

MONTEVALLE OF SCOTTS VALLEY, INC ARCHITECTURAL GUIDELINES

This document is intended to provide detailed guidance to Montevalle owners about the criteria the Montevalle Foreman and Community Manager uses for approval of exterior projects, (excluding plantings), and notification of neighbors. The CC&Rs provide general guidance in this area.

Variation in what is approved occurs because each lot in Montevalle is unique, differing in size, terrain, elevation and view.

General Guidance and Definitions:

General guidance is provided in Montevalle's CC&Rs Articles 4 and 10, and should be referred to before undertaking any projects.

Neighbors must be notified about the project before the application is submitted to the Montevalle Office; neighbor signatures are required, indicating they have been notified of the proposed changes and potential noise and disruption.

The owner then submits the form to the Community Manager and Park Foreman for approval. The work hours for contractors and other service providers are Monday-Saturday, 8:00a.m. to 5:00 p.m., except holidays: New Year's Day, Easter, Fourth of July, Thanksgiving and Christmas (CC&Rs: 10.26). Homeowners may also work on Sundays and holidays, but must limit the noise and No power tools. (CC&Rs: 10.26).

APPLICATION FORMS

There is one application form: The application for repairs is located in the Mill hallway across from the mailroom. It can also be emailed to owner's that want to save it on the computer. The application has a section for minor or major, if you are unsure what your project is, please leave this section blank and the Park Foreman will make the determination.

Projects Not Requiring an Application:

- 1) Routine maintenance of retaining walls and deck board
- 2) Touch-up painting of the same color
- 3) Minor driveway repair and resealing of asphalt

APPLICATION FOR *MINOR* WORK INCLUDES:

- 1) Exterior painting of a different color (color chips must be submitted with application)
- 2) Replacement of doors, shutters, windows (same side, same place), sidings and awnings.
- 3) New gutters and new or replacement of skylights (in same location).
- 4) New or replacement of decks (that do not need a permit from the City of Scotts Valley), porches, patio covers, skirting and gazebos.
- 5) Fences and retaining walls Stairs, lifts, and elevators
- 6) Driveways and sidewalks
- 7) Air conditioners, generators (that do not require permit from the City of Scotts Valley) antennas, dish and solar panels

Fences:

Front Yard Fences must be approved by the Community Manager; Park Foreman and Board of Directors sign off and should be of an unobtrusive picket-style of see-through fabrication, no more than three feet high, with a five foot setback from the edge of the property.

Side Fences must have a minimum five-foot setback from the front edge of the property and be a maximum of 3 three feet in height for the first eleven feet from the frontedge of the property. Side fences may not exceed six feet in height from the ground.

Rear Fences may not exceed a maximum height of six feet from the ground.

Skirting:

The area between the bottom of the manufactured home and the ground must be covered in a material that will keep out animals.

APPLICATION FOR MAJOR WORK INCLUDES:

- 1) Exterior remodeling
- 2) Demolition or removal of current home
- 3) Additions of existing square footage
- 4) Roof replacement (white or highly reflective roofing material will not be approved)
- 5) Solar installations
- 6) Installation of a new home

All applications for major work, as well as all changes to plans, must be approved by Community manager, Park Foreman and the Board of Directors.

A Major Remodel Agreement must be signed and deposit received in addition to the application.

Owner must have a survey of the property by a licensed California engineer/surveyor.

All corners of the property must be marked with permanent pins and with flags. All utility locations, easements and sewer laterals must be clearly marked.

Owner shall provide a brief description of the proposed work and shall provide two copies of scaled drawings. Owner must include dimensions on existing and new plot plans, setbacks, elevations (including foundation dimensions above and below ground), drainage plan, driveways, paved areas, decking and other descriptive information.

Drawings must be stamped approved by the Community Manager, Park Foreman and Board of Directors before submittal to the City of Scotts Valley for a building permit.

NOTE: *Any changes to the original plans must be approved by the Community Manager, Park Foreman and Board of Directors before resubmitting to the City of Scotts Valley.*

- Project start times are defined when the applicant or contractor starts work on the site, after applicable permits have been obtained and copies provided to the office.
- Owner must provide color samples and/or other descriptive information on textures and materials.

The Park Foreman and Board of Directors may request that story poles be used.

Roof height may be no higher than 14 feet from subfloor. Exceptions to be approved by Board. After Board approval, plans must be placed on the community bulletin board for two weeks. Owners must obtain building permits. Copies must be filed in the office and displayed on site.

In the event a neighbor has an issue with the plans, the owner may contact the Community Manager in order to arrange a meeting with the owner, neighbor and the Community Manager, Park Foreman and Board of Director's to discuss the issue. Each extension granted is for 4 ½ months. The extension involves only the exterior completion of the home.

Demolition/Removal of Home

In order to make room for a new manufactured home, the present home may be removed or demolished. The owner is responsible for any and all damage incurred during demolition or removal. A separate application and permit will be needed and submitted to the Monteville Office prior to demolition.

Installation of New Manufactured Homes

A manufactured home must be bought from an authorized dealer and meet CC&Rs10.22 e and f.

Form revised 6/12/18