



*Architectural Design Guidelines*  
*For 4S Ranch Master Association*  
*Updated January 2018*

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## OBJECTIVES

This document is a guide for the members of the 4S Rancho Master Association Architectural Review Committee, hereinafter known as the MAC, and the 4S Ranch homeowners, who are members of the Master Association. It is hoped that this manual will increase the homeowners' awareness of the ways in which the integrity of the Community Plan is preserved and the responsibilities the homeowners must assume in this process. The Guidelines address exterior improvements for which homeowners most commonly submit applications and are not intended to be all-inclusive.

The specific objectives of this manual are:

1. To provide uniform guidelines to be used by the MAC in reviewing applications in conformance to the standards set forth in the legal documents of 4S Ranch Master Association.
2. To assist residents in preparing an application to the MAC.
3. To increase residents' awareness and understanding of the CC&Rs, Bylaws, and Articles of Incorporation.
4. To maintain and improve the quality of the living environment in 4S Ranch.
5. To illustrate basic design principles which will aid residents in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.

The intent of these Guidelines is not to inhibit individuality and creativity, but to assure residents of continuity of design that will help preserve or improve the appearance, protect property values, and enhance the overall environment of 4S Ranch.

These Guidelines are directed only to exterior alteration, including landscaping, made by homeowners to their property.

## COVENANTS, CONDITIONS AND RESTRICTIONS (CC&Rs)

1. The CC&Rs establish the 4S Ranch Master Association and the Architectural Review Committee (MAC). The MAC insures that proposed exterior alterations comply with the standards set forth in the covenants. This involves the regular review of all applications for exterior alterations submitted by residents.
2. Every 4S Ranch homeowner has received a copy of the CC&Rs with the purchase of their home. However, all too frequently, this information is not provided during a resale, or, when provided, the CC&Rs are not read by the homeowner. The CC&Rs are binding on all homeowners and every homeowner is encouraged to read the CC&Rs thoroughly for complete understanding of the responsibilities of the 4S Ranch Master Association and its members.

## AMENDMENTS

1. These Guidelines may be amended from time to time. It is anticipated that the changes will primarily be additive, and will not involve substantive changes. However, the existing Guidelines may be amended to reflect changed conditions or technology.
2. The MAC will conduct an annual evaluation of the Guidelines to determine if amendments are required.

## MASTER ARCHITECTURAL COMMITTEE APPROVAL

1. Homeowners are reminded that approval from the MAC is required for any additions or alterations that meet any of the following:

All exterior structures, alterations, and landscaping, of front, side and rear yards, including fences and walls, except those items specifically listed as 'Pre-Approved' on page 19.

2. Any change to the exterior appearance of one's property must be approved by the MAC. Further, once a plan is approved, any modification must be approved by the MAC prior to installation.
3. It is important to understand that MAC approval is not limited to major alterations such as adding a room or deck to a house, but includes such items as changes in color and material, etc. Approval is also required when an existing item is to be removed.
4. Each application is reviewed on an individual basis. There are no "automatic" approvals, except as outlined in the Guidelines. A homeowner who wishes to construct a deck, for example, identical to one that has already been approved by the MAC, will be required to submit an application and may or may not receive MAC approval.
5. In every case, an application must be submitted and reviewed in order to consider specific implications of location and impact on surroundings. Please note that per the CC&R's of the Association, the MAC and the Board has no obligation to maintain, protect, enhance or preserve any views on any separate interest or other portions of the property.
6. The MAC evaluates on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance, may not be acceptable for another.
7. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
8. The review or approval from the MAC is not approving the means nor the method of construction, the installation and guarantee to the owner. This is the sole responsibility of the owner and/or his contractor or landscape contractor.

## MANAGEMENT COMPANY

The management company for the 4S Ranch Master Association is The Prescott Companies. The Corporate Office is located at **5950 La Place Court, Suite 200, Carlsbad, CA 92008-8830**. There is someone available 24 hours a day for emergency service and during regular business hours for non-emergency service. The Prescott Companies can be reached via phone at (760) 634-4700 or (800) 404-0141; via fax at (760) 634-4759; or via e-mail at [customerservice@prescottmgt.com](mailto:customerservice@prescottmgt.com). The Onsite office is located at 16880 West Bernardo Drive #200, San Diego, CA 92127 and can be reached at (858) 613-0624, via fax (858) 946-0326 or via email, [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com).

## MAINTENANCE

Property ownership includes the responsibility of maintenance of all structures and grounds which are a part of your property. This includes, but not limited to, items such as mowing of grass (including parkways), removal of trash and structural maintenance. Maintenance affects the visual character and economic values of the property and the neighborhood and, in some cases, safety. These issues can often be dealt with best at the neighborhood level.

## 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 electrical lines, sewer lines or gas lines over or under the Community Common Area must fully detail the exact location of such lines in relation to owner's lot or unit. Proper authorization for work on adjacent property must be obtained from the owner of said property.

## COUNTY PERMITS/REGULATIONS

Approval by the MAC for any improvement does not waive the necessity of obtaining required County permits or ensuring that your plan meet with County and Local Regulations, including but not limited to Fire Code. Obtaining County permits does not waive the need for MAC approvals. Approval must be obtained prior to construction. Failure to obtain all permits and inspections required by the building and/or fire codes may result in the MAC approval being revoked.

## METHANE GAS REQUIREMENTS

**Important:** Do not proceed with any improvement to your property without first referring to the requirements set forth in the Methane Gas Disclosure and the Master Association CC&Rs. The Master Association and the MAC accept no responsibility for ensuring that a property owner abides by these requirements.

## MASTER ARCHITECTURAL COMMITTEE CRITERIA

The MAC evaluates all submissions on the individual merits of the application. In addition to evaluation of the particular design proposal, consideration of the characteristics of the housing type and the individual site will be considered. An acceptable design of an exterior in one instance may not be acceptable in another.

1. The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
2. MAC will consider the potential effect of the proposed improvements on access, sunlight, ventilation, and privacy of adjoining houses and the neighborhood.
3. Each neighborhood has individual characteristics and the proposed alteration should be a complement to existing structures and improvements.

4. The MAC will decide what is acceptable and what is not acceptable.

## PROCEDURAL STANDARDS

### 1. Application Procedure and Requirements

- a. Approval of any project by the MAC does not waive the necessity of obtaining the required County permits, such as pools, walls, fencing and building permits. Obtaining a County permit does not waive the need for MAC approval. Furthermore, Owners are reminded that the RSF Fire District has certain restrictions regarding the species and proximity of plants, trees, and shrubs planted near the structure. Owners are strongly encouraged to have their plans reviewed by the Fire District prior to completing any work. In addition, owners are reminded that regardless of MAC approvals, all County & Fire District codes must be complied with. Failure to obtain all permits and inspections required by the building and/or fire codes may result in the MAC approval being revoked.
- b. All requests are to be made to the 4S Ranch Master Association to the attention of the MAC on the standard 4S Ranch Master Association Architectural and Landscape Improvement application form which is included in this manual. Additional copies may be obtained by contacting the management company.
- c. All submittal packages must include two checks made payable to 4S Ranch Master Association: A refundable construction deposit in the amount of \$250.00 and a non-refundable plan review fee in the amount of \$250.00 for new & full plan reviews. Plans with extensive work may require an additional inspection and will therefore be assessed an additional \$50.00, as determined by the Board and/or the MAC. A minor modification/secondary improvement application is available for a \$75.00 fee. Pre-approved applications will require a review fee of \$25.00. Additional fees will be charged to the owner if plans are altered or re-submitted, based on a professional consultant's fee of \$95.00 per hour.
- d. ALL items within a proposed landscape design must be noted and included in the plan submitted for MAC review. Items such as potted plants, light fixtures, three dimensional objects must be described and a photo of the item included for review. Submittal packages will be returned if deemed incomplete. MAC reserves the right to request additional information.
- e. Neighborhood Notification: The intent is to advise your neighbors, who own property adjacent to your lot and would be affected by the proposed work. Obtain signatures of neighbor(s) on the application form. **NO APPLICATION WILL BE CONSIDERED COMPLETE UNTIL THE NEIGHBOR NOTIFICATION CONDITION HAS BEEN ATTEMPTED TO BE SATISFIED.** Please be advised that with some secondary or minor modification applications, a neighbor notification form may be required.
- f. Right of Entry: If construction work requires the use of common area, or access from property not owned by the applicant for purposes of transporting labor and materials, or for the temporary storage of materials for the work, the applicant shall obtain written permission from the 4S Ranch Master Association and the owner for the right to enter during construction. A copy of the letter granting permission shall be submitted to the MAC prior to commencement of construction. A security deposit or bond, as deemed necessary by the MAC, may be required from the owner. Unused deposits will be refunded after completion of work and final acceptance by MAC. Payment will be

refunded by US Mail within 30 days after MAC's final acceptance.

- g. Submittal: Within 45 days of the MAC's receipt of a complete application a decision will be rendered, either approving or disapproving the application. If the applicant has not been contacted within the 45-day period, it is their responsibility to contact the management company regarding the status of the plans. There are no automatic approvals.

When the plans are approved by the MAC, one set of the stamped approved plans will be returned to the owner and the other sets will be retained by the management company and the MAC.

Applicants are prohibited from commencing construction prior to obtaining a written response acknowledging approval of the application by the MAC.

APPEAL OF DENIAL All applicants can appeal denials made by the Architectural Committee directly to the Board of Directors. However, if the Board has made the decision with regard to your requested changes those decisions (by the Board) are final.

## 2. Construction

- a. Time Period: Work shall commence within 120 days and be completed within six (6) months of the date of approval. Any approved plan that has not proceeded within 6 months will require the re-submittal of plans, including all associated fees. If the scope of the job warrants more time, the MAC may extend the construction period upon timely written request of the homeowner. A construction phasing plan and schedule indicating a longer construction period shall be submitted by the applicant.
- b. Final Review: Upon completion of the work as indicated on "Approved" copy of the drawings and specifications, the applicant shall notify the MAC in writing and request the final review and conformance report. The review and conformance report will be completed within thirty (30) days.
- c. Limits: Out of consideration to neighbors, the MAC and/or the Board may choose to limit the number of construction projects approved at any one residence within a twelve month period to no more than one per quarter. The Board however, may grant a variance based on a reasonable request submitted by a homeowner.

## GENERAL

### 1. Enforcement

Improvements that are installed without the necessary approval from the MAC will constitute a violation of the CC&Rs and will require modifications or removal of work at the expense of the homeowner included but not limited to any legal fee incurred. Remedies will be pursued to the fullest extent permitted by the CC&Rs and the law.

### 2. Violations

All owners have the right and responsibility to bring to the attention of the MAC any violations of the 4S Ranch Master Association Architectural Guidelines by contacting the management company. The Master Association will deduct any monetary fines levied against an owner in violation of the Architectural Guidelines from the construction deposit first.

3. Damage

Owners shall be responsible for any damage caused to the streetscape or open space areas as a result of construction improvements. This includes construction debris and other materials used in making said improvements. All refuse must be removed from the premises to a regulated disposal area.

4. No Waiver of Future Approvals

The approval, conditional approval, or disapproval, by the MAC of any proposals, plans, specifications or drawings will not bind the MAC to approve or disapprove the same or similar improvement or matter in the future.

The MAC specifically reserves the right to reject the same or similar plans, specifications, or proposals subsequently submitted by the same or any other person.

5. Notice of Completion

The applicant will forward the Notice of Completion, provided by the management company (of the approved improvements) to the 4S Ranch Master Association, attention: MAC, c/o the Management Company, when improvements have been fully completed. The refundable construction deposit(s) will be refunded only after the Notice of Completion has been submitted to the Management Company and the MAC has inspected and signed off on the improvement. Refunds will be sent by first class mail within **thirty (30)** days of written notification by the MAC that the improvement has been completed per plan. *Failure to submit the required Notice of Completion may result in the MAC approval being revoked and may require an inspection of the subject property by the MAC prior to approval of a Notice of Completion for any future requests for improvement.*

Should an owner receive approval for an improvement, but as determined by the MAC the completed improvement differs from what was approved by the Association, fines may be quadrupled after due process.

## LANDSCAPE GUIDELINES

1. Landscape & Irrigation

- a. Unless previously installed by the Builder, plans for the front and side yard landscaping must be submitted within three (3) months after acquiring ownership. Initial front and side yard landscaping must be installed no later than six (6) months after the close of escrow by the initial purchaser.



- b. Unless previously installed by the Builder, plans for the rear yard landscaping must be submitted within nine (9) months after acquiring ownership. Initial rear yard landscaping must be installed no later than twelve (12) months after the close of escrow by the initial purchaser.
- c. Plants are not to encroach on walkways or block walkway lighting.
- d. Shrubs used as hedges along pathways or sidewalks will not be allowed to grow taller than 36 inches in height, and must be planted a minimum of 2 feet from the sidewalk or pathway.
- e. Rear and side yard hedges will be maintained at a reasonable height, which may be determined at the sole discretion of the MAC and/or Board of Directors in order to provide privacy, and must be of an approved plant material.
- f. Modifications to the streets trees and turf parkways adjacent to the sidewalk are prohibited without prior MAC approval, and no changes will be considered to trees that are in a healthy condition. Homeowners are responsible for properly maintaining the original turf and street tree in the parkways adjacent to their homes. Proper maintenance includes, but is not limited to, adequate watering, fertilizing, trimming, mowing and pruning to maintain a healthy and attractive appearance at all times. All Parkways are to only consist of sod and one (1) specific "street tree".
- g. Vines may not be attached to common walls and fences.
- h. Decorative gravel, rock or mulch may not cover more than 10% of the total front yard area (excluding the driveway) and 20% of the rear yard, and should only be used as an accent to plantings.
- i. Decorative landscape borders will be limited to plain green or brown edging as available at home improvements stores. Rustic, picket, or wood block style borders are no longer permitted, unless approved by the MAC and/or the Board of Directors.
- j. Artificial Turf may be installed in the front and rear yards. However, the Association prefers that homeowners make efforts to complete the rear yard first or in connection with the front yard renovation. Any submission for the approval of artificial turf will require a sample of the proposed turf to be reviewed by the MAC for quality. Only artificial turfs of high quality will be permitted in the front yard. "Astro-turf" will not be permitted in any areas visible from the street or common areas.
- k. Irrigation lines must be subterranean except "drip" systems. The irrigation system shall be designed and installed to operate different landscape zones (i.e. sun, shade, lawn and shrubs).
- l. Appropriate drainage shall be installed so as to be directed to the street, to prevent run-off onto adjacent or common area properties. There should be a slope/drainage of 2% away from the building and water should be collected in a landscape drainage system.
- m. Sprinklers must be adjusted so as to spray landscaped areas only.

- n. Applications for landscape must include:
  - i. Listing of plant material and size. The 4S Ranch suggested plant list is attached on pages 9 and 10.
  - ii. Site plan showing house (plot plan) and location of the proposed landscaping (plant materials).
  - iii. Planters and retaining walls - with dimensions, materials, color/finish.
  - iv. Hardscape, such as concrete, walk and patios, deck, patio covers with elevations (side views) and construction detail.
  - v. Drainage plan including location of drain inlets and water flow direction.

## 2. Drainage

All surface water must have positive drainage away from the building and be collected in a landscape drainage system. Drain inlets must be located throughout landscape areas including side yards. The MAC is not responsible for installation of proper drainage. This is the sole responsibility of the owner and/or his landscape contractor.

## SUGGESTED PLANTING LIST

### TREES

Bauhinia .....	Orchid tree
Calodendrum.....	Cape Chestnut
Cercidium.....	Palo Verde
Cercis.....	Redbud
Cinnamomum camphora .....	Camphor tree
Cupania anacardioides .....	Carrotwood tree
Eriobotrya deflexa .....	Bronze loquat
Geijera parvifolia .....	Australian willow
Jacaranda acuffolia .....	Jacaranda
Koelreuteria bipinnata.....	Chinese flame tree
Lagerstroemia .....	Crape Myrtle
Melaleuca leucadendron .....	Cajeput tree
Metrosideros excelsus .....	New Zealand Christmas tree
Nerium.....	Oleander
Olea .....	Olive
Pittosporum.....	ncn
Podocarpus gracillior.....	Yew pine
Prunus.....	Plum, Cherry
Pyrus callerana 'Aristocrat'.....	Aristocrat
Pyrus kawakamii .....	Evergreen pear
Quercus ilex .....	Holly oak
Rhus lancea .....	African sumac
Tabebuia .....	Golden trumpet tree

\* Queen or King palm - to be accent tree only, not as theme trees

**SHRUBS** Mediterranean Climate species such as:

Abelia grandiflora.....	Glossy abelia
Azalea so. indica.....	Sun azalea
Agapanthus africanus.....	Lily of the Nile
Ceanothus .....	'Frosty Blue'
Cistus purpureus.....	Orchid rockrose
Coprosma baueri 'Marble Queen' .....	Mirror plant
Escallonia fradesii.....	Pink escallonia
Grevillea noelli	
Heteromeles arbutifolia.....	Toyon
Leptosporam scoparium .....	New Zealand Tea Tree
Liriope muscari.....	Bib lily turf
Nandina domestica .....	Heavenly bamboo
Photinia fraseri .....	Photinia
Phorum tenax .....	New Zealand flax
Pittosporum tobira.....	Mock orange
Pittosporum tobira 'Wheeler's Dwarf' .....	Dwarf mock orange
Raphiolepis indica 'Ballerina' .....	Pink india hawthorn
Raphiolepis indica 'Clara' .....	White india hawthorn
Raphiolepis indica 'Springtime'.....	Pink india hawthorn
Strelitzia reginae.....	Bird of paradise
Trachelospennum jasminioides.....	Star jasmine
Xylosma congestum .....	Xylosma

**GROUND COVERS**

Delosperma alba.....	Disneyland white ice plant
Gazania 'Splendens' .....	Gazania
Hedera helix 'Needlepoint' .....	Needlepoint Ivy
Lawn.....	Marathon
Pelagonium peltatum .....	Ivy geranium
Rosemarinus officinalis .....	Prostrate rosemary
Vinca minor.....	Dwarf periwinkle
.....	Rosea Iceplant
.....	Myoporum
.....	Verbena

**VINES**

Bougainvillea species	
Distictis buccinatoria .....	Any trumpet vine
Ficus pumila .....	Creeping fig
Gelsemium sempervirens .....	Carolina Jessamine
Wisteria species.....	Mandevillea

**FORBIDDEN PLANTS:**

Acacia, Cypress, Pepper and Eucalyptus Trees  
Pine/Conifer Trees, including Star Pine Trees  
All species of Bamboo (except Nandina domestica a.k.a. Heavenly Bamboo as noted above)

## ARCHITECTURAL GUIDELINES

### 1. Walls and Fences and Courtyards

- a. Front courtyards will be limited in design. Softscape and landscape is preferred, and hardscape will be limited. Landscaping will be required in order to preserve the integrity and look of the community.
- b. Fence style, materials and finished color are to be compatible with the neighborhood. Chain link is not permissible as fence material except as specified in the Dog Run section. Barbed wire is not permissible as fence material.
- c. Placement of the fence and support structures may not interfere with adjacent Association sprinkler systems, nor shall fences be constructed over irrigation lines.
- d. No front or front-side yard wall, fence, pillar, or any other hardscape may exceed 36 inches in height and must have at least a 2 ft set back from the sidewalk. Any homeowner seeking a variance on their plans must obtain final approval from the Master Board of Directors.
- e. Structural framing or an unfinished side or a fence varying from existing fence standards shall not be exposed to any public street, sidewalk, walkway, park, recreation area or neighboring lot.
- f. Material for side yard fencing will be given special consideration depending on its exposure to the neighborhood.
- g. Stepped fencing is permissible where the grade slopes; however, fences are not to be erected on top of retaining walls.
- h. Fences are required to surround pool and spa area. Minimum height requirement per County codes.
- i. Specific fence requirements:
  - Wrought Iron: Must have painted finish consistent with the 4S Ranch approved color(s) - black or bronze (semi-gloss). Welded wire mesh may be applied to the interior side of a fence to restrain small pets and children, and paint to match fence color. Supplemental landscape must be used to soften the appearance.
  - Solid Wood Fence - Privacy fence: Maximum height is 6 feet. Must be painted to match the house trim or stained. Color change must be noted and a sample provided for consideration. Consideration should be given to shadowing or view obstruction of adjacent property when utilizing a solid fence.
- j. Acceptable material for fencing and walls:
  - Wood (**but may not be attached to structure per Fire Code**)
  - Wrought Iron
  - Masonry or stucco, if materials conform to type, quality, color and character of masonry or stucco used elsewhere in the respective neighborhoods.
  - 1/4" thick tempered glass with painted metal supports.

**These materials are not all inclusive.**

- k. Unacceptable fencing materials:
- Aluminum or sheet metal
  - Chicken wire or wire mesh
  - Galvanized or plastic chain link
  - Plastic webbing, reeded or straw-like materials and bamboo
  - Corrugated or flat plastic or fiberglass sheets or panels
  - Rope or other fibrous strand elements
  - Miniature type fencing
  - Plastic

**Under no circumstances shall any owner remove or alter in any way walls and fences that have been erected by the Builder without the prior written consent of the MAC.**

- l. Variance requests for fence relocations will be considered only if the following criteria is met by the property owner: 1) minimum two foot wide landscape buffer between the sidewalk and the wall/fence; 2) fences may not be erected on top of retaining walls; 3) all impacted neighbors must approve the proposed relocation. The Board reserves the right to deny variance requests; even if the aforementioned criterion has been met.
- m. At no time shall owner attach to, affix, or hang any item on or over any such fences or walls without MAC approval.

2. Air Conditioners

- a. Air Conditioning units extending from windows are not permissible.
- b. Compressors and equipment shall be screened from public view by fencing or landscaping.
- c. If air conditioning was offered as an option and was not installed by the builder at the time of purchase, equipment must be located in the same area in which the optional unit would have been installed, unless otherwise approved by the MAC.
- d. All roof appurtenances including air conditioners shall be architecturally integrated and concealed from view.
- e. The sound must be buffered from adjacent properties and streets pursuant to the County's Planning Department, to the satisfaction of the County's Director of PI and Building.

3. Antennas/Satellite Dish

- a. No television or radio poles, antennae, satellite dishes, or technological evolutions of the foregoing, other than those originally installed by Declarant, any Merchant Builder, or the Apartment Owner, or approved by the Master Board or the MAC shall be constructed, erected or maintained on or within the Covered Property. Satellite dishes, one meter or less in diameter, are permitted under the following conditions:

- b. Owner must submit an application and notice to the Board prior to the installation of the antenna.
- c. Application shall include the location, size, and a description of the antenna.
- d. Owner is encouraged to install the antenna in the least obtrusive location without interfering with the antenna's reception.

4. Clotheslines

Clotheslines are not permitted.

5. Dog Houses

Dog houses are to be located in rear or side yards only. Dog houses are also to be located out of sight or screened from surrounding property.

6. Barbecues - Permanent

- a. Permanent barbecues are to be located in the rear or side yards only.
- b. Application is to provide the following information:
  - Dimensions
  - Material and color
  - Elevation drawings
  - Location of barbecue in relation to the house and property lines

7. Fireplaces, Firepits, Chimenias, Chimneys, Flues & Roofs

The exterior appearance of a fireplace, chimney, flue or roof must match the existing or new structure. Outdoor fireplaces or firepits must comply with all local codes and setbacks. Fireplaces, firepits, chimenias, or anything similar-portable or built in, are to be gas burning only unless the firebox is no larger than one square foot in total area and be set back from the property line. An outdoor fireplace cannot exceed 8' in height, and are to be constructed with highest design standards possible. Owner(s) are responsible to contact the County for appropriate building codes.

8. Flagpoles

The installation of flagpoles shall be subject to review and approval by the MAC.

9. Gutters and Downspouts

- a. Gutters and downspouts must be painted to match existing trim or stucco.
- b. Run-off from gutters shall not affect adjacent property, and should be directed to the street.

## 10. Lighting - Exterior Walkway and Security Lighting

- a. Lights are to be directed onto applicant's property and screened to prevent light onto adjacent property.
- b. Proposed fixtures are to be compatible with applicant's house in style and scale.
- c. Plan is to indicate wattage of lights.
- d. Plan is to indicate location of lights and area they will illuminate.
- e. A limit of six (6), low wattage, solar powered "Malibu" landscape lights is permitted without submitting a formal application. Any owner seeking to install more than that will need to obtain formal approval from the MAC by submitting a lighting plan.
- f. Lighting color, including LED lighting is to be natural *soft* yellow or white.

## 11. Painting

- a. All painting projects require the submission of the Painting Improvement Application PRIOR to the start of any work, including repainting of any portion of the home including accents areas. Anyone noted as commencing work before receiving approval may be required to return the home to its original color scheme.
- b. Photographs of the home as it currently appears are required to be submitted with the application. Owners will be requested to submit finished photos when the work has been completed.
- c. A 3 foot by 3 foot sample of the stucco color and all accent colors must be applied to each surface so that it may be reviewed by the MAC and/or the Board. Owners are requested to do this simultaneously with the submission of their application in order to process requests in a timely manner.
- d. If matching original color scheme, owner is requested to provide a copy of the color scheme chart from the builder with their application. Please note that the requirements stated in item (c) still apply.
- e. Applications will be considered for those requesting permission to change the original color scheme of their homes.
- f. Not all applications will be approved and the MAC and/or the Board reserve the right to reject or modify any color scheme choices.
- g. Photographs of surrounding homes will be required with all color scheme change requests, in addition to the other requirements noted above.
- h. Owners may seek guidance on color choices by utilizing the pre-selected color schemes on the Dunn Edwards Color Ark site. Owners may access this site by visiting [www.4sconnect.com](http://www.4sconnect.com).
- i. The colors on the Dunn Edwards site are suggestions only, they are not pre-



approved. No work may commence until written approval has been received.

- j. All colors are to harmonize with the neighborhood and surrounding homes.

## 12. Patios and Decks

- a. Materials shall be harmonious with applicant's house.
- b. In designing the deck or patio, a minimum of intrusion upon neighbors' privacy should be given every possible consideration.
- c. Adequate drainage must be installed to prevent standing water and run-off onto adjacent properties. Drainage must be directed to the street.
- d. Wooden decks are to be stained and/or sealed to preserve natural color, or painted to match existing trim.
- e. Railings are acceptable, providing no patio cover is installed. See "Patio Covers" for details.
- f. Application for patio or deck is to include the following information:
  - Site plan indicating location of patio or deck in relation to existing house.
  - Listing of materials, color schemes and finishes.
  - Drainage provisions and flow or run-off
  - Dimensions
  - Elevation drawings

## 13. Patio Covers

- a. Aluminum patio covers must be approved by the MAC.
  - b. Patio covers may be freestanding or attached to existing structure.
  - c. Sunrooms will be considered a room addition, not a patio cover.
  - d. Unacceptable construction materials for structures in this section include the following:
    - Corrugated plastic
    - Corrugated fiberglass
    - Plastic webbing, split bamboo, reeded or straw-like materials
    - Asphalt
- These materials are not all inclusive**
- e. Application for patio covers must include:
    - Location of cover in relation to house
    - Materials and color
    - Dimensions
    - Elevation drawings

#### 14. Room Additions

- a. Room additions must be compatible in scale, materials and color with the applicant's existing structure.
- b. Location of the addition should not unreasonably impair view, sunlight, privacy or natural ventilation to adjacent properties.
- c. Pitched roofs must match or be complementary to the existing structure in slope and form.
- d. No improvement (unless second story improvement or chimneys) shall exceed the roof heights of the existing structure.
- e. New windows and doors are to be compatible with existing exterior openings.
- f. Changes in grade which will affect drainage are to be indicated in the application. Provisions must be made to prevent run-off to adjacent properties.
- g. Materials for construction shall be stored in the least conspicuous area. Excess debris and material shall be removed from the site daily.
- h. Major features of the existing house such as the vertical and horizontal lines, projections and trim details, are to be reflected in the design of the proposed addition.

#### 15. Screen Doors and Security Doors

- a. Plans and specifications for screen doors and security doors must be submitted to the MAC for approval.
- b. All screen doors must be installed within the existing doorjamb in a style or color which matches the existing dwelling unit.

#### 16. Security and Realty Signs

- a. Security signs shall be no larger than 12" X 12" (one foot square). A maximum of one sign shall be permitted in the front yard. Additional signs may be approved upon written request. Signs shall be freestanding and not attached to the house or the garage.
- b. No commercial signs are allowed which can be seen outside any unit or home with the exception of a security sign or a single "FOR SALE" sign or "FOR RENT" sign of customary and reasonable dimensions, not to exceed 18" x 30", and of a professional quality on weather resistant material. "SOLD" signs may not be displayed for more than 30 days after the sale of a lot or unit. No signs are to be displayed in the Master Association's Common Area without prior written approval from the Board of Directors.

#### 17. Solar Energy Equipment

- a. Plans for solar equipment must be submitted to the MAC for approval. Plans shall include location of roof panels and must conform to the following guidelines:
  - Solar collectors are to be placed flush with and in the same plane as the roof slope. If panels cannot be flush mounted, then supports must be solid and painted to match the house.
  - All plumbing lines from collectors to tank must be concealed.
  - Collectors must be non-reflective in nature.

#### 18. Swimming Pools, Spas and Fountains

- a. Permanent aboveground pools or spas exceeding a total area of 100 sq ft are prohibited.
- b. Pool, spa and fountain equipment must be placed so as not to disturb adjacent properties.
- c. Spa or pool equipment shall be enclosed by fencing at least 5' in height and screened from view (i.e. plants, fence or wall).
- d. Plumbing lines to spa, pool or fountain must be subterranean or concealed
- e. Application for a spa, pool or fountain must include the following information:
  - Location of the spa or pool in relation to the existing structure
  - Dimensions of pool or spa
  - Drainage detail
  - Material for decking
  - Location of equipment and screen (noise and view) detail
  - Detail on fencing to surround pool or spa
  - Means of access to the proposed construction

#### 19. Windows and Window Treatment

- a. Exterior wrought iron bars that are visible from neighboring property or the common areas must be reviewed and approved by the MAC.
- b. No reflective materials may be used to create a mirror effect from the outside. No materials such as sheets, blankets, paper, or foil will be permitted.

#### 20. Basketball Hoops/Sports Equipment

- a. Portable basketball structures or other similar sports structures must be stored out of sight from public view when not in use.
- b. A variance may be obtained to store a basketball hoop on the upper half of the driveway.
- c. Basketball hoops or other similar sport structures (soccer nets, tether ball poles) are not to be stored on the street or public sidewalk.
- d. All basketball hoops and courts placed in the rear yard must be installed so that they are not visible from the street and must be approved by the MAC.

## 21. Driveway Extensions/Sidewalks

- a. Driveways may be extended by two feet on each side, but are not to extend past the width of the garage.
- b. Sidewalks are permitted to be installed to connect side gate and driveway.
- c. Driveway extensions and sidewalks must include a landscape buffer in order to soften the appearance of the additional hardscape.
- d. No parking of vehicles is permitted on the driveway extension area.

## 22. Three Dimensional Improvements

An Owner's plans submitted to neighbors for comment and to the MAC for approval must depict all proposed three-dimensional improvements (for example: fountains, statues, walls and fences, lighting fixtures, arbors of any material, etc.) as follows:

- Actual location and width including the dimensions on the plan that shows the view from above.
- Actual size (height and width) and appearance in a scale drawing which includes dimensions and view from the street, including the front of the house as background to permit the MAC to understand the relative scale of the improvement, and
- An accompanying picture of each item to be purchased elsewhere and installed.

Without in any manner limiting the Mac's discretion to approve or disapprove improvements of any size and appearance based on aesthetic judgment, such three-dimensional improvements (other than walls and fences) shall generally not exceed four (4) feet in height and three (3) feet in width. These requirements do not apply to plant materials, standard flatwork (such as walkways and mow strips) or planter and mulch areas whose location and size are sufficiently depicted in the plans showing only the view from above.



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16880 W. Bernardo Drive, Suite 200 San Diego, CA 92127

Tel (858) 946-0320 Fax (858) 946-0326

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**PRE-APPROVED IMPROVEMENT LIST**  
**AND SUBMISSION PROCEDURES**

The following improvements may be made to an Owner's property without obtaining prior written approval from the MAC. However, an application must be filed with the Management Company notifying the Association of your intent to install 'Pre-Approved' improvements **prior** to the commencement of any work:

1. Rear yard landscape below the height level of the fence.
2. Rear yard hardscape, such as concrete walkways and patio slabs, below the height level of the fence.
3. Side walkways connect the rear yard to the driveway.
4. Doghouses and dog runs in the rear yard below the height level of the fence.
5. Replacing Garage doors to match the original door installed by the Builder.
6. Gutters and downspouts painted to match the existing trim of the house.
7. Tinted solar screens on *windows* to reduce glare/heat.

**EXCLUDED INSTALLATIONS:**

The following list describes items which must be reviewed and approved by the MAC prior to proceeding with improvements by submitting the 4S Ranch Master Association. This list is a guideline and is not intended to be all inclusive. If you have any questions please contact management for your specific case.

1. Any plant material which has an expected mature growth height which will exceed the existing fence height.
2. All retaining walls. Regardless of County Permit requirements
3. Built in Bars and Serving Counters.
4. Built in sitting walls and/or benches.
5. Built in raised planter beds.
6. Built in Barbeques, fire pits, and fire rings.
7. Pools, ponds, fountains, or any type of water feature.
8. Post mounted lighting fixtures exceeding fence height.
9. Satellite Dishes.
10. Any front yard modifications
11. **Any** deviations to the original color paint scheme of your home.

**A \$25.00 review fee must be submitted along with your Pre-approved Application.**

# 4S RANCH MASTER ASSOCIATION

## PRE-APPROVED IMPROVEMENT APPLICATION

### NOTICE OF INTENT TO INSTALL

Please complete and send this request form to:

4S Ranch Master Association  
16880 W. Bernardo Drive, Suite 200  
San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

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

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

Neighborhood: \_\_\_\_\_

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

Lot No: \_\_\_\_\_

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

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

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

PROCESSING FEE (\$25.00) - ATTACHED \_\_\_\_\_

DESCRIPTION AND LOCATION OF IMPROVEMENT(S):

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### **OWNER'S CERTIFICATION AND ACKNOWLEDGMENT**

I certify that all improvements listed above are included as Pre-Approved Improvements in the Architectural Guidelines in effect on this date, and that no improvements to my lot are planned or will be started which requires prior written approval by the MAC unless I have first obtained MAC approval. I acknowledge that any improvement to my lot made under the authority of the Report but which is not in strict compliance with the Association's Architectural Guidelines for Pre-Approved Improvements is subject to action by the Association requiring its modification and/or removal, with all Association costs of enforcement (including but not limited to attorney's fees and costs) of the ARC Guidelines and any supplementary guidelines to be charged to me.

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date Signed

### **NOTE**

**Once you have completed your Pre-Approved Installation you must submit the Notice of Completion Form, along with photographs showing all aspects of your installation.**



**Pre-Approved**  
**Notice of Completion**

Notice is hereby given that the undersigned is the Owner of the property located at:

Neighborhood: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

The work of Improvement on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Master Architectural Committee's written approval through the above owners plans and submitted package.

---

OWNER'S SIGNATURE \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE: \_\_\_\_\_

- (     )     INSPECTION APPROVED
- (     )     INSPECTION APPROVED with the following conditions:

---

(     )     Disapproved, due to the following:

---

UPON COMPLETION OF IMPROVEMENTS SEND TO:

**4S Ranch Master Association**  
**c/o The Prescott Companies**  
16880 W. Bernardo Drive, Suite 200  
San Diego, CA 92127  
Tel: (858) 946-0320 Fax: (858) 946-0326  
Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

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4S RANCH MASTER ASSOCIATION HOME AND LANDSCAPE IMPROVEMENT  
APPLICATION PROCEDURES

Please include the following information, as applicable on your plans:

Location of residence on lot and the dimensions from lot lines.

Complete dimensions of proposed improvement. Provide a dimensioned plot plan utilizing one inch equals ten feet or more detailed as necessary to adequately depict the improvement.

Description of all materials, fixtures, and color scheme. Indicate the color of stain or paint by manufacturer's number respective to building parts or surfaces. Color samples must be provided if they deviate from the original color used. Note accordingly if color is intended to match existing surface. Samples of materials having inherent colors such as in masonry, will be required if they are to be used in their natural finish.

Show affected elevations.

Plant inventory (type, size and location).

Photographs of front and rear of house.

Detail of any and all slopes on property.

Please include a check for the plan review fee in the amount of \$250.00 made payable to 4S Ranch Master Association and a construction deposit in the amount of \$250.00. Extensive plans which the MAC or the Board determines will require a mid-construction inspection will be assessed an additional \$50.00. Additional fees will be charged to the owner if plans are altered or re-submitted, based on the professional consultant's fee of \$95.00.

Please attach two (2) copies of drawings/plans, a check for the review fee along with the construction deposit and the application form and mail to:

**4S RANCH MASTER ASSOCIATION**  
16880 W. Bernardo Drive, Suite 200  
San Diego, CA 92127  
Tel: (858) 946-0320 Fax: (858) 946-0326  
Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

**4S RANCH MASTER ASSOCIATION**  
**HOME AND LANDSCAPE IMPROVEMENT APPLICATION**

MAIL TO: 4S RANCH MASTER ASSOCIATION

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

HOMEOWNER \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT# \_\_\_\_\_  
SUBDIVISION NAME \_\_\_\_\_  
TELEPHONE# DAY \_\_\_\_\_ NIGHT \_\_\_\_\_ EMAIL \_\_\_\_\_  
ORIGINAL APPLICATION \_\_\_\_\_ MODIFICATION TO ORIGINAL \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING**

1. 2 SETS OF PLANS TO BE REVIEWED. \_\_\_\_\_ ( )
2. PLAN REVIEW FEE OF \$250.00. \_\_\_\_\_ ( )
3. REFUNDABLE CONSTRUCTION DEPOSIT \$250.00 \_\_\_\_\_ ( )
4. LANDSCAPE IMPROVEMENTS ( ) HOME ADDITION ( )
5. NEIGHBOR NOTIFICATION FORM \_\_\_\_\_ ( )
6. RANCHO SANTE FE FIRE DISTRICT DISCLOSURE. \_\_\_\_\_ ( )
7. CONTRACTORS GUIDELINES. (IVY GATE ONLY.) \_\_\_\_\_ ( )
8. PHOTOGRAPHS OF FRONT AND REAR OF HOUSE. \_\_\_\_\_ ( )

DESCRIPTION OF ANY LANDSCAPING INSTALLED BY THE BUILDER OR PREVIOUS OWNER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTIFY MANAGEMENT COMPANY OF ACTUAL DATE COMPLETED**

\*\*\*\*\*

**NOTE: Please do not have the work commence prior to obtaining the approval of the Architectural Review Committee. The MAC will respond to your request within thirty (30) days from the time of submittal. If you do not receive a response within thirty (30) days, please notify the Management Company and a response will be forthcoming. If you do not receive a response within thirty (30) days, you may NOT assume that your plans have been approved.**

# 4S RANCH MASTER ASSOCIATION NEIGHBOR NOTIFICATION

THE INTENT IS TO ADVISE YOUR ADJACENT NEIGHBORS OF YOUR PROPOSED IMPROVEMENTS. THIS WOULD INCLUDE SIDE, FRONT AND REAR YARD NEIGHBORS. ANY NEIGHBORS WHO MAY REASONABLY BE AFFECTED BY THE IMPROVEMENT MUST BE NOTIFIED. THE MASTER ARCHITECTURAL COMMITTEE (MAC) SHALL CONVENE TO DISCUSS PROPOSED IMPROVEMENTS.

**THIS SECTION MUST BE COMPLETED BEFORE YOUR PLANS WILL BE REVIEWED.**

NAME & ADDRESS

SIGNATURE

DAY PHONE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

NOTICE OF COMPLETION

Notice is hereby given that the undersigned is the Owner of the property located at:

Neighborhood: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

The work of Improvement on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Master Architectural Committee's written approval through the above owners plans and submitted package.

OWNER'S SIGNATURE \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE: \_\_\_\_\_

- (     )     INSPECTION APPROVED
- (     )     INSPECTION APPROVED with the following conditions:

(     )     Disapproved, due to the following:

Construction Deposit in the amount of \$\_\_\_\_\_ was returned on \_\_\_\_\_ (Date)  
\$\_\_\_\_\_ was withheld from construction deposit for the following architectural violations:

UPON COMPLETION OF IMPROVEMENTS MAIL TO:

4S Ranch Master Association  
c/o The Prescott Companies  
16880 W. Bernardo Drive, Suite 200  
San Diego, CA 92127  
Tel: (858) 946-0320 Fax: (858) 946-0326  
Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

IMPROVEMENT APPLICATION FOR MINOR MODIFICATIONS

MAIL TO: 4S RANCH MASTER ASSOCIATION

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

HOMEOWNER \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT# \_\_\_\_\_  
SUBDIVISION NAME \_\_\_\_\_  
TELEPHONE# DAY \_\_\_\_\_ EVENING \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

MODIFICATION TO ORIGINAL \_\_\_\_\_

PROCESSING FEE (\$75.00) - ATTACHED \_\_\_\_\_

PLAN OR PHOTOS OF REQUESTED ELEMENT ATTACHED \_\_\_\_\_

ATTACHED \_\_\_\_\_

DESCRIPTION OF REQUESTED IMPROVEMENT: FOR MINOR MODIFICATIONS TO  
EXISTING LANDSCAPE OR HARDSCAPE.

PROPOSED STARTING DATE \_\_\_\_\_

PROPOSED COMPLETION DATE \_\_\_\_\_

**PLEASE NOTIFY MANAGEMENT COMPANY OF ACTUAL DATE COMPLETED**

\*\*\*\*\*

Please attach two (2) copies of drawings/plans, or photo of requested element, a check for the processing fee (\$75.00) the application form and mail to:

**4S RANCH MASTER ASSOCIATION**

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

**NOTE: Please do not have the work commence prior to obtaining the approval of the Architectural Review Committee. The MAC will respond to your request within thirty (30) days from the time of submittal. If you do not receive a response within thirty (30) days, please notify the Management Company and a response will be forthcoming. If you do not receive a response within thirty (30) days, you may not assume that your plans have been approved.**

**IMPORTANT NOTE**

**YOU MUST SUBMIT THE NOTICE OF COMPLETION FORM TO THE MAC UPON COMPLETION OF YOUR IMPROVEMENTS.**

# 4S RANCH MASTER ASSOCIATION

## MINOR MODIFICATION NOTICE OF COMPLETION PHOTO REQUIRED

You must submit photographs of your installation with this form.

Notice is hereby given that the undersigned is the Owner of the property located at:

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

The work of improvement on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Master Architectural Committee's written approval through the above owners plans and submitted package.

OWNER'S SIGNATURE \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

---

## MAC USE ONLY

ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE: \_\_\_\_\_

( ) INSPECTION APPROVED

( ) INSPECTION APPROVED with the following conditions:

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

( ) Disapproved, due to the following:

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

UPON COMPLETION OF IMPROVEMENTS MAIL TO:

4S RANCH Master Association

c/o The Prescott Companies

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

**PAINTING IMPROVEMENT APPLICATION**

MAIL TO: 4S RANCH MASTER ASSOCIATION

ATTN: ARCHITECTURAL COMMITTEE

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

HOMEOWNER \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ LOT# \_\_\_\_\_  
SUBDIVISION NAME \_\_\_\_\_  
TELEPHONE# DAY \_\_\_\_\_ EVENING \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

IS THIS A MODIFICATION TO THE ORIGINAL COLOR SCHEME? \_\_\_\_\_

**IF YES SELECT ONE:**

\_\_\_\_\_ COLOR SCHEME CURRENTLY EXISTS IN NEIGHBORHOOD

**IF NO- PLEASE COMPLETE THE FOLLOWING INFORMATION:**

ORIGINAL BUILDER COLOR SCHEME PAINT MANUFACTURER CODES: \_\_\_\_\_

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

**ALL APPLICATIONS REQUIRE A 3ftX3ft SAMPLE OF STUCCO COLOR &/OR SWATCHES OF ALL ACCENT COLORS APPLIED AND INSPECTED PRIOR TO APPROVAL, IN ADDITION TO A CURRENT COLOR PHOTO OF YOUR HOME.**

PROPOSED STARTING DATE \_\_\_\_\_

PROPOSED COMPLETION DATE \_\_\_\_\_

For MAC Use Only Inspected by: _____ Approved: _____ Date: _____
---

**PLEASE NOTIFY MANAGEMENT COMPANY OF ACTUAL DATE COMPLETED**  
\*\*\*\*\*  
**For full color scheme changes-please attach two (2) color boards including accent colors-clearly labeled, a current photo of your home, AND photos of neighboring properties (side, front, and rear).**

**SEND COMPLETED APPLICATIONS TO:**

**4S RANCH MASTER ASSOCIATION**

**ATTN: ARCHITECTURAL COMMITTEE**

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

**NOTE: Please do not have the work commence prior to obtaining the approval of the Architectural Review Committee. The MAC will respond to your request within thirty (30) days from the time of submittal. If you do not receive a response within thirty (30) days, please notify the Management Company and a response will be forthcoming. If you do not receive a response within thirty (30) days,**

you may not assume that your plans have been approved.

## 4S RANCH MASTER ASSOCIATION NEIGHBOR NOTIFICATION

THE INTENT IS TO ADVISE YOUR ADJACENT NEIGHBORS OF YOUR PROPOSED COLOR SUBMISSION. THIS WOULD INCLUDE SIDE, FRONT AND REAR YARD NEIGHBORS. ANY NEIGHBORS WHO MAY REASONABLY BE AFFECTED BY THE CHANGES MUST BE NOTIFIED. THE MASTER ARCHITECTURAL COMMITTEE (MAC) SHALL CONVENE TO DISCUSS PROPOSED IMPROVEMENTS.

**THIS SECTION MUST BE COMPLETED BEFORE YOUR PLANS WILL BE REVIEWED.**

NAME & ADDRESS

SIGNATURE

DAY PHONE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### IMPORTANT NOTE

**YOU MUST SUBMIT THE NOTICE OF COMPLETION FORM TO THE MAC UPON COMPLETION OF YOUR IMPROVEMENTS.**



# 4S RANCH MASTER ASSOCIATION

## PAINTING NOTICE OF COMPLETION PHOTO REQUIRED

**You must submit photographs of your installation with this form.**

Notice is hereby given that the undersigned is the Owner of the property located at:

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

The work of improvement on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Master Architectural Committee's written approval through the above owners plans and submitted package.

OWNER'S SIGNATURE \_\_\_\_\_ LOT # \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATED \_\_\_\_\_

---

### MAC USE ONLY

ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE: \_\_\_\_\_

(     )     INSPECTION APPROVED

(     )     INSPECTION APPROVED with the following conditions:

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

(     )     Disapproved, due to the following:

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

UPON COMPLETION OF IMPROVEMENTS SEND TO:

4S RANCH Master Association

c/o The Prescott Companies

Attn: Architectural Committee

16880 W. Bernardo Drive, Suite 200

San Diego, CA 92127

Fax: (858) 946-0326

Email: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

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## ATTACHMENT A

### GARDEN WALK COST CENTER

- a. The landscape maintenance of the existing grass and trees required by the County and installed by the developer, or subsequently replaced, will be performed by the Master Association.
- b. The landscape maintenance of existing shrubbery up to (4) feet in height and not attached to, or supported by, or touching any building or part thereof will be performed by the Master Association. All plant material will be maintained in such a manner so that it does not touch any building. Owners may apply for a variance for any existing plant material exceeding the maximum height or that touches a building or part thereof. Variances will be considered on an individual basis and will be approved or denied at the Association's discretion.
- c. No owner may change, alter remove, or in any way modify the hardscape or association maintained landscape in the front yards without prior approval from the Association. Any owner who makes improvements without the required approvals shall be required to return the area to its original condition.
- d. Owners may install a small amount (4-5 flats) of annuals in the planter beds on a quarterly basis. Owners are to select from the "pre-approved" list provided below. No deviations are permitted.
- e. Owners will be responsible for the care and maintenance of any and all plant material they install. Any homeowner who neglects the care of the plant material they have installed will be required to remove the plants. Homeowners may find it necessary to hand water owner provided plants in the event the Association irrigation is not sufficient to keep them healthy.
- f. The Association may remove, without prior notice, all plants that die or are struggling to survive due to needing more water than is available or, is located inappropriately due to too much or too little sun exposure. Replacement will be at the Association's discretion and the Association will consider available irrigation, surrounding plant density and sun requirements. No homeowner will be provided more water than any other owner.
- g. The Association will not be held responsible for any building damage caused by plants in contact with the structure, owner installed plant material that dies, is damaged, or is removed by the Association. The Association may remove unauthorized plant material after due process.
- h. Owners may request replacement of Association maintained plant material by submitting a written request to the Management Company.
- i. Owners may install a small amount of pavers in the landscaping from the side gate to the driveway without Association approval.

## Plant List

<u>Name</u>	<u>Availability</u>	<u>Comments</u>
Impatiens	year round	in shade only
Marigolds	spring & summer	
Pansy	fall	
Snapdragon	fall	
Dianthus	year round	heartly
Phlox	year round	
Petunia	spring & summer	
Begonias	year round	recommend dark leaf
Coreopsis	summer	
Calendula	fall	
Iceland Poppy	fall	
Salvia	spring & summer	
Stock	fall	
Penta	summer	
Alyssum	year round	use as accent
Dusty Miller	year round	use as accent
Geraniums	year round	more a perennial

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## Attachment B

### Ivy Gate Cost Center

#### *Contractor / Subcontractor Guidelines*

- 1) Any damage caused by an individual Lot Owner's Contractor or Sub-contractor to the common areas or adjacent Units is the Owner's responsibility. Any damage must be reported immediately to the Management Office along with a schedule of repairs. If the damage is not repaired in a timely manner, the Association will make the repairs and charge the Owner. The Owner will be held liable for the actions of his/her contractors and/or workmen.
- 2) All street areas are to be protected with dirt or similar protection. If this is not done, the Owner is subject to a fine per violation, plus the cost of cleaning and/or repair.
- 3) Contractors must carry all trash and debris off-site on a daily basis.
- 4) Working hours are limited to Monday through Saturday, 7:00 a.m. to 5:00 p.m. Any work resulting in noise to neighbors is not permitted before 9:00 a.m. No work is allowed on Sundays or on holidays. The Owner will be fined for any violation by the contractor.
- 5) Owners agree to hold the 4S Ranch Master Association and their agents harmless against liability for; (a) injury to, death of, or damage to property of third persons to the extent caused by the Owner, General Contractor, Designer or any of their subcontractors, agents or employees, and (b) mechanics liens on the common area arising out of or resulting from the work.
- 6) Workers are not allowed to bring their family members, friends, or their pets on site. Workers are also prohibited from creating nuisance or noise unrelated to the construction work. Workers are also prohibited from eating meals or taking breaks on the common areas.
- 7) The Owner may select any general contractor he or she chooses or act as the general contractor himself or herself and hire sub-contractors. All contractors must be licensed in the State of California and provide a *Certificate of Insurance for General Liability (and Workers' Comp when applicable) Insurance* with a minimum limit of \$1,000,000 from the contractor(s), naming 4S Ranch Master Association and The Prescott Companies as additional insured, *as well as all applicable building permits and contractors' licenses. Certificates of Insurance, building permits, and contractor's license must be presented to the Management and no work will be allowed until all are submitted.*

- 8) The Association has the right to stop any work that is in violation of these regulations, creating a fire or safety hazard or interfering with activities in common areas.
  
- 9) An additional *Street Maintenance* deposit of \$500.00 will be required from any homeowner whose contractor intends to use heavy equipment on their property. This deposit will be held and returned to the owner once it is verified no damage was caused to the common area streets. If damage has occurred, the Association will make arrangements to have the streets repaired, the entire \$500.00 deposit will be forfeited. Any cost exceeding the \$500.00 will be charged to the owners account.
  
- 10) Owners are required to submit a signed copy of this agreement with their Architectural Improvement Application. Any application received with out this form will not be reviewed.

I have read and understand this specification and agree to adhere to its requirements.

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Installer/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

# ATTACHMENT C

## Fire District Acknowledgement



Rancho Santa Fe Fire Protection District

P.O. Box 410 • 16936 El Fuego • Rancho Santa Fe • California 92067-0410  
Tel. (858) 756-5971 • Fax (858) 756-4799

Board of Directors  
James Ashcraft, President  
Clifford Douglas  
Thomas Hickerson  
Nancy Hillgren  
Randall Malin

Fire Chief  
Nicholas Pavone

### Wildland-Urban Interface Development Standards, June 1997 Revision, Ordinances 2004-02 and 2004-03

**LANDSCAPING REQUIREMENTS** (include all requirements below on plans). All plant materials used shall be from the Wildland/Urban Interface Development Standards plant palette, which can be found on the Fire District's web site. The addition of plant material to the approved list will be at the discretion of the Fire District. Landscape plans shall be in accordance with the following criteria:

1. All non-fire resistive trees, including conifers, pepper trees, eucalyptus, and acacia species, shall be planted and maintained so that the tree's drip line *at maturity* is a minimum 30 feet from any combustible structure. All fire resistive tree species shall be planted and maintained at a minimum of 10 feet from the tree's drip line to any combustible structure.
2. For streetscape plantings, all non-fire resistive trees shall be planted so that the center of the tree trunk is 20 feet from edge of curb; fire resistive trees can be planted 10 feet from edge of curb to center of tree trunk. Care should be given to the type of tree selected that will not encroach into the roadway, nor produce a closed canopy effect.
3. Limit planting of large unbroken masses especially trees and large shrubs. Groups should be two to three trees maximum, with mature foliage of any group separated horizontally by at least 10 feet, if planted on less than 20 percent slope, and 20 feet, if planted on greater than 20 percent slope.
4. If shrubs are located underneath a tree's drip line, the lowest branch should be at least three times as high as the understory shrubs or 10 feet, whichever is greater.
5. Existing trees can be pruned 10 feet away from roof, eave, or exterior siding, depending on the tree's physical or flammable characteristics and the building construction features.
6. All tree branches and palm fronds shall be removed within 10 feet of a fireplace chimney or outdoor barbecue.
7. **All landscaping shall be installed before final inspection.**

### Common Violations in 4S Ranch

1. Cypress, Junipers, and Peppers (tree and shrub form) are planted too close to combustible structures (houses) and roadways.  
**\*NOTE: Desirable and Undesirable Tree/Plant list is available online at [www.rsf-fire.org](http://www.rsf-fire.org)**
2. Drip lines of trees and large shrubs are growing within 10' from eaves and rooftops.
3. Trees are encroaching into the roadways.

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, have read the above notice regarding the Rancho Santa Fe Fire District standards. I understand that it is my responsibility to ensure that my landscaping meets these requirements. I further understand that the Association has no responsibility to ensure that my landscaping is in compliance with said standards, and any violation is my responsibility to correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Notes: