Architectural Design Guidelines
For 4S Ranch Master Association
Adopted: July 2024

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#### **OBJECTIVES**

This document is a guide for the members of the Master Architectural Committee ("MAC") for 4S Ranch Master Association ("4S Ranch") and the 4S Ranch homeowners ("Owner" or "Owners"), who are members of the Master Association.

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.
- 2. To assist residents in preparing an application to the MAC.
- 3. To increase residents' awareness and understanding of the CC&Rs<sup>1</sup>, 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.
- 6. To ensure continuity of design that will help preserve or improve the appearance, protect property values, and enhance the overall environment of 4S Ranch.

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

- 1. 4S Ranch is governed by the CC&Rs. The Board of Directors ("Board") has the authority to establish the MAC to oversee all architectural improvements.
- 2. Every 4S Ranch homeowner has received a copy of the CC&Rs with the purchase of their home. The CC&Rs are binding on <u>all</u> Owners and every Owner is encouraged to read the CC&Rs thoroughly for complete understanding of the responsibilities of the 4S Ranch Master Association and its members.
- 3. Owners are liable for their family members, guests, tenants' guests, invitees, and contractors.

#### **AMENDMENTS**

1. These Guidelines may be amended from time to time.

2. The MAC and the Board may conduct an annual evaluation of the Guidelines to determine if amendments are required.

#### MASTER ARCHITECTURAL COMMITTEE APPROVAL

- 1. Owners are reminded that an architectural application and written approval from the MAC is required for any additions or alterations that meet any of the following:
  - a. 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 an Owner's property requires submittal of an architectural application and must be approved by the MAC. Further, once an architectural application is approved, any modification must be approved by the MAC prior to installation.

<sup>&</sup>lt;sup>1</sup> Amended and Restated Master Declaration of Restrictions for 4S Ranch Master Association, Document No. 2000-0596603, recorded on November 2, 2000, at Official Records of San Diego County Recorder's Office ("CC&Rs").

- 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 architectural application is reviewed on an individual basis. There are no "automatic" approvals, except as outlined in the Guidelines. An Owner 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 architectural application and may or may not receive MAC approval.
- 5. In every case, an architectural application must be submitted and reviewed for MAC to consider specific implications of location and impact on surroundings. <u>Please note that per the CC&R's of the Association, the MAC and the Board have no obligation to maintain, protect, enhance or preserve any views or privacy from any separate interest, apartment interest, or other portions of throughout the community.</u>
- 6. 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.
- 7. Approval from the MAC does not indicate approval of the means or the method of construction/installation. Owners are responsible for ensuring that their contractors and their contractor's agents abide by all governmental regulations and building codes.

#### 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 <a href="mailto:customerservice@prescottmgt.com">customerservice@prescottmgt.com</a>. The Onsite office is located at 10805 Rancho Bernardo Road #250, San Diego, CA 92127 and can be reached at (858) 613-0624, via fax (858) 946-0326 or via email, <a href="mailto:4sranch@prescottmgt.com">4sranch@prescottmgt.com</a>. The information in this paragraph is subject to change at any time.

#### **MAINTENANCE**

Owners are required to maintain their property and all improvements thereon in good condition and repair. Unless maintained by 4S Ranch, these obligations include, but is not limited to, maintenance of landscape in healthy and thriving conditions (free from weeds, trash, debris), maintenance of parkway and street tree, maintenance/repair/removal of fences, walls, gates...etc. Maintenance affects the visual character and economic values of the property and the neighborhood and, in some cases, safety.

#### DISRUPTION OF MASTER ASSOCIATION PROPERTY (I.E., COMMON AREA)

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 common area must fully detail the exact location of such lines in relation to an Owner's lot or

unit. Proper authorization for work on adjacent property must be obtained from the Owner of said property.

#### 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 located in the CC&Rs. Owners are responsible for inspecting, maintaining, repairing and replacing Methane Mitigation Systems pursuant to the CC&Rs and governmental regulations.

#### PROCEDURAL STANDARDS

#### 1. Application Procedure and Requirements

- a. County Permits/Regulations: MAC approval for any improvement does not waive the necessity of obtaining required County/City permits or ensuring that your proposed improvement(s) complies with County and Local Regulations. The Rancho Santa Fe Fire Protection District ("Fire District") has certain restrictions regarding the species and proximity of plants, trees, and shrubs planted near the structure. Failure to obtain all permits and inspections required by the building and/or fire codes may result in the MAC approval being revoked.
- b. Owners are required to fill out and submit the 4S Ranch Master Association Architectural and Landscape Improvement form included at the end of these Guidelines to 4S Ranch's property management. Submittal instructions are on the form.
- c. All architectural applications must include two (2) drawings/plans, two (2) 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 and 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. The fee values in this subsection are subject to change at the Board's discretion.
- d. All items within a proposed landscape design must be noted and included in the plans 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.
- e. **Neighborhood Notification**: The intent is to advise your neighbors, who own property adjacent to your lot and would be affected by the proposed improvement. Owners are required to obtain signatures of their neighbor(s) on the application form. The neighbor(s) signature is proof of notification only. A neighbor's signature is not proof of approval for Owner's proposed improvement. NO APPLICATION WILL BE CONSIDERED COMPLETE UNTIL THE NEIGHBOR NOTIFICATION CONDITION HAS BEEN *ATTEMPTED* TO BE SATISFIED. This requirement may be waived by the Board or appointed committee on a case by case basis when the work is ordered to correct a violation.

- 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 and the respective Owner(s) for the right to enter such property 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 requesting right of entry. Unused deposits will be refunded after completion of work and final inspection by MAC. Payment will be refunded by US Mail within thirty (30) days after MAC's final inspection.
- g. Submittal: Incomplete architectural applications will not be reviewed. If the application is incomplete, MAC has the right to request supplemental documentation. Within thirty (30) 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 30-day period, it is their responsibility to contact property management regarding the status of the plans via submission of a "Second Notice" following statement in bold letters: "THE ARCHITECTURAL COMMITTEE IS REQUIRED TO REVIEW THE ENCLOSED DOCUMENTS WITHIN FIFTEEN (15) DAYS AND FAILURE TO PROVIDE NOTICE OF APPROVAL OR DISAPPROVAL WITHIN SUCH PERIOD SHALL CONSTITUTE NOTICE OF APPROVAL." The application submitted pursuant to Section 8.6(h) of the CC&Rs shall be deemed approved unless written disapproval, conditional approval or a request for additional information or materials by the MAC was delivered to the applicant within fifteen (15) days after the date of receipt of the "Second Notice" by the MAC.
- h. **Decision**: When the plans are approved or conditionally approved by the MAC, one (1) set of the stamped approved plans will be returned to the owner and the other stamped set will be retained by property management on behalf of 4S Ranch. Applicants are prohibited from commencing construction prior to obtaining a written response acknowledging approval of the application by the MAC.
- i. **Appeal of Denial**: Owners can appeal denial of their architectural application by submitting a written appeal to the Board, via property management, within thirty (30) days of receiving the initial MAC decision letter. Any Board decisions regarding an Owner's appeal are final.

#### 2. Construction

- a. **Time Period**: Work shall commence within one hundred twenty (120) days and be completed within six (6) months of the date of approval of Owner's architectural application. Any approved plan that has not commenced work within six (6) months will require the re-submittal of an architectural application, including all associated fees. If the scope of the job warrants more time, the MAC may extend the construction period upon timely written request from Owner. A work plan and schedule indicating a longer construction period shall be submitted by Owner.
- b. **Final Inspection**: Upon completion of the work, Owners shall notify the MAC in writing and request the final inspection and approval. 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 has the discretion to limit the number of construction projects approved at any residence within a twelve (12) month period to no more than one (1) 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, including but not limited to, any legal fee incurred. Remedies will be pursued to the fullest extent permitted by the CC&Rs and the law. Not withstanding the above, work found to have been done in violation of these guidelines, or any other provision of the 4S Ranch's governing documents must immediately cease, shall be corrected within the time ordered by the Board of Directors or appointed committee. Additional time may be granted upon reasonable written request. In all cases the Board of Directors or appointed committee shall consider the scope of work and other factors in their decision for the reasonable and timely completion of the required work.

#### 2. Violations

All owners have the right to bring to the attention of the MAC any violations of the 4S Ranch Master Association Architectural Guidelines by contacting the management company. Any violations complaints submitted should include details pertaining to the date/time of the violation, photo/video evidence, description of violation...etc. The Master Association will proceed via its enforcement policies and violating Owners may be assessed an assessment/fine after notice and hearing.

#### 3. Damage

Owners shall be responsible for any damage caused to the common area (e.g., streetscape or open space areas) and the property of other Owners as a result of any improvements. Owners will either repair the damages using a vendor approved by the Board or reimburse 4S Ranch any costs and fees pertaining to the damage(s) caused by Owners. 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 by the MAC of any proposals, plans, specifications or drawings will not bind the MAC and shall not be deemed to constitute a waiver of any right to withhold approval of or to consent to any similar proposals, plans and specifications, drawings, or any matter whatsoever that is subsequently or additionally submitted for approval.

#### 5. Notice of Completion

The applicant will forward the <u>Notice of Completion</u>, 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 <u>Notice of Completion</u> 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 <u>thirty (30)</u> 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. Plants shall not encroach on walkways or block walkway lighting or come in contact-with any structure (e.g., residence). Plant spacing shall be such as to not allow the transfer of fire from plant to plant, or from plant to the structure. Owner shall clear any combustible material, weeds, brush, trees, or other vegetation (including mulch) that is or may become, dry and capable of transmitting fire.
- b. Shrubs used as hedges along pathways or sidewalks are not allowed to grow taller than thirty-six (36) inches in height and must be planted a minimum of two (2) feet from the sidewalk or pathway.
- c. 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.
- d. Modifications to the street's 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. Owners 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 and limit fire hazards at all times. All parkways are to only consist of sod and one (1) specific "street tree".
- e. Vines may not be attached to common walls and fences.
- f. Decorative gravel, rock or mulch, or hardscape shall not be approved for 100% of the front yard. Any proposed drought tolerant landscaping shall preserve the aesthetic value and be in harmony with the existing neighborhood. Organic combustible mulch shall be at least five (5) feet from any portion of a structure that may be flammable. See Fire Code for further details and regulations.
- g. 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.

- h. Artificial Turf may be installed in the front and rear yards upon approval from MAC and/or the Board. 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.
- i. Irrigation lines must be subterranean except "drip" systems. The irrigation system shall be designed and installed to operate in different landscape zones (i.e., sun, shade, lawn and shrubs).
- j. Sprinklers must be adjusted to spray landscaped areas only.
- k. Applications for landscape must include:
  - i. Listing of plant material and size. The 4S Ranch suggested plant list is below.
  - 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.
  - vi. The MAC has the discretion to request further documentation and clarification of any submitted application.

#### 2. Drainage

Appropriate drainage (directed towards the street) shall be installed, to prevent run-off onto adjacent or common area properties. There should be a slope/drainage of two(2) degrees away from the building. 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**

IREES	
Bauhinia	Orchid tree
Calodendrum	Cape Chestnut
Cercidium	
Cercis	Redbud
Cinnamomum camphora	Camphor tree
Cupania anacardioides	Carrotwood tree
Eriobotrya deflexa	Bronze loquat
Geijera parvifolia	

Jacaranda acuffolia	.Jacaranda
Koelreuteria bipinnata	.Chinese flame tree
Lagerstroemia	.Crape Myrtle
Melaleuca leucadendron	
Metrosideros excelsus	.New Zealand Christmas tree
Olea	.Olive
Pittosporum	.ncn
Prunus	.Plum, Cherry
Pyrus callerana 'Aristocrat'	.Aristocrat
Pyrus kawakamii	.Evergreen pear
Quercus ilex	.Holly oak
Rhus lancea	.African sumac
Tabebuia	.Golden trumpet tree

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

<b>SHRUBS</b> Mediterranean Climate species such as:	
Abelia grandiflora	Glossy abelia
Azalea so. indica	Sun azalea
Agapanthus africanus	Lily of the Nile
Ceanothus	
Cistus purpureus	Orchid rockrose
Coprosma baueri 'Marble Queen'	
Escallonia fradesii	
Grevillea noelli	
Heteromeles arbutifolia	Toyon
Leptosporam scoiparium	New Zealand Tea Tree
Liriope muscari	
Nandina domestica	
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	

### **GROUND COVERS**

GROCILE COVERS	
Delosperma alba	Disneyland white ice plant
Gazania 'Splendens'	
Lawn	Marathon
Pelagonium peltatum	Ivy geranium
Rosemarinus officinalis	Prostrate rosemary
Vinca minor	Dwarf periwinkle
	Rosea Iceplant
	Myoporum

......Verbena

#### **VINES**

#### **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)
Ivy (Hedera Helix)

#### 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's aesthetics and design. 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 thirty-six (36) inches in height and must have at least a two (2) feet set back from the sidewalk. Any homeowner seeking a variance on their plans must obtain final approval from the Master Board of Directors.
- b. Structural framing oran 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.
  - e. Material for side yard fencing may be given special consideration depending on its exposure to the neighborhood.
  - f. Stepped fencing is permissible where the grade slopes; however, fences are not to be erected on top of retaining walls. The MAC may require a slope integrity report prior to any construction of stepped fencing.
  - g. Fences are required to surround the pool and spa area and must conform to minimum height requirement per County codes.

#### h. Specific fence requirements:

- Wrought Iron: Must have painted finish consistent with the 4S Ranch approved color(s) (i.e., 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 six (6) feet. Must be painted to match the house trim or stained. Color change must be noted, and a sample provided for consideration. The MAC will take into consideration of shadowing or view obstruction of adjacent property when utilizing a solid fence.
- i. 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.
  - Vinyl.
  - These materials are not all inclusive.
- j. 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
  - The MAC has the discretion to revise the foregoing list of unacceptable fencing materials at any time.
  - 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.
- k. Variance requests for fence relocations will be considered only if the following criteria is met by the Owner: 1) minimum two (2) foot wide landscape buffer between the sidewalk and the wall/fence; and 2) all impacted neighbors must be notified of the proposed relocation. The Board reserves the right to deny variance requests, even if the aforementioned criterion has been met. 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 approved 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 all County and local regulations.

#### 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 Owner, or approved by the Board or the MAC shall be constructed, erected or maintained on or within the Covered Property.
  - i. Satellite dishes, one (1) meter or less in diameter, are permitted under the following conditions:
    - Owner must submit an architectural application to the Board prior to the installation of the antenna.
    - Architectural application shall include the location, size, and a description of the antenna.
    - Owner shall 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. Architectural application are to provide, at the minimum, 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 eight (8) feet in height and is to be constructed with highest design standards possible. Owners are responsible for obtaining the proper building permits and must contact the County/City to verify 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 should be painted to match existing trim or stucco.
- b. Run-off from gutters must not affect adjacent property, and must 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. Architectural applications must indicate wattage of lights.
- d. Architectural applications must indicate the location of lights and area they will illuminate.
- e. A limit of six (6), low wattage, solar powered "Malibu" landscape lights are permitted without submitting a formal application. Owners seeking to install more than six (6) of such lights will need to obtain written 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. Owners commencing work before receiving written approval may be required to return the home to its original color scheme unless a Painting Improvement Application is immediately submitted and approved by the MAC.

- b. Current photographs of the home are required to be submitted with the application. Owners will be requested to submit finished photos when the work has been completed.
- c. A 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, Owners are requested to indicate on the application "as original" as the proposed color, include the name of the color and a sample of the same.
- e. Architectural applications requesting permission to change the original color scheme of homes will be considered as long the proposed color scheme is harmonious with the aesthetics and design of the neighborhood.
- 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 color chart on www.4sconnect.com. Any color schemes available online are not endorsed, promoted, or automatically approved by the 4S Ranch but are provided only as a guide for complementary color schemes. All paint projects must be approved by the MAC.
- i. All colors are to harmonize with the aesthetics and design of 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. Architectural applications for patio or deck are to include, at the minimum, 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. Architectural applications for patio covers, at the minimum, must include:
    - Location of cover in relation to house
    - Materials and color
    - Dimensions
    - Elevation drawings

#### 14.Room Additions

- a. Owners wanting to install room additions must submit an architectural application, obtain written approval regarding same from the MAC, and obtain the required permits and approval from the County/City. Any proposed room additions must be compatible in scale, materials and color with the applicant's existing structure and surrounding homes.
- b. Location of the additional room 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.
- i. Owners shall be liable for any damages sustained by 4S Ranch, its agents, and other Owners due to Owner's construction work.

#### 15. Screen Doors and Security Doors

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

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 form the Board of Directors.

#### 17. Solar Energy Equipment

- a. Plans for solar equipment must be submitted to the MAC for written approval. Plans shall include location of roof panels and must conform to the following guidelines:
  - i. 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.
  - ii. All plumbing lines from collectors to tank must be concealed.
- b. Solar equipment and installation must abide by all governmental regulations. Contractors utilized by Owners must be properly licensed and insured. Owners shall require contractors to name 4S Ranch and its property management as additional insureds. Owners shall provide a certificate of insurance with Owners' architectural application.

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

- a. Permanent aboveground pools or spas exceeding a total area of one hundred (100) square feet are prohibited.
- b. Pool, spa and fountain equipment must be placed so as not to disturb adjacent properties.
- c. Spas and pools shall be enclosed by MAC approved fencing at least five (5) feet in

height.

- d. Plumbing lines to spa, pool or fountain must be subterranean or concealed.
- e. Architectural applications for a spa, pool or fountain must include, at a minimum, 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, as such may be considered an annoyance or nuisance. No materials such as sheets, blankets, paper, or foil will be permitted.

#### 20. Basketball Hoops/Sports Equipment

- a. No permanent basketball hoops, backboards, or similar structures may be placed anywhere on Owner's property within public view without MAC approval. Portable basketball hoops, backboards, and other similar sports structures must be stored out of sight from public view when not in use and cannot be placed closer than fifteen (15) feet from neighboring residential building without MAC approval.
- b. With MAC approval, basketball hoops may be stored on an Owner's property in the back of alleyway homes so long as they do not encroach upon the alleyway.
- c. Basketball hoops and other sport structures (e.g., soccer nets, tether ball poles) shall not be stored on the streets or public sidewalks.

#### 21.Driveway Extensions/Sidewalks

- a. Owners wanting to extend driveways and install sidewalks must submit an architectural application, obtain written approval from the MAC, and follow all County/City code requirements (e.g., permits/inspections). Driveways may be extended by two (2) feet on each side but are not to extend past the width of the garage.
- b. Sidewalks are permitted to be installed to connect a 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

- a. 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:
  - i. Actual location and width including the dimensions on the plan that shows the view from above.
  - ii. Actual size (height, length, 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
  - iii. An accompanying picture of each item to be purchased elsewhere and installed.
- b. Such three-dimensional improvements (other than walls and fences) shall not exceed four (4) feet in height and three (3) feet in width, unless otherwise approved in writing by the MAC. 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.



10805 Rancho Bernardo Rd, Suite 250 San Diego, CA 92127

Tel (858) 946-0320

### 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. Black window screens to reduce heat and glare caused by direct sunlight.

#### **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. <u>Any</u> 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

#### 10805 Rancho Bernardo Road, Ste 250 San Diego, CA 92127

Fax to (858) 946-0326 or email to 4sranch@prescottmgt.com

Name:	Date:
Neighborhood:	
Address:	Lot No:
Daytime Phone:	Evening Phone:
Completion Date:	
PROCESSING FEE (\$25.00) - ATTACHED	
DESCRIPTION AND LOCATION OF IMPRO	VEMENT(S):
I certify that all improvements listed above are included Guidelines in effect on this date, and that no improvement prior written approval by the MAC unless I have from the improvement to my lot made under the authority of the Association's Architectural Guidelines for Pre-Approvement to the control of t	N AND ACKNOWLEDGMENT  ded as Pre-Approved Improvements in the Architectural  ints to my lot are planned or will be started which requires  irst obtained MAC approval. I acknowledge that any  ne Report but which is not in strict compliance with the  ed Improvements is subject to action by the Association  ciation costs of enforcement (including but not limited to  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**

Noti	ice is he	reby given that the undersigned is the Owner	of the property located at:
Neig	ghborho	od:	
Add	ress		
City		Zip	
The	work of	f Improvement on the described property was	COMPLETED on:
Con	nmittee's	day of, 20, in access written approval through the above owners	ordance with the Master Architectural plans and submitted package.
OW	NER'S	SIGNATURE	LOT #
OW	NER'S	SIGNATURE	DATED
ARO	CHITEC	CTURAL COMMITTEE	DATE:
		INSPECTION APPROVED INSPECTION APPROVED with the fol	
		Disapproved, due to the following:	

UPON COMPLETION OF IMPROVEMENTS MAIL TO:

4S Ranch Master Association c/o The Prescott Companies 10805 Rancho Bernardo Road, Suite 250 San Diego, CA 92127

Fax: (858) 946-0326

Email: 4sranch@prescottmgt.com

#### 4S RANCH MASTER ASSOCIATION

#### HOME AND LANDSCAPE IMPROVEMENT APPLICATION

## MAIL TO: 4S RANCH MASTER ASSOCIATION 10805 Rancho Bernardo Road, Ste 250

San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326 Email: 4sranch@prescottmgt.com

HOMEOWNER	DATE
ADDRESS	LOT#
SUBDIVISION NAME	
SUBDIVISION NAME NIGHT NI	EMAIL
ORIGINAL APPLICATION M	ODIFICATION TO ORIGINAL
PLEASE INCLUD	E THE FOLLOWING
1. 2 SETS OF PLANS TO BE REVIEWE	D ( )
2. PLAN REVIEW FEE OF \$250.00	( )
3. REFUNDABLE CONSTRUCTION D	EPOSIT \$250.00 ( )
4. LANDSCAPE IMPROVEMENTS (	) HOME ADDITION ( )
5. NEIGHBOR NOTIFICATION FORM	( )
6. RANCHO SANTE FE FIRE DISTRICT	T DISCLOSURE ( )
7. CONTRACTORS GUIDELINES. (IVY	GATE ONLY.)()
8. PHOTOGRAPHS OF FRONT AND RI	EAR OF HOUSE ( )
DESCRIPTION OF ANY LANDSCAPING IN OWNER:	STALLED BY THE BUILDER OR PREVIOUS
PLEASE NOTIFY MANAGEMENT COME	PANY 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:\_\_\_\_\_ 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 \_\_\_\_\_ DATE: \_\_\_\_\_ ARCHITECTURAL COMMITTEE \_\_\_\_\_ 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 10805 Rancho Bernardo Rd., Ste 250 San Diego, CA 92127

5411 Diego, CA 72121

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

Email: 4sranch@prescottmgt.com

#### ATTACHMENT A

#### GARDEN WALK COST CENTER

- a. The landscape maintenance of the front yards in the Garden Walk Cost Center will be performed by the Master Association.
- b. No owner is to change, alter, remove or any way modify the builder installed landscape or hardscape in the front yards; including trees and lawn areas without prior approval from the Association.
- c. 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" plant list provided below. No deviations are permitted.
- d. 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 which they have installed will be requested to remove the plants.
- e. The Association will not be held responsible for any owner installed plant material that dies or is damaged.
- f. Owners may request replacement to builder installed/ Association maintained plant material by submitting a request in writing to the Management Company.
- g. Other modifications to the front yards may be considered. Owner's wishing to alter the front exterior of their homes must obtain written approval from the Association prior to the commencement of any work. Any owner who fails to obtain the required permission shall be required to return the area to its original condition.
- h. Owners may install a small number of pavers in the landscaping from the side gate to the driveway. If an owner wishes to install a permanent sidewalk on the side of the house, a formal application including all fees will need to be submitted to the MAC for review.

#### **Plant List**

<u>Name</u>	<u>Availability</u>	<b>Comments</b>
Impatiens	year round	in shade only
Marigolds	spring & summer	
Pansy	fall	
Snapdragon	fall	
Dianthus	year round	hearty
Phlox	year round	
Petunia	spring & summer	
Begonias	year round	recommend dark leaf
Corepsis	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

#### **Attachment B**

#### Ivy Gate Cost Center

#### Contractor / Subcontractor Guidelines

- 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.
- 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.
- 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.
- 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



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:

Tel. (858) 756-5971 • Fax (858) 756-4799

- 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.
- 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.
- 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

(houses) and roadways. *NOTE: Desirable and Undesirable	s are growing within 10' from eaves and rooftops.	
	4	8
have read the above notice regarding responsibility to ensure that my	, owner of the property located at	he
Signature	Date	

#### IMPROVEMENT APPLICATION FOR MINOR MODIFICATIONS

### MAIL TO: 4S RANCH MASTER ASSOCIATION

### ATTN: ARCHITECTURAL COMMITTEE 10805 Rancho Bernardo Road, Ste 250

San Diego, CA 92127

To submit electronically, only **PDFs** of complete applications should be sent to:

Email: 4sranch@prescottmgt.com

HOMEOWNER:	
ADDRESS:	
PHONE#:	EMAIL ADDRESS:
PROCESSING FEE (\$75.00) -	
PLAN OR PHOTOS OF REQU	JESTED ELEMENT - ATTACHED
DESCRIPTION OF REQUES	TED IMPROVEMENT FOR MINOR MODIFICATIONS TO
EXISTING LANDSCAPE OR 1	HARDSCAPE:
PROPOSED STARTING DATE	E:
PROPOSED COMPLETION D	ATE:

#### 

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 ATTN: ARCHITECTURAL COMMITTEE

10805 Rancho Bernardo Road, Ste 250 San Diego, CA 92127

Email: 4sranch@prescottmgt.com PDF ONLY

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 TOTHE MAC UPON COMPLETION OF YOUR IMPROVEMENTS.

### 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.

	MUST BE COMPLE ESS SIGNATURE DA	 OUR PLANS WILL	BE REVIEWED
1		 	
2		 	
3			
4			

Please submit as PDF for consideration

### 4S RANCH MASTER ASSOCIATION

# MINOR MODIFICATION NOTICE OF COMPLETION PHOTO REQUIRED

You must submit photographs of your installation with this form.

ity		Zi	ip
ſ'ne	work of	improvement on the described propert	ty was COMPLETED on:
Com	mittee's	day of, 20, i written approval through the above ov	in accordance with the Master Architectural wners plans and submitted package.
OW!	NER'S S	IGNATURE	LOT #
		IGNATURE	DATED
AC	USE	ONLY  TURAL COMMITTEE	
AC	USE	ONLY	DATE:

UPON COMPLETION OF IMPROVEMENTS SEND TO:

4S RANCH Master Association c/o The Prescott Companies Attn: Architectural Committee 10805 Rancho Bernardo Road, Suite 250 San Diego, CA 92127

Email: 4sranch@prescottmgt.com

#### PAINTING IMPROVEMENT APPLICATION

MAIL TO: 4S RANCH MASTER ASSOCIATION ATTN: ARCHITECTURAL COMMITTEE 10805 Rancho Bernardo Road, Suite 250 San Diego, CA 92127

Email: 4sranch@prescottmgt.com (PDF Only)

Homeowner:	Date:
Address:	Phone:
Email:	
Is this a change <i>or</i> a match to the or	iginal color scheme? (Circle One) CHANGE or MATCH
	n neighborhood? (Circle One) YES or NO
Proposed Paint Scheme Brands, C	olor Name/Color Code (complete all that apply):
Stucco:	Front Door:
<u>Trim:</u>	Shutters:
Garage Door:	Other:
Fence:	Other:
	OTO OF YOUR HOME. ALL APPLICATIONS REQUIRE OSED COLORS. PHOTOS OF PAINT SAMPLES
	YOUR APPLICATION. ALTERNATELY, SAMPLES
	E HOME IN AN ACCESSIBLE AREA TO BE
INSPECTED PRIOR TO APPROVAL	
Proposed Start Date	
Troposed Start Date.	
Proposed Completion Date	: <del></del>
PI FASE NOTIEV MANAGEN	MENT COMPANY OF ACTUAL DATE COMPLETED
	***************
For full color scheme changes: pl	ease attach a color board including accent colors-clearly
labeled, a current photo of your ho	me, AND photos of neighboring properties (side, front, and
<u>rear).</u>	

**SEND COMPLETED APPLICATIONS TO: 4S RANCH MASTER ASSOCIATION** ATTN: ARCHITECTURAL COMMITTEE

10805 Rancho Bernardo Road, Suite 250 San Diego, CA 92127

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

Email: 4sranch@prescottmgt.com

#### E-mailed applications must be submitted as PDF only

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		

Submit as PDF to 4sranch@prescottmgt.com

### 4S RANCH MASTER ASSOCIATION

# MINOR MODIFICATION -PAINTING NOTICE OF COMPLETION PHOTO REQUIRED

# <u>Please Submit Notice of Completion After Your Home Improvements Are</u> Completed

You must submit photographs of your installation with this form.

City		Zip
The	work of improvement or	n the described property was COMPLETED on:
Con	day of nmittee's written approva	, 20, in accordance with the Master Architectural through the above owners plans and submitted package.
OW	NER'S SIGNATURE	LOT #
OW	NER'S SIGNATURE	DATED
		IITTEE DATE:
	CHITECTURAL COMM ) INSPECTIO	

#### UPON COMPLETION OF IMPROVEMENTS SEND TO:

4S RANCH Master Association c/o The Prescott Companies Attn: Architectural Committee

10805 Rancho Bernardo Road, Suite 250

San Diego, CA 92127 Fax: (858) 946-0326

Email: 4sranch@prescottmgt.com

# IMPROVEMENT APPLICATION FOR MINOR MODIFICATIONS SOLAR & SATELLITE

MAIL TO: 4S RANCH MASTER ASSOCIATION ATTN: ARCHITECTURAL COMMITTEE 10805 Rancho Bernardo Rd, Suite 250 San Diego, CA 92127

Tel: (858) 946-0320 Fax: (858) 946-0326 *submit as* PDF to Email: 4sranch@prescottmgt.com

HOMEOWNER	DATE
ADDRESS	
SUBDIVISION NAME	
TELEPHONE# DAY	EVENING
EMAIL ADDRESS	
MODIFICATION TO ORIGINAL  PROCESSING FEE N/A - Solar and Satellite Subm  PLAN OR PHOTOS OF REQUESTED ELEMENT  PROPOSED STARTING DATE:  PROPOSED COMPLETION DATE:	nittals Require No Fee  ATTACHED
*************	
Please attach two (2) copies of drawings/plans, or	photo of requested element and the applica-

## 4S RANCH MASTER ASSOCIATION ATTN: ARCHITECTURAL COMMITTEE

tion form and mail to:

10805 Rancho Bernardo Rd, Suite 250 San Diego, CA 92127 Tel: (858) 946-0320 Fax: (858) 946-0326

Submit as PDF to

Email: 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 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.

NAME & ADDRI	MUST BE COMI ESS SIGNATURE	_	ORE YOUR PLA	NS WILL BE RE	VIEWED
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Submit as PDF to 4sranch@prescottmgt.com