

*Attachment 1 to Property Use and Maintenance Regulations*

**UNIVERSITY GABLES ARCHITECTURAL GUIDELINES**

As provided in the University Gables Property Use and Maintenance Regulations (the “Regulations”), the CSU Fullerton Auxiliary Services Corporation (the “ASC”) enforces the following Architectural Guidelines (“Guidelines”). These Guidelines are intended to assist homeowners wishing to undertake construction or make other improvements to their property to conform to the requirements of the Regulations and to prepare submissions to the ASC through the Homeowners Advisory Council (“HAC”) that can be approved without undue delay or the requirement of substantial changes. These Guidelines are designed to implement the more general requirements of the Regulations. They do not, however, in any sense supersede the provisions of the Regulations. Also, since these Guidelines are subject to change by the ASC at any time, you should check with the office of the ASC to be sure that you have the current edition of the Guidelines before undertaking any project covered by provisions of this document. Capitalized terms used but not defined in these Guidelines shall have the meanings given them in the Regulations.

**I. GENERAL PURPOSE**

As in the case of the Regulations, the general purpose of these Guidelines is to ensure that University Gables remains an aesthetically pleasing and attractive community for all of its residents by assuring that all buildings and other structures erected within the community will be complementary to the basic architectural character established by the ASC. By establishing these Guidelines, the ASC hopes to assure a continuity of concept and design that will preserve the quality of community life for all residents, and enhance the value of the investment that each homeowner has made in University Gables.

By promulgating these Guidelines, it is not the intent of the ASC to unreasonably discourage creativity in design, construction concepts or materials. At the same time, the ASC recognizes that some basic requirements must be imposed if the overall architectural character of University Gables is to be preserved. As you plan your specific construction of improvement project, you are urged to contact the ASC or members of HAC to clarify any questions that you may have concerning these requirements. The ASC stands ready to provide whatever assistance it reasonably can to help you achieve your objectives in a manner that is consistent with the interest of the overall community.

These Guidelines are in addition to the requirements of the City of Buena Park and any other local government approvals that may be required for the improvements to your Structure. You will need to comply with all local government requirements for your proposed construction and improvements.

**II. SUBMITTAL PROCEDURE AND REQUIREMENTS**

As provided in the Regulations, no construction or improvements may be undertaken on any lot within University Gables without the prior approval by the ASC of the plans and specifications for

such work. Similarly, no major landscaping work may be undertaken without the ASC approval for the landscaping plan. The procedures for obtaining such approvals are described below.

#### **A. Plans and Specifications – General**

An application package must be submitted to the ASC for every proposed work project that (i) alters the exterior appearance of any lot or of any home or other structural improvement located on such a lot (together, the “Structure”), or (ii) affects the structural integrity of any Structure located on a lot. No application need be submitted for a work project that maintains the original exterior appearance, such as painting the exterior of the Structure the same color as the original color.

1. Each application package must contain (as appropriate):
  - a. An ASC Property Improvement Application (available at the ASC Office);
  - b. A site plan showing the location of all proposed and existing Structures on the lot, including building setbacks, open space, driveways, walkways, and parking spaces;
  - c. Exterior elevations of all proposed Structures and alterations to existing Structures;
  - d. Specifications of materials, color scheme, lighting scheme, and other details affecting the exterior appearance of all proposed Structures and alterations to existing Structures;
  - e. Plans for landscaping and grading; and
  - f. A processing fee in an amount established by the ASC (initially \$25 as of the date of these Guidelines), and any other payments reasonably required by the ASC for its out-of-pocket costs of reviewing the application, including but not limited to architect’s fees.
2. Two (2) complete sets of all plans are required for each submission. The application package should be submitted at the ASC office. The ASC will forward the application package to HAC for review.
3. Plans should, insofar as applicable, be prepared in accordance with the Building Code (as defined in the Regulations) and with clarity and completeness. For work involving original construction or major additions or for work requiring variances from the provisions of the Regulations or these Guidelines, the ASC recommends that plans be submitted at the preliminary drawing stage for a preliminary review by the ASC. This could save you money should major revisions to the plans be required.
4. As required by the Regulations, each application package must be accompanied by written evidence that any Homeowners holding adjoining lots have been informed of the proposed work for which approval of the ASC is sought. (The ASC Property Improvement Application will set out more specifically the form of written evidence required.)

5. If the proposed construction work will require the use of common area property -- whether for purposes of transporting materials or the temporary storage of materials or otherwise -- the application package to the ASC must be accompanied by a letter from the ASC granting permission for such "right of entry" during the course of construction. In such cases, as deemed necessary by the ASC or HAC, a security deposit or bond may be required from the contractor to assure that any damage to the common area property will be restored. If the proposed construction work will involve any encroachment on any adjoining lot, it will be necessary for you to enter into an agreement with the Home Owner(s) of such adjoining lot respecting the use of such property, arrangements for indemnification, and the like.

**B. Timing of Approved Construction**

1. Under the Regulations, the ASC is obliged to act on your application within forty-five (45) days following your submission of a complete application package. If the ASC fails to make a decision within such period, your application is deemed to be approved. If the ASC disapproves your application, you have the right -- within ten (10) days thereafter -- to appeal the decision to the ASC, which may elect to consider it (although the ASC is not required to hear each appeal). While HAC has an advisory role in reviewing your application, the ASC has final approval rights.
2. If your application is approved, one (1) set of approved plans -- bearing a ASC approval stamp -- will be returned to you. The second set will be retained in the files in the office of the ASC.

**III. ARCHITECTURAL STANDARDS**

In developing architectural designs that both express the owner's individuality and taste and contribute to the development and preservation of University Gables as an architecturally attractive and cohesive community, it is important to consider the stylistic elements that constitute the design. Forms, colors, and materials should be derived from those present in the community and should be used in a way that does not result in too great a mixture of forms, colors, or materials on any Structure or surface.

**A. Roofs**

No flat roofs will be permitted, although some small flat roof sections may be allowed where not generally visible by an offsite observer.

**B. Height Restrictions**

Without specific approval of the ASC, no building or other Structure erected on any lot (including any additions or improvements thereto) may exceed the height restrictions for the housing unit constructed on or designated for such lot.

**C. Materials and Colors**

1. Materials and colors are subject to ASC approval. The ASC will approve colors and materials that it finds acceptable or that have been previously designated as part of an acceptable palette.
2. Exterior painting of any dwelling unit or other Structure must be approved in advance by the ASC unless the repainting is of the same color as previously approved by the ASC.

**D. Room Additions and Accessory Structures**

1. Room additions are prohibited in University Gables by the entitlement conditions of the City of Buena Park.
2. Structural or material additions or alterations to the exterior of your home, including patio covers, balconies and room additions to existing buildings, must conform to the materials and colors of the existing building or Structure.
3. All patio structures, sunshades, arbors, trellises, gazebos, atriiums, and other accessory structures shall conform to the following requirements:
  - a. All such Structures shall be consistent with the architectural character of the dwelling unit to which they are attached or adjacent.
  - b. All such Structures, including their roofs, shall be constructed of materials compatible with those used in the dwelling unit to which they are attached or adjacent.
  - c. All such Structures shall be stained or painted so as to match the color of the dwelling unit to which they are attached or adjacent, except that if exterior grade redwood is used it may be left in a natural state.
  - d. The University Gables entitlement conditions of the City of Buena Park require patio covers to be wood and not to exceed 100 square feet in size.

**E. Setback Requirements**

No Structure may be constructed or maintained in such a way that any portion of the Structure, including but not limited to any eaves or other overhangs, is closer than permitted by the applicable setback requirements of the City of Buena Park to the respective property lines of the Unit (including those areas over which the Unit owner may have exclusive easement rights whether or not delineated by a fence or wall).

**F. Fences**

1. Fencing may not be altered or constructed without the approval of the ASC. For the purpose of maintaining a harmonious streetscape, the ASC is unlikely to approve alterations or additions to front-yard fencing.

**G. Mechanical Equipment**

1. Installation of all mechanical equipment, including but not limited to air conditioning, water softeners and swimming pool and spa equipment shall require specific approval of the ASC.
2. Drawings of such equipment must indicate the location of the equipment and, if it is exposed to view, the proposed method for screening.

**H. Drainage and Fill**

1. Any change to the original course of surface water flow shall require the approval of the ASC.
2. Gutters, downspouts, and scuppers must be primed and painted to match the color of adjacent surfaces.

**I. Landscaping and Related Improvements**

1. All back yards of homes must be landscaped within 180 days from close of escrow.
2. All landscaping must present an attractive appearance for the property. No specific proportions of landscaping materials are required.
3. Front-yard and common-area landscaping may not be altered without the approval of the ASC.
4. Without specific approval of the ASC, the following materials may not be used for landscaping:
  - a. Decorative rock, sand, gravel or any other artificial rock substance in any area visible from any street or path;
  - b. Hedge-type plants adjacent to sidewalks where such planting exceeds eighteen (18) inches in width and seventy-two (72) inches in height;
  - c. Shrubs with thorns planted adjacent to sidewalks and which may be considered hazardous, including but not limited to roses, natal plum, and cactus; and
  - d. Such plant materials (including trees) as interfere, or at maturity will interfere, with the views of adjacent neighbors.

**J. Skylight and Solar Energy Equipment.**

1. The ASC approval of rooftop skylights or solar energy equipment will be based generally on the homeowner's ability to design and accommodate the installation of such facilities and equipment with the least amount of exposure to view from adjacent Units consistent with general requirements of state law respecting the efficient placement of collector units. (For these purposes, solar energy equipment

includes all panels, collectors, piping, attachments, bracing, flashing, mechanical hardware, supporting structure and any other related elements.)

2. All such installations should conform to the following additional requirements:
  - a. Such structures should have as low a profile as functionally practical and efficient;
  - b. Piping should go through the roof rather than on the face of the roof or dwelling unit when possible;
  - c. Long runs of piping should be condensed and concealed as much as possible; and
  - d. Equipment or equipment enclosures should be painted or stained to match the colors of adjacent surfaces.

**K. Solid Waste**

All materials located on any lot during construction or alteration of any Structure or other improvements that are not incorporated into the improvement shall be removed at the completion of construction.

**L. Athletic Equipment**

1. No athletic equipment may be permanently attached to any townhome.
2. Athletic equipment may be permanently attached only to a detached home, with HAC approval. Such athletic equipment shall be painted a color that is compatible with the home to which such equipment is attached.
3. No freestanding permanent athletic equipment is permitted except in back yards and with the approval of the ASC.

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