Guidelines.

Construction of the Water Feature must not disturb neighbors' yards or property owned and/or maintained by the Master Association.

**2.23.14 Drainage at conventional Single Family Detached Homes**

The drainage pattern established with the original grading of the Lot must be maintained. No drainage will be permitted onto common area slopes, landscaping, or adjacent lots. All new drain lines must connect to existing drain lines or inlets provided by the builder.

**2.23.15 Loudspeakers at conventional Single Family Detached Homes**

Loudspeakers are not permitted in front yards. Loudspeakers in rear and side yards must be located behind the fence or wall at the property line; and must not be mounted higher than six (6) feet above grade. They must not be mounted on patio covers or gazebos.

**2.23.16 Use of Neighbor's Yard at conventional Single Family Detached Homes**

The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent. The use of property owned and/or maintained by the Master Association for construction access is not permitted, unless the applicant signs an indemnification for damage and posts a construction deposit in an amount determined by the DRC, for repair of damage to property owned and/or maintained by the Master Association.

**2.24 Preferred Plant Palettes**

The landscape character at Woodbury will provide a rich tapestry of distinctive landscape characters that permeate throughout each neighborhood. The four distinct architectural characters are reinforced with the specific landscape palettes provided below. The intent of these preferred palettes is to provide a different landscape character for each neighborhood; and all plant material on this list is pre-approved relative to the architectural style.

Landscape designs that support the neighborhood character will be approved. Landscape designs that do not support the neighborhood character may be denied.

The trees, shrubs, vines, and groundcovers on the following list are preferred based on the style of your home and neighborhood location. Individual yards have unique characteristics, such as the amount of sunlight they receive. Therefore, some of these plants may be inappropriate for use in some private yards or



in some locations. All plant materials need to be verified with the individual soil suitability and solar aspect of each home.

Professional advice should be followed when selecting plants.

In locations where the rear yards are less than 15 feet deep, only plants from the small rear yard palette are permitted.

Attached Homes, Detached Condominiums, and conventional Single Family Detached Homes in the Cottage neighborhoods are encouraged to use plants from the Cottage plant list.

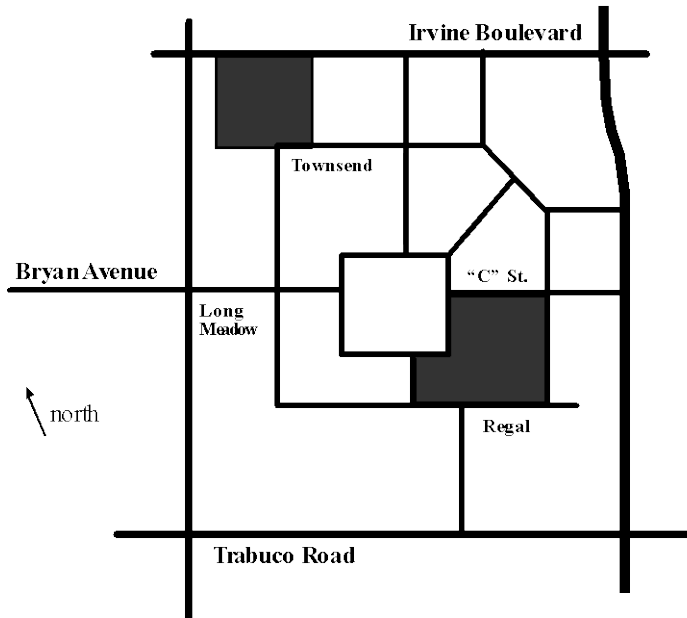
Attached Homes, Detached Condominiums, and conventional Single Family Detached Homes in the Formal French / Formal Italian neighborhoods are encouraged to use plants from the Formal French / Formal Italian plant list.

Attached Homes, Detached Condominiums, and conventional Single Family Detached Homes in the Monterey / Santa Barbara / Spanish Colonial Revival neighborhoods are encouraged to use plants from the Monterey / Santa Barbara / Spanish Colonial Revival plant list.


And, Attached Homes, Detached Condominiums, and conventional Single Family Detached Homes in the Provence / Tuscan neighborhoods are encouraged to use plants from the Provence / Tuscan plant list.

PEFFERED PLANT LIST

Cottage neighborhoods



Landscape Character

 Cottage neighborhoods

**TREES**

- No palms
- Acacia melanoxylon
- Agonis flexuosa
- Bauhinia species
- Catalpa species
- Citrus species
- Eucalyptus species
- Hymenosporum flavum
- Jacaranda acutifolia
- Koelreuteria bipinnata
- Liquidambar styraciflua
- Pinus canariensis
- Pinus halepensis
- Pistachia chinensis
- Pittosporum undulatum
- Podocarpus gracilior
- Pyrus calleryana
- Rhus lancea
- Tristania conferta
- Ulmus parvifolia

**TALL SHRUBS**

- No palms
- Alyogyne huegelii
- Callistemon species
- Camellia species

- Citrus species
- Dracaena draco
- Eriobotrya deflexa
- Hibiscus rosa-sinensis
- Juniperus species
- Mahonia species
- Nerium oleander
- Podocarpus macrophylla
- Prunus species
- Syzygium paniculatum
- Viburnum species
- Xylosma congestum

**SHRUBS**

- No palms
- Abelia grandiflora
- Azalea species
- Brugmansia species
- Buxus species
- Carissa species
- Dietes species
- Gardenia species
- Hemerocallis hybrids
- Hydrangea macrophylla
- Murraya paniculata

- Phormium tenax+ cultivars
- Photinia fraseri
- Pittosporum species
- Plumeria rubra
- Raphiolepis indica
- Rosa floribunda
- Rosa hybrid teas
- Santolina virens
- Sarcococca rusifolia
- Xylosma species

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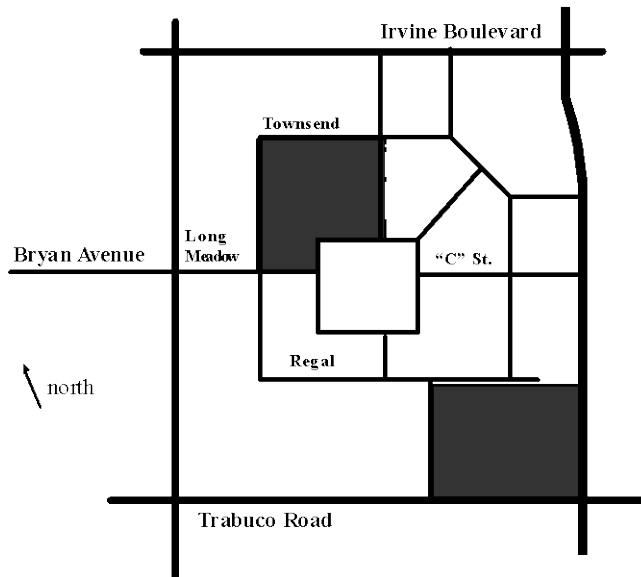
**GROUNDCOVERS**

**VINES**

- Achillea species
- Allium species
- Aptenia species
- Aucuba japonica
- Bergenia crassifolia
- Hedera helix
- Helianthemum hybrids
- Hemerocallis hybrids

Hemerocallis hybrids  
Heuchera maxima  
Iberis sempervirens  
Liriope species  
Lonicera japonica  
Ornamental grasses  
Pelargonium species  
Pennisetum species  
Rosmarinus officianalis  
Rosa banksiae  
Senecio cineraria  
Trachelospermum species  
Vinca species  
Wisteria species

Formal French / Formal Italian neighborhoods



Landscape Character

Formal French / Formal Italian neighborhoods

**TREES**

- No palms, except
- Phoenix dactylifera 'Medjole' used as accents
- Acer palmatum
- Alnus cordata
- Calocedrus decurrens
- Cinnamomum camphora
- Cupressus leylandii
- Cupressus sempervirens
- Elaeocarpus decipiens
- Fagus sylvatica
- Ficus nitida 'Green Gem'
- Ficus rubiginosa
- Ilex species
- Lagerstroemia indica
- Lauris noblis
- Liquidambar styraciflua
- Magnolia species
- Pinus canariensis
- Pinus halepensis
- Pinus pinea
- Platanus acerifolia
- Tristania conferta
- X Chitalpa tashkentensis

**TALL SHRUBS**

- Buxus species
- Camellia species
- Citrus species

- Eriobotrya deflexa
- Ilex species
- Juniperus species
- Ligustrum species
- Nerium oleander
- Pittosporum species
- Prunus caroliniana 'compacta'
- Prunus species
- Rhamnus alaternus
- Taxus baccata
- Viburnum species

**LOW SHRUBS**

- Azalea species
- Buxus species
- Camellia species
- Carissa species
- Cocculus laurifolius
- Coprosma repens
- Eleagnus species
- Gardenia j. 'veichii'
- Hakea suaveolens
- Hydrangea species
- Juniperus species
- Ligustrum species
- Mahonia species
- Myrtus communis
- Pelargonium species
- Photinia fraseri
- Pyracantha species

- Rosa floribunda
- Taxus species
- Santolina virens

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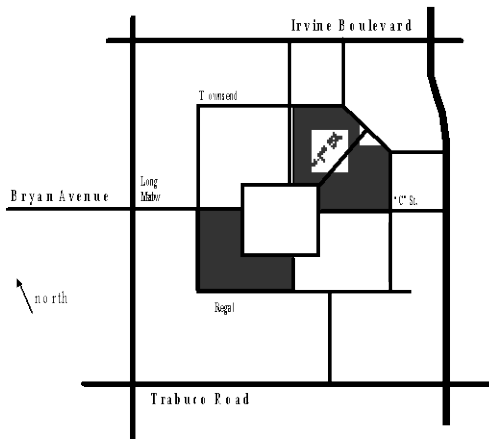
**GROUNDCOVERS**

**VINES**

- Acanthus mollis
- Agapanthus species
- Alyssum species
- Asparagus d. 'Sprengeri'
- Begonia species
- Carissa g. "Prostrata"
- Cerastium tomentosum
- Cyclamen species
- Daphne species
- Festuca ovina glauca
- Hemerocallis hybrids
- Impatiens wallerana
- Iris species
- Jasminum species
- Liriope species
- Ophiopogon japonicus
- Potentilla species
- Primula polyantha
- Rosa banksiae
- Scaveola species
- Senecio species
- Trachelospermum species
- Vinca species

PREFERRED PLANT LIST

Monterey / Santa Barbara / Spanish Colonial Revival neighborhoods



Landscape Character

■ Monterey / Santa Barbara / Spanish Colonial Revival neighborhoods

**TREES**

- Acacia species
- Agonis flexuosa
- Arbutus species
- Brahea armata
- Eucalyptus species
- Geijera parviflora
- Lauris noblis
- Leptospermum species
- Melaleuca species
- Olea europaea
- Phoenix dactylifera
- used as accents
- Syagrus romanzoffianum
- used as accents
- Tristania conferta
- Washingtonia robusta
- used as accents
- X Chitalpa tashkentensis

**TALL SHRUBS**

- Aloe arborescens
- Aloe bainesii
- Arbutus unedo
- Ceanothus species
- Chamerops humilus
- Citrus species
- Cordyline species
- Cotoneaster species
- Dicksonia antarctica

- Dodonea viscosa
- Dracaena draco
- Eriobotrya species
- Feijoa sellowiana
- Leptospermum species
- Melaleuca nesophila
- Photinia species
- Pittosporum species
- Strelitzia nicolai

**SHRUBS**

- Arctostaphylos species
- Artemesia species
- Baccharis species
- Calliandra species
- Ceanothus species
- Cistus species
- Cotoneaster species
- Echium fastuosa
- Elaeagnus species
- Erigeron karvinskianus
- Grevillea species
- Kniphofia uvaria
- Lavatera species
- Myoporum species
- Strelitzia reginae
- Tibouchina urvilleana
- Westringia fruticosa
- Woodwardia fimbriata

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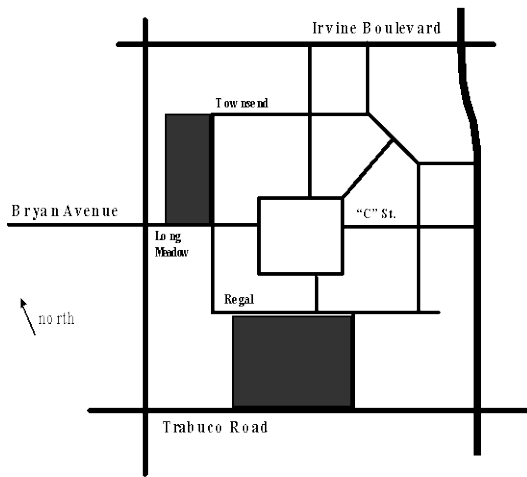
**GROUNDCOVERS**

**VINES**

- Agave species
- Aloe hybrids
- Baccharis pilularis
- Bougainvillea species
- Cerastium tomentosum
- Colocasia esculenta
- Cotoneaster horizontalis
- Cyperus papyrus
- Distictus buccinatoria
- Festuca ovina glauca
- Hesperaloe parviflora
- Jasminum polyanthemum
- Kniphofia uvaria
- Limonium perezii
- Liriope species
- Lonicera japonica
- Myoporum pacificum
- Ornamental grasses
- Passiflora species
- Ribes viburnifolioum
- Salvia species
- Sedum species
- Senecio species
- Wisteria floribunda
- Yucca species

PREFERRED PLANT LIST

Provence / Tuscan neighborhoods



Landscape Character

■ Provence / Tuscan neighborhoods

**TREES**

- Acacia melanoxylon
- Agonis flexuosa
- Arbutus marina
- Arbutus unedo
- Callistemon viminalis
- Cupressus sempervirens
- Lauris nobilis
- Olea europaea
- Pinus canariensis
- Pinus halepensis
- Pinus pinea
- Platanus species
- Quercus species
- Rhus lancea
- Tristania conferta
- Vitus unguis-castus

**TALL SHRUBS**

- Aloe bainesii
- Callistemon species
- Citrus species
- Cupressus species
- Dodonea viscosa
- Dracaena draco
- Eriobotrya deflexa
- Heteromeles arbutifolia
- Juniperus species
- Ligustrum japonicum

- Magnolia g. 'little gem'
- Nerium oleander
- Pittosporum species
- Plumbago capensis
- Prunus caroliniana 'compacta'
- Punica granatum
- Trachycarpus fortunei
- Viburnum species

**SHRUBS**

- Buxus species
- Dianthus species
- Dietes species
- Echium fastuosa
- Helianthus annuus
- Lavendula species
- Mahonia aquifolium
- Nerium oleander
- Osmanthus fragrans
- Pelargonium species
- Rosa floribunda / hybrid teas
- Rosmarinus officinalis
- Salvia species
- Santolina species
- Thymus vulgaris
- Viburnum species
- Westringia fruticosa

**ACCENTS**

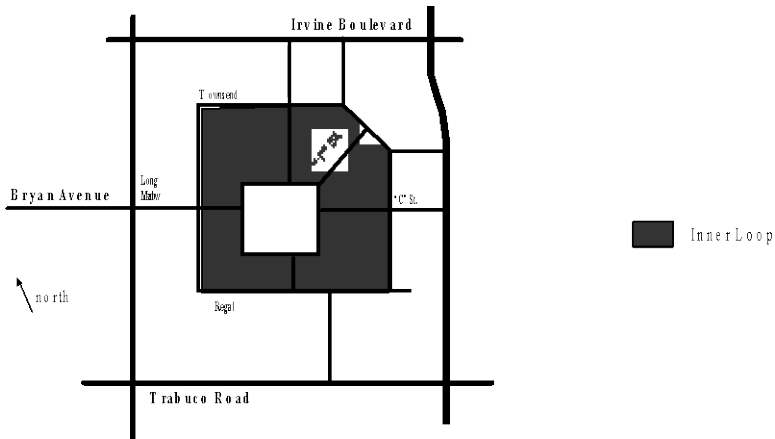
**GROUNDCOVERS**

**VINES**

- Acanthus mollis
- Agave species
- Aloe species
- Anigozanthos hybrids
- Chamerops humilis
- Cissus rhombifolia
- Cistus species
- Coreopsis species
- Echeveria species
- Euphorbia species
- Hypericum calycinum
- Iris douglasiana
- Pelargonium species
- Pyracantha species
- Ribes species
- Rosa banksiae
- Rosmarinus officinalis
- Senecio cineraria
- Tecomaria capensis
- Vitus species

SMALL REAR YARD TREE LIST

Required at neighborhoods within Inner Loop



- |                                   |   |
|-----------------------------------|---|
| Agonis flexuosa                   | Maytenus boaria                         |
| Arbutus marina                    | Melaleuca leucadendra                   |
| Arbutus unedo                     | Metrosideros excelsus                   |
| Bauhinia blakeana                 | Michelia doltsopa                       |
| Bauhinia variegata                | Pinus canariensis                       |
| Brachychiton discolor             | Pittosporum crassifolium                |
| Brahea armata                     | Pittosporum viridiflorum                |
| Cupaniopsis anacardioides         | Podocarpus gracilior                    |
| Cupressus sempervirens            | Pyrus calleryana 'Aristocrat'           |
| Elaeocarpus decipiens             | Pyrus calleryana 'Bradford'             |
| Eriobotrya deflexa                | Raphiolepis 'Majestic Beauty 'Standard' |
| Eucalyptus leucoxyton             | Rhus lancea                             |
| Eucalyptus torquata               | Strelitzia nicolai                      |
| Feijoa sellowiana                 | Tristania conferta                      |
| Gleditsia tricanthos 'Skyline'    | Tristania laurina                       |
| Koelreuteria bipinnata            | X Chitalpa tashkentensis                |
| Lagerstroemia hybrids             |   |
| Laurus nobilis                    |   |
| Ligustrum japonicum               |   |
| Ligustrum lucidum                 |   |
| Liquidambar styraciflua hybrids   |   |
| Magnolia grandiflora 'Little Gem' |   |
| Magnolia grandiflora 'Russet'     |   |
| Magnolia grandiflora 'St. M       |   |

## 3.00

# Review and Approval Process

### 3.10 General Rules

3.11 Construction of any improvement, including landscaping, may not begin until the DRC has approved plans and specifications depicting the proposed improvement. **Yards must be completely landscaped within 270 calendar days from close of escrow.**

3.12 No plan reviews shall be conducted until escrow has closed

The DRC has established a non-refundable design review fee to review submittals; and a security deposit, to be refunded after the Notice of Completion is approved by the DRC. The current fee for Single Family Homes is \$225.00 (\$100.00 for Montecito, which is rear yard only); and the current fee for Attached Homes is \$175.00. The fee may be adjusted by the Board from time to time. The current security deposit for Single Family Homes is \$500.00; and the current security deposit for Attached Homes is \$300.00.

The security deposit must accompany every submittal. The purpose of the deposit is to ensure the timely completion of the proposed improvements and to guarantee that the Master Association is reimbursed for any damage to the Master Association property associated with an Applicant's construction. Funds may be withheld from deposits for any of the following reasons: 1) to repair common area damaged during a Member's construction; or 2) to pay fines assessed against a Member's account levied in response to a violation of the Master Declaration.

If a home is subject to a Sub-Association, then the plans, specifications, and forms should be sent to Sub-Association's property management company.

If a home is not subject to a Sub-Association, then the plans, specifications, and forms should be sent to Master Association's property management company.

3.13 The DRC has forty-five (45) days from the receipt of the submittal of a **'complete'** (as determined by the DRC) submittal package, to approve or deny the submittal. The applicant **must** obtain a dated written receipt for all plans and specifications submitted. Incomplete submittals will be denied. If the DRC fails to transmit its decision within forty-five (45) days after receipt of a **complete** submittal package, then the submittal will be deemed approved. The DRC may deny a complete submittal for reasons set forth in the Master Declaration.

3.14 After DRC review, the design may need to be approved by the City of Irvine. If the City requires the DRC-approved design to be changed, then the change needs to be approved by the DRC prior to the commencement of construction.

3.15 When construction is completed, a "Notice of Completion" and photographs of the completed improvements must be delivered to the DRC, for its use in determining if the improvements were constructed according to the approved plans and specifications; and for refunding any construction deposit required by the DRC. A representative of the DRC may also inspect the improvement. An appointment will be made at a convenient time for the homeowner to inspect the completed improvements.

3.16 Construction must not unreasonably disturb neighbors. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent that must include a description of the access area. The use of property owned and/or maintained by the Master Association or Sub Association for construction access is not permitted, unless authorized by the responsible Association and the applicant signs an indemnification for damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Master Association. Any authorization for construction access by the Master Association or Sub Association must be in writing and must include a specific description of the access area.



- 3.17 Approval of improvements by the DRC is for aesthetic purposes only. It is the applicant's responsibility to see that all federal, state, and local ordinance and building codes are followed. It is the applicant's sole responsibility to obtain all permits and inspections that may be required by a public agency before commencing construction.
- 3.18 The DRC's approval of plans and specifications refers to conformance with the Master Declaration and these Guidelines. By approving the plans and specifications, neither the DRC, any members thereof, the Master Association, the Members, the Board of Directors, designated representatives, agents, Irvine Community Development Company, The Irvine Company, nor the Merchant Builder assumes liability or responsibility therefor, including without limitation architectural or engineering design, or for any defect in any structure constructed from such plans and specifications.

## 3.20 Process/Submittal Requirements

### Step 1

Applicant reviews the Design Guidelines and prepares plans and specifications, including without limitation, elevations and cross-sections depicting the proposed new improvements showing:

- Owner's name, date, address and lot number of residence, north arrow, scale of plans (1/8" = 1'-0" or 1/4" = 1'-0"), notes in English
- Designer / contractor's name, address, and phone numbers
- Designer / contractor's signature confirming that they have read the Design Guidelines; and understand the requirements
- A dimensioned hardscape plan accurately describing the materials, length, height, and angles of new and existing improvements including, but not limited to, patio paving, sidewalks, walls, fences, pools, spas, ponds, trellises, arbors, gazebos, fountains, waterfalls, ornamental rocks, outdoor fireplaces, barbeques, wet bars, play structures, exterior lighting, patio covers, drainage, and structures; the length, angles, and amount of curve of lot lines; and all required minimum setback lines, easements, grade elevations, drainage pattern, and the top and toe of slopes.
- An accurate grading plan prepared by a registered civil engineer or licensed landscape architect showing existing drainage, contours or spot elevations, flow lines, finish grades, and proposed drainage systems, if the existing grades are proposed to be changed by more than twelve (12) inches. (The approval of plans that do not indicate grading modifications does not constitute approval of any grading changes.)
- A dimensioned planting plan showing new and existing plants accurately described as to plant type, container size, location, and planting details and methods.
- A dimensioned roof plan for room additions showing new and existing roofs accurately described as to material, slope, and drainage.
- Dimensioned floor plans for room additions showing new and existing rooms accurately described as to wall locations, columns, doors, windows, and other features that impact the exterior of the house.
- Dimensioned elevations for room additions showing new and existing walls accurately described as to materials, colors, doors, windows, and other features that impact the exterior of the house.
- Photographs and dimensioned details as needed to describe the improvements, including a cross-section of any patio cover, notes for play structures, and a photograph of any light fixture specifying the height, material, color, and appearance.

- Photographs of front and rear elevations of house; and photographs of houses across the street and adjacent, if the existing house color is proposed to be changed.

For major improvements, such as, but not limited to, room additions, preliminary plans and specifications should be submitted prior to preparation of construction documents.

*The applicant understands that the speed of DRC approval is based on the amount of information given on the plans and specifications. Inadequate information will cause the Committee to deny the application.*

**Step 2**

Applicant completes Property Improvement Form. (Exhibit A)

**Step 3**

Applicant submits the design review fee, the security deposit, the completed Property Improvement Form, and three (3) sets of plans and specifications to the “Woodbury Community Association” in care of the property management company:

No reviews shall be conducted until escrow has closed.

**Step 4**

DRC reviews the Property Improvement Form and the plans and specifications for completeness and consistency with the Guidelines. Incomplete submittals are rejected; and submittals without fees or deposits are rejected.

The DRC approves or denies the submittal. Approval may be given with conditions including without limitation a construction deposit.

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

**Step 5**

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

**Step 6**

If the Committee has granted final approval and the Applicant understands the Committee’s comments, Applicant submits the approved plans and specifications to the City for approval, if required, and obtains any necessary permits. Construction must begin within one hundred eighty (180) days after approval by the DRC. Unless otherwise required by the DRC, building construction must be completed within one (1) year after approval of the DRC. **Yards must be completely landscaped within 270 days from close of escrow.**

**Step 7**

*Construction must proceed consistent with the approved plans and specifications. All deviations must be reviewed and approved in writing by the Committee.*

**Step 8**

Within thirty (30) days after construction is completed, the Applicant submits a Notice of Completion and photographs of the completed improvements to the DRC. (Exhibit C)

**Step 9**

Committee may visit the site within sixty (60) days after receiving the Notice of Completion and determines if the improvements were constructed according to the approved plans and specifications; and then refunds the construction deposit, minus any costs to repair property owned and/or maintained by the Master Association. Failure to obtain DRC approval constitutes a violation of the Master Declaration and may require the unauthorized improvement to be removed at the owner’s expense.

### **3.30 Conditions of Approval**

The following conditions shall be the conditions of any DRC approval. They shall be deemed incorporated by reference in all plans and specifications or the DRC's approvals. The Applicant shall have the responsibility to ensure that these conditions of approval are enforced upon all persons or firms engaged by the Applicant to construct and/or install the approved improvements.

#### **3.31 Completion of Landscaping**

Landscaping, including paving, shall be installed for any lot or dwelling unit within two hundred seventy (270) days following the conveyance of the lot or dwelling unit to the first owner thereof.

#### **3.32 Signs**

Only signs that comply with the Irvine zoning code are permitted.

#### **3.33 Hours of Operation**

Construction is only permitted between the following hours:

Monday through Saturday	Between 7:00 a.m. and 6:00 p.m. (or dusk)
Sunday and Federal Holidays	No work permitted.

If current City regulations are more restrictive, they shall prevail.

#### **3.34 Temporary Structures**

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

#### **3.35 Unsightly Items**

Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, or on any Master Association or any Sub Association Property (including, but not limited to, any private street).

Each week, each owner of a Lot or Condominium shall remove all rubbish, debris and unsightly material on his Lot or Condominium.

The owner is financially responsible for any trash cleanup work the Master Association or Sub Association deems necessary to comply with this restriction.

#### **3.36 Building Materials**

Building materials, including sand and bricks, shall not be stored on streets, sidewalks or any other Master Association Property. All building materials must be stored on the applicant's property.

The Applicant is financially responsible for any cleanup and repair work the Master Association deems needed to comply with this restriction.

#### **3.37 Construction Equipment**

Trash bins and dumpsters may not be placed on streets or other areas of the Community that are exposed to the public view for more than four (4) consecutive calendar days unless otherwise approved in writing by the DRC. "Prohibited Vehicles," as described in the Master Declaration, (including, without limitation, trucks, concrete mixers, trailers, compressors, and other similar types of construction equipment), are not allowed in any driveway or other exposed areas or any street except for the purposes of loading, unloading and making deliveries or emergency repairs, unless otherwise approved in writing by the DRC. Overnight parking of trucks is not allowed.

The owner is financially responsible for any equipment removal and repairs the Master Association deems necessary to comply with this restriction.

- 3.38 Water Run-off during Construction**  
The owner and his agents shall comply with all regulations regarding water quality.
- 3.39 Drainage**  
Proper drainage is required at all times. Unless adequate alternative provisions are made for drainage, the original drainage system on the applicant's property shall be left undisturbed. This includes gutters, downspouts, underground drains, and swales.
- 3.40 Workmanship**  
The quality of new improvements shall match the quality of existing improvements. The DRC may require the applicant to rebuild improvements that are of substandard workmanship. The owner is financially responsible for any rework the Master Association deems necessary to comply with this restriction.
- 3.41 Enforcement**  
The quality of new improvements shall match the quality of existing improvements. The DRC may require the applicant to rebuild improvements that are of substandard workmanship. The owner is financially responsible for any rework the Master Association deems necessary to comply with this restriction.
- 3.42 Violations**  
Owners shall have the right and responsibility to notify the DRC of any potential violation of the Master Declaration and these Guidelines.
- 3.43 Amendments**  
These Guidelines (and the provisions set forth in the Master Declaration regarding design review) form the criteria for evaluation of plans and specifications submitted for review and approval by the DRC. These Guidelines may be amended or supplemented from time to time, as provided for in the Master Declaration.
- 3.44 Maintenance of Improvements**  
The repair and maintenance of any improvement shall be the responsibility of the installing owner or subsequent owners.
- 3.45 Conditions Not Covered**  
Any condition not covered in these Guidelines or the Master Declaration shall become a matter of discretionary judgment on the part of the DRC, acting in good faith on behalf of the best interest of the Master Association and Community, as a whole. If there is any conflict between the provisions of these Guidelines and the Master Declaration, the provisions of the Master Declaration shall control.

Exhibit A

PROPERTY IMPROVEMENT  
FORM

Today's Date: \_\_\_\_\_ Address where work will take place: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

Type of Work:	Room addition	Front yard	Fence/Wall	Spa
(Please circle one or more)	Patio cover or gazebo	Rear yard	Lighting	BBQ
	Other _____			

Please attach three (3) sets of plans and specifications, including elevations and cross-sections as needed to describe the project. Include the current date and the property address on each sheet. Please fold to 8 1/2 by 11 inches.

Please include two (2) checks made out to Woodbury Community Association. The first check is a non-refundable design review fee in the amount noted below:

**DEPOSITS** – Collected at the time of plan submission. A check made payable to the “Woodbury Community Association” is required.

\_\_\_\_\_ \$500.00 – Improvement Security Deposit (covers non-compliance or damages incurred)

**SUBMITTAL FEES** – Collected at the time of plan submission. A check made payable to the “Woodbury Community Association” is required.

\_\_\_\_\_ \$225.00 – Single Family Detached Homes – Landscape/General Re-submittal Review Fee (includes initial review and two re-submittals) Each Additional Re-submittal beyond 3<sup>rd</sup> review will require payment of an additional \$225.00 re-submittal review fee)

\_\_\_\_\_ \$100.00 – Front Yard OR Back Yard only, or to install a Patio Cover, solar panels or to paint the home. Also includes, doors, windows and lighting.

\_\_\_\_\_ \$75.00 – Gate Change

Mail this Property Improvement Form, the plans and the checks to Woodbury Community Association, c/o Keystone Pacific, 108 Lamplighter, Irvine, CA 92620.

*Please do not write below this line.*

The proposed \_\_\_\_\_ project has been Approved Denied

Signed: \_\_\_\_\_ of the DRC Date: \_\_\_\_\_

**General Conditions**

1. DRC approval does not waive or constitute or reflect compliance with any federal, state, or local law, ordinance, or code.
2. DRC approval does not constitute acceptance of any technical or engineering specification; and the Master Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The DRC reviews for aesthetic purposes only.
3. Landscaping for any residential Lot or dwelling unit shall be installed in all yard areas within two hundred seventy (270) days following the conveyance of the Lot to the first owner thereof.

4. Any oversight of a provision of the Master Declaration, or a provision in the Design Guidelines, does not waive the rule. Corrections may be required. Only improvements depicted on the plans can be reviewed by the DRC. The Owner is responsible to ensure all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved.
5. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent that includes a description of the access area. The use of property owned and/or maintained by the Master Association and/or Sub Association for construction access or storage is not permitted, unless authorized in writing by the Master Association and/or Sub Association and the Applicant signs an indemnification for damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Master Association.
6. Building materials may not be stored on streets, sidewalks, or on property owned and/or maintained by the Master Association and/or Sub Association. Streets may not be obstructed by construction equipment.
7. The property owner is financially responsible for any repairs to property owned and/or maintained by the Master Association and/or Sub Association damaged by a property owner's project.
8. Approval of plans and specifications is not authorization to proceed with improvements on any property other than the property reviewed by the DRC and owned by the applicant.
9. Approval of plans and specifications is not authorization to revise the original drainage system installed by the Merchant Builder and approved by the City.
10. Applicant understands and agrees that Applicant must comply with all of the provisions of the Design Guidelines.
11. All of the provisions of the Design Guidelines (including, but not limited to, the Conditions of Approval) are the provisions of the Master Declaration regarding Design Review; and are incorporated herein by this reference. The applicant has read and understands all provisions and agrees to comply therewith.
12. In the event that the City and/or County require modifications to the plans and specifications previously approved by the DRC, the Owner shall submit to the DRC all modifications to the plans. The DRC shall have the right to review and impose further conditions on such modifications which are not inconsistent with the requirements imposed by the City and/or County. The DRC shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County.

**The approval shall not be held to permit any violation of federal, state, or local regulation.**

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**Owner's Signature**

**Exhibit B**

# NOTICE OF COMPLETION FORM

Today's Date: \_\_\_\_\_ Address where work took place: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

Type of Work (Please circle all that apply):

- |                       |            |            |     |
|-----------------------|------------|------------|-----|
| Room addition         | Front yard | Fence/Wall | Spa |
| Patio cover or gazebo | Rear yard  | Lighting   | BBQ |
| Other _____           |            |            |     |

Please mail this completed form to Woodbury Community Association, c/o Keystone Pacific, 108 Lamplighter, CA 92620. Please note that you must include photos of ALL of the completed work, including the front yard, rear yard and both side yards. Please be sure photographs demonstrate that the setback requirements for trees and specific structures have been met (i.e. pilasters, garden walls, barbecues, fireplaces, etc.).

Notice is hereby given that the undersigned is the owner of the property where the work took place, that photographs of the completed work are attached, and that the work was completed on the date specified below. Please make sure photographs show all angles of the landscaped areas, including photos that clearly show setbacks of larger trees from property lines if installed during the project:

Date work was completed: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

FOR DESIGN REVIEW COMMITTEE USE ONLY:

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

The following action is required for the Notice of Completion to be approved by the Design Review Committee:

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