

# MONTEVALLE ARCHITECTURAL GUIDELINES

## Purpose

This document is intended to provide detailed guidance to Monteville owners about the criteria the Community Manager/Park Service Foreperson use 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 Monteville is unique, differing in size, terrain, elevation and view. Decisions by the Community Manager and Park Services Foreperson, may be appealed by the Board.

## General Guidance and Definitions

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

**All neighbors must receive a courtesy notification BEFORE the work starts if a lot is in close view and/or is adjacent to the property.** This includes neighbors who will be impacted by the project because of view, noise, dust and other disturbances. Neighbors must be notified about the project before the application is submitted to the Monteville Office, with exception of "if you are unable to reach a neighbor in person, please contact them by phone and or leave a note in their mailbox". Neighbor's notification is not an approval of the project, just a courtesy.

Forms can be obtained in the bin on the bulletin board in the Mill hallway across from the mail room.

The work hours for contractors and other service providers are Monday-Saturday, 8:00 a.m. to 6:00 p.m., except holidays: All Federal Holidays (CC&Rs: 10.26) Homeowners may also work on Sundays and holidays, but must limit the noise (CC&Rs: 10.26).

## Application for MINOR Work Includes:

- 1) Exterior painting of a different color (color samples, 2' x 2' for body color and 2' x 4" for trim must be submitted with application).
- 2) Replacement of same size doors, shutters, windows, and awnings.
- 3) New gutters and new or replacement of skylights.
- 4) New or replacement of decks, porches, patio covers, skirting and gazebos.
- 5) Fences and retaining walls.
- 6) Stairs, lifts, and elevators.
- 7) Driveways and sidewalks.
- 8) Air conditioners, antennas, and dishes.
- 9) Roof repairs or replacement.

## Fences:

**Front yard fences:** Must be approved by the Board of Directors and should be of an unobtrusive, see-through fabrication, no more than three feet high, with a five-foot setback from the edge of the property.

**Side fences:**

- Minimum five-foot setback from the front edge of the property and a maximum of 3 three feet in height for the **first eleven feet from the front edge of the property**. Side fences may not exceed six feet in height from the ground.

**Rear fences:**

-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:**

- 1) Exterior remodeling (e.g. different size windows and doors, new siding), etc.
- 2) Demolition or removal of current home.
- 3) Additions of existing square footage.
- 4) Solar system installations.
- 5) Installation of a new home.
- 6) Driveway, adding square footage.
- 7) Installing generator.

***All applications for major work, as well as all changes to plans, must be approved by the Architectural Committee and/or the Board of Directors.***

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

- Owner may be required (if a survey is not currently recorded) to 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 2 copies of scaled drawings. Include dimensions on existing and new plot plans, setbacks, elevations (including foundation dimensions above and below ground and must include permanent perimeter foundation), drainage and elevation plan, driveways, paved areas, decking and other descriptive information.
- Drawings must be stamped approved by the Community Manager/Park Services Foreperson and Board before submittal to the City of Scotts Valley for a building permit. Any changes to the original plans must be approved by the Park Services Foreperson/Community Manger and/or Board before resubmitting to the City of Scotts Valley.

**Any changes to the original plans must be approved by the Monteville Park Services Foreperson 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 have been provided to the Monteville Office.
- Provide color samples and/or other descriptive information on textures/materials.
- The Board and/or Park Services Foreperson may request that story poles to be installed for visual appearance.
- Roof height no higher than 14 feet from subfloor.
- After Board approval, plans must be placed on the community bulletin board for 2 weeks.
- In the event a neighbor has an issue with the plans, the owner may contact the Park Services Foreperson in order to arrange a meeting with the owner and neighbor to discuss issue.
- Each extension granted is for 4 ½ months. The extension involves only the exterior completion of the home. CC&R 10.24

#### **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. Owners must submit an application for the removal to be approved by the Park Services Foreperson and Community Manager, once approved, they must go through the City of Scotts Valley for permitting. Owners are required to contract Scotts Valley Police Dept. and Scotts Valley Fire Department about any road closures.

#### **Installation of New Manufactured Homes:**

A manufactured home must be bought from an authorized dealer and meet CC&R 10.22 e and f.