

Rancho Escondido Homeowners, Inc.

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**New Coach
Installation
Architectural
Alteration
Requisition
and
Guidelines**

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New Home

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We recognize every condition may not be covered. Should you have a condition that is not covered in this packet, please ask before doing.

PLACEMENT OF MANUFACTURED HOMES ON LOTS PROCEDURES AND SPECIFICATIONS

The following may be revised from time to time as need arises and in no way is intended to resend or supersede the CC&Rs, By Laws, or Condominium Plan. In addition, title 25 and city codes must be consulted.

GENERAL

All homes placed within Rancho Escondido shall be of new construction or no older than ten (10) years of age (see section, Requirements for Other than New Manufactured Homes) and shall be in compliance with the specifications incorporated herein. In addition to these specifications, all residents must comply with the Architectural and Landscape Rules & Regulations as used in these regulations the terms "home", "residences", and "mobile", shall mean the manufactured structure designed as a residential dwelling and all items appurtenant (See Addendum "A")

Unless otherwise stated herein, all required approvals shall be done by the Architectural Committee Chairman. In order to expedite the approval process, it is recommended that applicants familiarize themselves with architectural requirements, including approved exterior colors, exterior treatments, etc., before submitting plans. These requirements are available at the Association Office.

PRELIMINARY REQUIREMENTS

Prior to the ordering of a new residence, the owner thereof, shall submit the following documents to the Architectural Committee Chairman:

1. A plot plan of the lot with dimensions scaled to 1/10" = 1'. (Field verify physical dimensions and angles)
2. Prepare an **Architectural Alteration Requisition** form and deposit \$2,500* with the Board to cover any damage to the common area during the installation of the new home.
 - a. This deposit shall be used by REHA to repair any damage, or debris to be removed. The deposit will be returned within fourteen (14) working days, upon satisfactory completion and final inspection. If, in the opinion of the Architectural Committee, repairs and/or removal of debris are necessary, the chairman or committee member shall notify the responsible individual of action required.
 - b. If corrective action is not taken, and a request for a Board hearing has not been filed as specified herein, the Board may within four (4) working day of such notification, a without further notice, use the deposit funds for such purpose and return to the depositor any unused portion with a written accounting of the expenditures.
3. The name of the installation contractor along with their license number, workers compensation and liability insurance information must be provided to the Architectural Committee.
4. Show utilities, existing and relocated positions.

5. New water ball valve and pressure regulator are to be installed.
6. A new clean out T for the sewer is to be installed.
7. The Plot Plan shall indicate the size of the driveway, awnings and storage shed(s).
8. The Plot Plan shall include any new retaining walls; approved wall materials are slump stone and "garden wall" blocks or approved equal.
9. The Plot Plan shall include all city-required information.
10. If a driveway gutter fill exists, it must be removed and replaced with a standard "S" curve driveway gutter.
11. Owners/developers will be responsible for repair and replacement of any utilities disrupted and the lighting of all pilot lights when gas is turned off.
12. A brochure or other representing picture, with specifications and/or complete description of the residence, from the home manufacturer. This date must show "new sizes" without hitches, location of the unit utility area, the rear door, etc.
13. Color samples showing the exterior colors of the residence, including the roof.
14. A plan showing all exterior items including carport and porch roofs, porches, steps, all hardscape (see attached samples) and storage rooms, outside air conditioning equipment and their specific locations.
15. A plan showing the proposed drainage of the property.
16. In the event there is a disagreement between the Chairmen of the Architectural Committee and an owner as to whether the owner has complied with Association regulations of the new residence the owner may submit within three (3) working days, and after notification by the committee chairman that corrective action is required, a written request for a hearing by the whole Architectural Committee (which consists of the Board of Directors). The Board will schedule a hearing at the earliest available date, and its determination will be final.

* Developers and/or Owners doing 2 or more projects within REHOA may deposit a maximum of \$5,000.

SPECIFICATIONS

All homes being installed shall be electric powered with a 50 or 100 amp minimum service (but shall not be larger than previous service to previous coach) and natural gas service.

ALL HOME SHALL HAVE:

1. Front and rear overhangs of at least twelve inches.
2. Fascias in approved colors of acceptable material and shall tie into the carport and porch roofs in such manner as to eliminate a line of demarcation between the exterior structure and the roof. The fascia shall be installed completely around the perimeter of the home.
3. Masonry skirting on two sides rear and front may be included.
4. A cement berm 6 inches wide and 6 inches deep, installed around three side of every home with the driveway side excluded, as a base for skirting. Four inches of the berm shall be below grade.

5. Roofs of composition asphalt or fiberglass shingles, color shall coordinate with the home colors. The pitch of the roof must be a maximum of 3.1/2/12. Roof support posts shall be made of the solid wood or steel painted to match the house color or trim.
6. Suitable exterior siding, hardboard, wood or cement fiber, where possible, stained or painted to meet the Association Architectural requirements.
7. Walkways that shall be made of approved materials and colors. Driveways and/or walkways shall not be painted, however certain coating systems may be approved by the Architectural and Landscape Committee.
8. Masonry steps, with wood or wrought iron railings, where required by building codes.
9. Set Backs that are in compliance with the San Diego County building Code, Title 25 and consistent with adjoining properties. Construction using flammable materials must be a minimum of three feet from the property line. Generally the REHOA set back is 5 feet from the property line.
10. Attached Carports. This type of enclosure shall have the roof attached to the side of the home extended full length of required parking and shall be constructed on 4" concrete driveway and shall extend to the street or gutter. The open sides may be covered with approved material, not to exceed 50% coverage.
11. One Exterior Shed with:
 - a. A maximum size of 120 square feet, per title 25.
 - b. The exact size, style and placement subject to the Architectural Committee Approval.
 - c. Set back from the property line shall be the same as the home.
 - d. A minimum of one window and a door.
 - e. A three foot unobstructed area between the home and storage room unless attached to home.
12. Conditions:
 - a. During the period of construction, the area will be kept free of trash and debris and at no time is the street to be blocked.
 - b. Exterior surfaces and pipes are to be colored to match existing surfaces.
 - c. All work is to be completed within thirty (30) days of commencement of work unless an extension is granted by the Architectural Committee.
 - d. A copy of any building permit shall be posted at the work site during construction.
 - e. Any damage to the Common Area will be replaced or restored to its original condition at owner's expense.
 - f. The operation and maintenance of the alteration will remain the responsibility of the owner.
 - g. Any repairs needed to the interior surfaces caused by any problem with the installation maintenance or operation shall be the sole expense of the owner.
 - h. In the event repairs are needed due to conditions under which the Association is responsible for temporary removal and reinstallation of the modification, this removal and replacement cost shall be the sole expense of the Owner.
 - i. The Association reserves the right to have the modification removed and special assessment of the costs involved if it is allowed to deteriorate or go into disrepair.

- j. The Owner shall be liable for any damage for water leakage from the property, adjoining properties or the Common Area from opening piping, fastening devices or other reason relating to the modification.
- k. Owner agrees that neither the Architectural Committee nor the Association is responsible for the design, workmanship or construction being in compliance with any applicable building or zoning requirements.
- l. The term "owner" AS USED IN HIS APPROVAL SHALL INCLUDE ANY SUBSEQUENT RECORD OWNER OF THE PROPERTY
- m. Work begun or completed before approval may be ordered removed or returned to previous condition at unit owners expense or fine as may be determined by the Board of Directors.
- n. Once the **Architectural Alteration Requisition** form has been approved, the owner/agent will have the Insurance Information sheet (attached) filled out by whoever does the work and returned to the office.
- o. If any action at law or in equity is necessary to enforce or interpret the terms of this document, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other relief which it may be entitled.

APPROVAL PROCESS

Once the Architectural Committee Chairman is satisfied that the submitted documentation is complete and satisfactory the applicant will be notified in writing of the approval for the installation to proceed

Applicant shall allow 10 working days for approval.

POST APPROVAL ACTIVITIES

The home must be completely installed, including landscaping, to the satisfaction of the Architectural Committee Chairman within ninety (90) days of the date of the installation approval. See attached list of approved trees.

The owner agrees to all of the aforementioned conditions and specifications.

Owner Signature _____ **Date** _____

Space # _____ **Control #** _____

REQUIREMENTS FOR OTHER THAN NEW MANUFACTURED HOMES

1. The home to be moved into Rancho Escondido is to be no more than 10 years old at the time the request is submitted. The age is to be established by the original sales documents, certified copies of these documents or current registration papers.
2. The buyer, at the buyer's expense, will cause a complete inspection of the manufactured home in question to be done by an independent licensed inspector selected by the Management Company or the Board. The inspection must certify in writing the following items:
 - a. Free of Termites
 - b. Roof in good condition.
 - c. Paint colors (if the colors do not conform to CVPOA requirements the buyer must agree in writing that the home will be painted to conform to CVPOA Architectural Rules & Regulations immediately after being moved in.)
 - d. Home is certified to be in acceptable condition and meets all code requirements.
 - e. Home has approved siding.
3. Buyer will pay REHOA for the Community Managers time and mileage costs for traveling to view home. The rate of compensation will be computed at the current rate of pay for the Community Manager plus the current established IRS rate for mileage.
4. At the submission to the Board of Directors, all the items listed above must be proved.

The Chairman of the Architectural Committee will submit the complete package of documentation to the Board of Directors for final approval.

ALL CONDITIONS & SPECIFICATIONS FOR NEW HOME SHALL APPLY.

ADDENDUM "A"

DEFINITIONS/CLARIFICATIONS OF CC&Rs

ARCHITECTURAL & DESIGN CONTROL

"8.2 Architectural & Design Control. No building, fence, wall obstructions, outside or exterior wiring, ramp, patio, patio cover, tent, awning, carport, carport cover, improvements or structure of any kind shall be commenced, installed erected, painted, or maintained upon the Manufactured Home space, nor shall any alteration or improvement of any kind be made until the same has been approved in writing by the Board or by any Architectural Control Committee Chairman appointed by the board.

Complete plans and specifications showing the nature, kind, shape, color, size, materials and location of such improvements, alterations, etc. shall be submitted to the Board or the Architectural Control Committee Chairman for approval as to quality of workmanship, design and harmony or external design with existing structures, and as to location in relation to surrounding structures, topography, and finish grade elevation."

"Each Manufactured home space shall have a front, side and rear setback line which is in conformance with the ordinances of the city within which the Project is located, or as exists as of the date of recordation of these Covenants, Conditions and Restrictions. No permanent or temporary structures or Mobile homes shall be placed on or maintained on such side or rear yards."

The Board of Directors of Rancho Escondido interprets the first sentence of Paragraph 8.2 to include the following: trellis, privacy screen, sunscreen, shade screen, arbor, lattice, divider, and any other device which would destroy the "open feeling" of our park.

If it is desired to provide protection from the sun and the elements for vehicles parked in carports, the maximum vertical width of the panels used will be one-half of the height of the carport above the driveway. Open lattice-type of panel may extend to the carport gutter because it provides a 60% open area. This is also true of the metal louvers.

In other applications, such as a trellis or a privacy fence, the use of open lattice-type 4x8 panels placed horizontally with a minimum of two feet spacing lengthwise between panels and 2' spacing from ground to bottom of lattice with a maximum height of 6'.0".

Generally the REHOA set back requirement is 5 feet from property line.

Requests for approvals for these structures must be submitted on the form entitled "ARCHITECTURAL ALTERATION REQUISITION", and must have the approval of the Chairman of the Architectural Committee.

Listed are a few of the architectural alterations that require committee/board approval:

Removal of Coaches

New Coach Installations

Relocation of park services (electric, gas, water, sewer, cable TV, telephone)

Installation of Direct TV antennas

Repainting of coaches/structures

Storage sheds

Trellises

Awning re-arrangements

Porches/decks

Landscape - No tree is to be planted without prior approval (see attached list).

If you are planning an alteration to your property that is not listed above and are not sure if approval is required, just call any of the architectural committee members and we will meet with you to discuss the proposed alteration.

Type of Approved Trees: For Restricted Space Areas

1. Pygmy Date Palm - **E**
(roebelenii)
2. Crape Myrtle - **D**
(lagerstroemia)
3. Red Bud - **D**
(cercis)
4. White Bark Birch - **D**
(betula pendula)
5. Chinese Flame Tree - **D**
(Koelreuteria bipinnata)
6. Bronze Loquat - **E**
(eriobotrya deflexa)
7. Maidenhair Tree - **D**
(ginko biloba)
8. Fire Wheel Tree - **E**
(stenocarpus sinuatus)
9. Purple Leaf Plum - **D**
(prunus blireiana)
10. Strawberry Tree - **E**
(arbutus marina)
11. Peppermint Willow - **E**
(agonis flexuosa)
12. Willow Pittasporum - **E**
(pillosporum angustifolium)
13. Evergreen Pear Tree - **E**
(pyrus kawakamii)
14. California Privet - **E**
(Ligustrum ovalifolium)
15. Little Gem - **E**
(Magnolia grandiflora)
16. Matyen Tree - **E**
(Maytenus boaria)
17. Majestic Beauty - **E**
(Raphiolepis Indica)

NOTE:

Before you definitely decide on a particular tree, please consult with the Landscape Committee.

For The Following Reasons:

1. Some trees require more space than others.
2. Some trees are messier than others.
3. Some require more maintenance.

If you desire a tree other than those listed above, please check with the Landscape Committee.

ADDENDUM "B"

Installation of Trees on New Home Lots

The following information was voted on by the Board April 15, 2008 for the sole purpose of preventing our Park of being stripped of trees when new homes go in. This policy will be strictly enforced.

When a new home is installed on a lot, it must be accompanied by a new tree if any existing trees were removed to accommodate the new home installation. If the property has a tree and the tree is left there then a new one is not needed if the tree is on the front or side area. Any back yard trees will be handled on a one on one basis with the Park to have the final say so.

The Park will provide a list of approved trees and the sizes that are approved. All trees must be 25 gallon or larger, healthy and planted properly in an approved area on the lot by the Park and the person installing the new home. The new tree must be on the plot plan that goes to the City.

If a tree cannot possibly be planted on the property, the new tree will be planted within the Park at the Park's/HOA discretion.

Board Approved April 15, 2008

ALTERATION GENERAL CONDITIONS

Approval of the Rancho Escondido Mobile Home Park Architectural only
Any permits required from city, state or HUD for the alteration are the responsibility of the Homeowner

Owner agrees to the following:

- A. Any alterations to the exterior of building(s) require Architectural Committee and Board of Directors approval prior to beginning any alterations including, but not limited to, additions painting or variations in current configurations.
- B. During the period of construction, the area will be kept free of trash and debris and at no time is the street to be blocked.
- C. Exterior surfaces and pipes are to be colored to match existing surfaces.
- D. All work is to be completed within thirty (30) days of commencement of work unless an extension is granted by the Architectural Committee.
- E. A copy of any building permit shall be posted at the work site during construction.
- F. Any damage to the Common Area will be replaced or restored to its original condition at owner's expense.
- G. The operation and maintenance of the alteration will remain the responsibility of the owner.
- H. Any repairs needed to the interior surfaces caused by any problem with the installation maintenance or operation shall be the sole expense of the owner.
- I. In the event repairs are needed due to conditions under which the Association is responsible for temporary removal and reinstallation of the modification, this removal and replacement cost shall be the sole expense of the Owner.
- J. The Association reserves the right to have the modification removed and special assessment of the costs involved if it is allowed to deteriorate or go into disrepair.
- K. The Owner shall be liable for any damage for water leakage from the property, adjoining properties or the Common Area from opening piping, fastening devices or other reason relating to the modification.
- L. Owner agrees that neither the Architectural Committee nor the Association is responsible for the design, workmanship or construction being in compliance with any applicable building or zoning requirements.
- M. The term "owner" AS USED IN HIS APPROVAL SHALL INCLUDE ANY SUBSEQUENT RECORD OWNER OF THE PROPERTY
- N. Work begun or completed before approval may be ordered removed or returned to previous condition at unit owners expense or fine as may be determined by the Board of Directors.
- O. Before the Architectural Alteration Requisition form has been approved, the owner/agent will have the Insurance Information sheet (attached) filled out by whoever does the work and returned to the office.
- P. If any action at law or in equity is necessary to enforce or interpret the terms of this document, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other relief which it may be entitled.

The owner agrees to all of the aforementioned conditions and specifications.

Homeowner Signature of Agreement

_____/_____/_____
Date

Space #

Control #

RANCHO ESCONDIDO HOMEOWNERS ASSOCIATION

Insurance Information Sheet

Work Hours in the Park: 8:00 AM to 5:30 PM, Monday through Saturday;
Exceptions With Board Approval ONLY.

Contractor/Tradesman: _____

Business Address: _____

Business Phone #: _____ Residence Phone #: _____

Licenses: Contract #: _____ State #: _____ City #: _____	Insurance: Liability Company: _____ Policy #: _____ Worker's Compensation Company: _____ Policy #: _____
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See Rancho Escondido CC&R's Article 8.4.2

It is the sole responsibility of the submitting Owner to determine whether a licensed contractor is required by the state of California to perform the proposed work and to apply for any permits required by the City Code or any other Applicable Law. The Board of Directors, Architectural Committee, and the individual members of both the Board and the Architectural Committee shall have no responsibility or liability for determining whether a contractor selected by an Owner is properly licensed, insured and otherwise qualified to perform the work proposed by the Owner.

I understand as the Homeowner I am solely responsible for my hired contractor. If ANY hired contractor violations occur, payment of ALL expenses to the park resulting from the violation and a possible fine may be imposed onto me the Homeowner.

The homeowner is reminded that any injuries to an unlicensed uninsured workman is the **LIABILITY** of the homeowner.

The below Homeowner signature is REQUIRED.

Homeowner's Signature: _____

Contracted Work: _____

Beginning Date: ___/___/___

Finished Date: ___/___/___