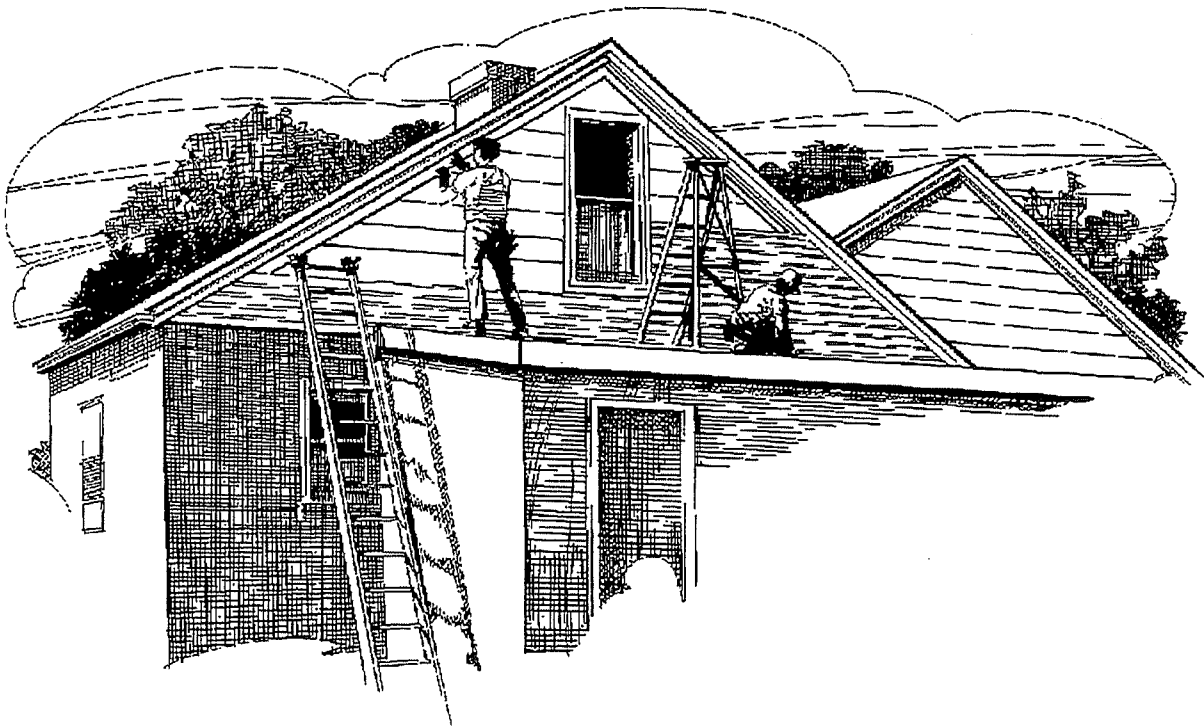


OAK SHORES COMMUNITY ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

# ARC

BUILDING PROCEDURES AND RESTRICTIONS  
FOR NEW & EXISTING HOMES



Revised: March 19, 2016

**ARC**  
**Project Completion Timeframe**  
**Approved March 19, 2016**

**Major Construction - 36 months (\*from start of construction)**

Homes  
Additions

\*Start of construction is when the lot is graded.

**Semi Major Construction - 12 months (from date of approval by ARC or when County Building permit is issued)**

Garages  
Free standing decks  
Gazebos  
Free standing storage/building  
Roofs  
Concrete Work/retaining walls  
Concrete replacement  
Deck Replacement  
New Stucco  
New Siding  
Patio Cover

**All others - 45 days (from date of approval of ARC)**

Painting  
Deck Repair  
Window Replacement  
Fences

**Note:**

- The ARC can make exception to these guidelines, but all exceptions must come with a full written explanation of why the owner needs more time. For Example, an owner is going to paint his own home and will be doing it on the weekends, or the owner is building his own deck and is only doing work on the weekends.
- Homeowner can request from the Board of Directors an extension to the above timeframe.
- All requests for extensions after the deadline will be require an additional \$20.00 processing fee to cover the staff cost.
- Failure to finish the project within the approved timeframe will result in the loss of the compliance deposit. Once this occurs the owner will have to reapply as if it is a new project.

**It is the owner's responsibility to contact the Association office to:**

- Request an extension
- Report that the project is finished. (Failure to report a finished project after the above timeframe will result in the loss of the security deposit).

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**I. ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING**

I/We acknowledge that I/we have received and read the Architectural Guidelines, 2010-revised issue, and that I/we will abide by the regulations stated therein, as well as the appropriate sections of the CC&Rs. The plans submitted herewith are, to the best of my/our knowledge, in conformance with those requirements.

**PROPERTY OWNER**

Date: \_\_\_\_\_

\_\_\_\_\_  
Lot/Tract

\_\_\_\_\_  
Property Owner(s) Name

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State & Zip

\_\_\_\_\_  
OSCA Address (if different than mailing)

\_\_\_\_\_  
Phone Number

**CONTRACTOR**

Date: \_\_\_\_\_

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Business License Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Liability Insurance Carrier

Note: Any plan changes by any entity, must be submitted to Oak Shores for re-approval by the committee.

## **II. PURPOSE**

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The purpose of these guidelines is to provide property owners ("owners") and general contractors with a set of guidelines for use during construction. In order to ensure that the information contained in these guidelines is enforced, the property owner must reference these guidelines in their written agreement with the General Contractor.

### **Objectives:**

The Architectural Review Committees ("ARC") goal is to foster architectural compatibility among neighboring lots and to promote a harmonious relationship between structures and the landscape. The design of each structure should be complimentary to the land and to the adjacent homes in terms of lot coverage, mass, and degree of individual expression.

*ARC shall have the authority to approve, reject, modify, give conditional approvals and give-limited approvals of improvements and alterations as provided in the Association's Architectural Standards. (CC&R Article 5 Section 5.1)*

Oak Shores Community Association ("OSCA"), through the committee, will strive to assist and monitor all owners in the development of their lots and the enhancement of existing homes in a uniform and non-discriminatory manner.

***No improvements, excavation, wall, swimming pool, painting, alteration or other work, which alters the exterior appearance of any Lot, shall be commenced until plans and specifications have been submitted to and approved in writing by the Architectural Review Committee.***

*If improvements, additions, alterations or modifications are different from those approved by the ARC, such improvements, additions, alterations or modifications shall be deemed disapproved and the member shall promptly correct the nonconforming items with the OSCA Architectural Standards. (CC&R Article 5 Section 5.3)*

### **Architectural Enforcement:**

Owner(s) who do not follow the approved Architectural Guidelines as written, may be fined as follows: Fines shall be the same amount as the deposit, i.e., if the deposit is \$150 for painting a structure and the owner has ignored the deposit and/or has not made an effort to seek approval from the ARC, the fine will be \$150 in addition to the \$150 deposit. The management is to send a certified letter to the owners giving them thirty days to comply. If the owner seeks approval from the ARC and pays the deposit, within thirty days, there will be no fine. If the owner does not come forward and pay the deposit then the deposit and the fine will be assessed following an enforcement hearing, and if not paid will remain on account against the property. A \$500 fine may be imposed if new home construction begins prior to OSCA receiving the proper fees, the prepaid dumpster fee and/or having the Committee's approval. *Board Policy 11/20/99 and revised 2010.*

### **III. GENERAL INFORMATION**

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#### **General:**

All owners are encouraged to familiarize themselves and their agents with OSCA's CC&Rs, Community Guidelines, and Architectural Guidelines concerning changes to the natural environment and/or development of their homes and lots. Prior to commencing with any improvements that materially change the exterior of the property, these improvements must be submitted to the ARC. It is recommended that prior to extensive planning or expenditure of funds, preliminary plans shall be submitted for ARC review.

#### **Meetings:**

The ARC members will be available to owners in all matters pertaining to lot development. ARC meetings generally meet every Friday at the Oak Shores Office, times may vary

No member of the Architectural Committee will act independently. To the degree possible, all members will review submissions and sign authorizations, but in all cases, the vote of two Committee members is mandatory to approve any project.

#### **Procedure:**

Prior to commencement of any exterior change to a property, each owner must acknowledge that he is in possession of the current ARC Guidelines and that the plans submitted are in conformance with the Guidelines, by signing the *Acknowledgment of Receipt & Understanding* form.

Additionally, an Architectural Application and all applicable fees and plans must be submitted to the ARC for approval.

Should a lot owner fail to apply for approval and/or fail to respond and comply with corrective action notices, the OSCA Board of Directors or ARC will take the appropriate actions and all costs incurred will accrue until such infractions are corrected. Accrued costs will be assessed against the lot involved and will be deducted from the deposit.

**IV. HELPFUL CONTACT INFORMATION**

Association Contact Information

Mailing Address.....2727 Turkey Cove Road, Bradley, CA 93426  
Website.....www.oakshores.us  
Office.....805-472-2233 (phone)...805-472-2234 (fax)  
Office Hours.....Monday through Saturday 8 a.m. to 4 p.m.  
Entrance Gate.....805-472-2230 (phone)...805-472-2107 (fax)  
Code Enforcement (when gate is closed and after hours).....805-674-6547  
Maintenance.....805-472-2000

Other Helpful Contact Information

**UTILITIES:** (All underground)

Water – Nacimiento Water Company.....805-472-2540

Electricity – P.G. & E. provides underground service to each lot.

For Service.....1-800-743-5000  
Power Outages.....1-800-743-5002

Telephone – AT&T (other companies are available)

For Service.....1-800-310-2355  
Information . 411      Repair... 611

Sewer – The Sewer system is operated by SLO County and paid for through property taxes

SLO Sewer service ... Non-emergency ..... 805-438-5349  
Sewer Emergency ..... 866-480-5196

Propane – (other companies are available)

Northern Energy.....805-466-1232  
Suburban Propane.....805-238-1622  
Wildhorse Propane.....831-385-4827

Trash – San Miguel Garbage (billed through OSCA) Pick up on Tuesday mornings.

For dumpster service and/or old appliance removal ..... 805-467-9283

U.S.A Underground Service Alert (Call before you dig).....1-800-642-2444

**COUNTY GOVERNMENT:**

Building Inspector..... 805-781-5600  
Cal Fire Prevention..... 805-543-4244

**STATE GOVERNMENT:**

Contractors State License Board ..... 1-800-321-2752  
License Board Web site..... cslb.ca.gov  
Motor Vehicles Department..... 1-800-777-0133

## V. PRIOR TO CONSTRUCTION

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### A. Regulatory Authority

The Property is situated in an unincorporated area of San Luis Obispo County, and is therefore subject to the County of San Luis Obispo jurisdiction. Further, other state and federal agencies have regulatory authority regarding various matters affecting the development of Oak Shores Community. After the ARC gives approval, *all building approvals must be requested from the County of San Luis Obispo. (CC&R's Article 5 Section 5.7)*

#### **Architectural Standards:**

*The Board may adopt, amend and repeal Architectural Standards. These Architectural Standards shall interpret and implement the provisions of the CC&Rs by; setting forth the standards and procedures for the review and approval of proposed modifications, guidelines for architectural design, placement of any modification, color schemes, exterior finishes and materials and similar features which are recommended for use within the Development, provided that the Architectural Standards shall meet the minimum standards. (CC&R's Article 5 Section 5.2)*

#### **Waiver of Liability:**

*Neither the ARC or its members nor OSCA or its Officers, Directors, employees or agents shall be liable for any damage, loss or prejudice suffered or claimed on account of ARC review, approval or disapproval of any plans, drawings or specifications or the conformance of the construction with the approved plans. (CC&R's Article 5 Section 5.21)*

Additionally, San Luis Obispo County approval supersedes OSCA CC&R's and ARC Guidelines

### B. Owner/General Contractor Responsibilities & Requirements

1. Any General Contractor hired to construct the owners residence must be licensed in the State of California.
2. An on-site construction representative with the authority to receive deliveries and direct suppliers and subcontractors, shall be required at all times during construction. The current name, address, phone number, e-mail address and fax number must be provided to OSCA.
3. The owner and/or contractor must provide a Plan Check Fee and a Compliance Deposit Fee.
4. The owner and/or contractor must understand and agree that OSCA may take from the Compliance Deposit such amounts as are required, for emergencies, including, but not limited to Emergency repairs or measures to prevent the blocking of all or any part access to the street or other privately owned lot, injury to persons and/or personal property of other than owner, without prior notice to owner.
5. The taking or draw from the Compliance Deposit will be subject to appeal by the owner to OSCA's Board, or a committee designated by the Board for such appeals.
6. The above procedure will also be used for violations of the OSCA's Governing Documents, which have not or do not result in out of pocket costs/expenses to OSCA, e.g. the contractor or sub-contractor arrives too early or stays too late.
7. Owner must understand and agree that the he shall be responsible for all acts and/or omissions of the General Contractor and Sub-Contractors and/or Suppliers providing work, labor, services, goods, materials and/or products of every type or kind for or for the owner's home site and/or home.



## C. Pre-Construction Submittals

### Building Procedures:

These procedures are set forth to clarify and supplement the sections of the recorded CC&R's. In the case of a conflict, the CC&R's govern.

### Application to Build:

The following is a checklist of items that are required to be submitted to the ARC prior to commencing with projects: Note: ARC has to approve the plans before SLO County approves them.

- Application for Architectural Approval form*, properly filled out and signed
- Acknowledgement of Understanding form* signed
- Insurance Declaration (refer to page 8)
- Contractor Gate Entry List* (refer to page 29)
- Emergency Contact Phone List* (refer to page 27)
- Check for Plan Check Fee (refer to page 8)
- Check for Compliance Deposit (refer to page 8)
- San Miguel Dumpster Fee (Required for New Home Construction, additions & garages)
- Color chips for exterior materials (if applicable)
- Drainage and Landscape Plans (if applicable)
- Corners of house and lot visibly marked (Required for New Home Construction, additions & garages)
- Four sets of blueline or blackline prints, each showing the name of the owner or builder, tract and lot number, date and legal description of lot on building site with setbacks in numerals shall. (Required for New Home Construction, additions & garages)  
Plans can be submitted to office by thumb drive or Disk "PDF"

The following is a list of items that are required on the Plot plan and structure plan that is submitted to the ARC for approval:

### Plot Plan (1/8" Scale) – Must be original plans (wet stamped) by a licensed surveyor

- Survey of Lot lines
- Lot Lines, Tract/Lot, Easements, North Point, Contours, Trees
- Tree Removal
- Setbacks, including garage variance if applicable
- Utility Trench locations, shown on plans, if in roadway, repair detail
- Propane tank location (Refer to page 13)
- Finish floor elevation
- Structure <40% of lot

### Structure Plan (1/4" Scale)

- Roof Slope <12" rise in 12" run
- Roofing materials samples
- Overhang <3 ft. over side setback
- Structure elevations indicated
- Floor elevations indicated (first floor finished grade marked on plans)
- Living floor space 1,000 sq. ft.
- Vertical height <25 ft. from center of footpad.
- Walls and Lattice work from floor framing to ground

An ARC approval stamp with signatures will be affixed on each sheet of the complete set of drawings. After review and approval of these plans and specifications by ARC, three sets will be returned to the applicant. These three sets must then be submitted to the County for purposes of obtaining a County building permit. One set is retained in the County Building Inspector's office; one set must be kept available on the job site for inspection by the county inspector, one set of plans approved by the County must be returned to the ARC, where it will be exchanged for the initial set originally retained by the Committee. This set approved by OSCA's ARC and the County will then be kept on file in the ARC Office.

**Insurance:**

Insurance is required on all exterior changes to any property. Oak Shores requires that contractors working in Oak Shores provide proof of workers compensation and liability insurance. An Insurance certificate naming OSCA, as additional insured is required. If the owner is "owner/builder" without service of a contractor, then Oak Shores requires a copy of the homeowner's general liability insurance that lists Oak Shores as additionally insured for the duration of construction.

**D. Compliance Deposits**

*The Board may establish a schedule of fees, which may be charged against the submitting party to defray any costs incurred by OSCA including architectural and/or engineering consultant fees, legal fees and expenses for reviewing plans. (CC&R's Article 5 Section 5.5)*

**DEPOSIT & FEE SCHEDULE**

	<u>Road Impact &amp; Plan Check Fees</u>	<u>Compliance Deposit</u>
<b>Major Construction</b>		
New Homes	<b>\$2050.00</b>	<b>\$1800.00</b>
<b>Semi Major Construction</b>		
Carpports Enclosures of decks or garage Residing, Stucco, Driveways Decks, Patio Covers, Stairs Retaining Wall, Re-roofing Freestanding decks, Gazebos Concrete replacement, Free standing Storage/buildings	<b>\$ 550.00</b>	<b>\$ 725.00</b>
<b>New Improvements: i.e.;</b>		
Painting Fencing Deck Repair	<b>\$15.00</b>	<b>\$180.00</b>

A plan check fee and a compliance deposit are required and must be paid on two (2) separate checks made payable to OSCA.

For new home construction, additions, and garages, a prepaid dumpster for six months is required. The check for the dumpster is to be made payable to San Miguel Garbage. The rate varies, please contact the OSCA office for the current rate.

Please note that Trash and Debris will not be allowed at the job-site for any longer than seven (7) days.

**Final Inspection and Return of Deposit:**

Upon completion of construction or project, and after clean up and county final inspection (if required), the owner shall request a final inspection by the ARC and request a refund of their compliance deposit. For new home construction, additions and garages, a copy of the inspection card, showing a final from SLO will be required to be submitted to the ARC prior to final inspection and refund approval. The deposit will be refunded to the party that submitted the original compliance deposit as is shown on the compliance deposit check.

**Forfeiture of Deposit:**

The deposit could be forfeited in whole or in part for failure to comply with OSCA regulations in effect at time of approval. The amount forfeited would depend on corrective costs. Failure to build in accordance with approved plans or to complete the exterior of the structure(s) including off-street parking, street, curb, and gutter repair, if involved, within thirty-six (36) months, may result in the entire deposit amount being forfeited.

**E. Site Restrictions**

Properties must be surveyed by a licensed land surveyor. The survey shall include contours, trees, North orientation, etc., and shall delineate and identify easements and setbacks.

The County Permit must be displayed on site at all times during construction until signed off by the County. All structures must be built in conformance with the approved plans.

**Cut and Fill:**

No cutting, filling, or excavation shall be initiated before final working drawings have been approved. Structures shall be designed to minimize grading.

No depositing of fill shall be allowed without prior ARC approval of plans submitted showing complete landscaping, grading, drainage, erosion control, etc. of the filled area.

**Building Setbacks:**

Front setbacks are determined by the Tract Maps. Rear setbacks are 25' from the foundation footprint, if not specified on the Tract Map. Side setbacks must total 20' minimum from both sidelines with a 5' minimum on one side. A garage may be within 5' of front property line, provided lot slopes 7' or more up or down at a point 50' from center of street per County ordinance. Decks may cantilever a maximum of 3'0" into side setbacks and 30% of rear setbacks. Per SLO, sheds must be erected at least 3 feet from the property line and 10 feet from a home.

Foundation Location Certification is required by a licensed surveyor/engineer if within 5' of required setback per SLO county Policy.

**Utility Trenches:**

Final plans should indicate locations of all utility trenches. As much as possible, trenching should not come close to trees or expose the roots of trees to air, without adequate protection. Where roots have been damaged, trenches shall be backfilled with suitable planting soil to promote rapid recovery of the feeder root system. Trenches over five feet in depth will not be left open or unattended, a fine of \$250 will be imposed if left open without caution tape or a handrail in place.

**Fences:**

The maximum allowable height of fencing in Oak Shores is 6 feet (*per SLO County code*). Fencing that does not exceed 3 feet in height will be permitted in the front, rear and sides of property. Fencing that exceeds 3 feet in height will only be permitted from the center of the home, both sides to the rear property line. Fencing may not protrude past the property corners.

Wood picket fencing must have a minimum of 4" spacing between pickets. Only open type fencing will be permitted. No solid wood fences are permitted.

Privacy Screening may be approved on a case-to-case basis. The ARC will notify neighboring lot owners of pending plans.

**Plot Plans:** 1/8" = 1'0" Scale – Must be original plans (wet stamped) by a licensed surveyor.

1. Lot lines, subdivision tract and lot number, easements, building setbacks, North orientation, location of utilities including all propane tanks, water and electric and all required trenches for utilities.
2. Contours at 5' intervals adjacent to buildings; 10' otherwise.
3. Location, size, and kind of all existing trees, above 8" in diameter taken at base of the tree. Also indicate, which trees are to be removed.
4. Show exterior location of propane tank. The size of propane tank and air conditioning unit determines placement on property.
5. Indication of proposed cut and/or fill, including the slope for each. Note that minimum disturbance is encouraged.
6. Location of house, parking area, carport or garage, driveways, decks, walks, walls, etc.
7. Elevation of first floor finish grade (integrated with topo of elevations)
8. Distance from property line to edge of street.
9. Drainage Plan

**Structure plans:** 1/4" = 1'0" Scale

1. Plan of structure
2. General construction
3. Roof slope and roof material
4. All elevations of the structure showing materials and finish grade lines on all elevations
5. Elevation of first floor finish grade (integrated with top elevations)

**F. Architectural Restrictions****HOUSE TYPE:**

The approval of any house plan or architectural style for a specific site does not necessarily imply that the same plan will be approved in another location. The following specifications and requirements will guide the Architectural Committee.

**Minimum Size of Residence:**

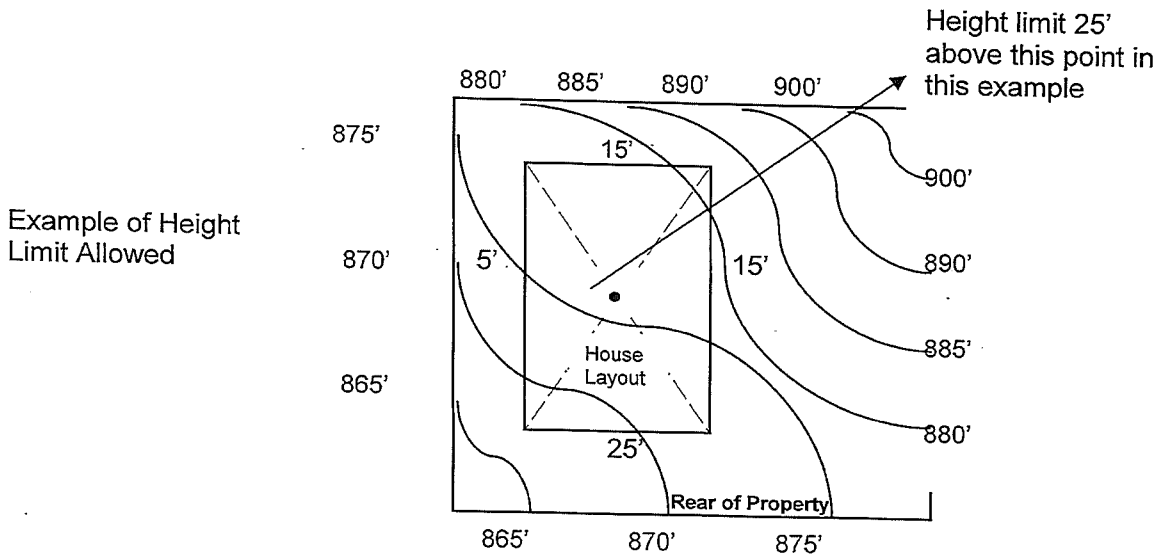
No residence shall be erected on any lot or property, which shall have a floor area of less than 800 square feet of enclosed livable area, excluding outside or sun porches, patios, garages, or carports.

**Height:**

The vertical distance from the center of the undisturbed building footprint, which is determined by drawing diagonal lines across the center of the footprint before grading to the highest point of the roof, shall not exceed 25 feet.

A home built on a 2:1 or greater downhill slope may exceed the 25 foot height limit (up to 35 feet – county code) In this case the home must be no more than one story at street level or 16 total feet in height at street level.

Example of House Footprint on Topo Plan with Height Limitations



**Roofing:** Approval is required for all roofing projects. A roofing material sample is required to be submitted to the ARC for all roofing projects, including re-roofs.

**Roofing Materials:**

No light colored roofing material, aluminum, or other reflective surfaces will be approved. No wood shingles or wood shake roofs will be approved. Roof coverings must be of standard quality, such as asphalt shingles, clay or Portland cement tile, tin, copper or other metal; slate, cement shingles 5/32" thick or thicker. Other types of coverings having equivalent fire-resistive properties when approved and listed by Underwriters' Laboratories, Inc., as Class A or B may be used.

NO existing wood shingles shall be repaired or replaced with wood shingles. A roofing material sample is required to be submitted to the ARC for all roofing projects, including re-roofs.

**Roof Pitch:**

No roof shall have a rise of more than 12 inches in 1 foot.

**Roof overhang:**

No roof overhang, deck, or stair shall cantilever more than three feet over any side setback line, or 30% of rear setback.

**Exterior Wall Materials:**

The following materials will be permitted for structure exteriors:

- Vinyl siding
- Wood; board & batten, board, plywood & batten, wood siding
- Masonry; stone, concrete, concrete block, adobe, cement plaster

The following materials are NOT permitted on the exterior walls of any structure:

- Asphalt Shingles
- Asphalt Siding
- Metal Siding (raw or painted)
- Wood Shingles

Exterior Walls shall be carried to grade on all elevations or a lattice of wood or similar grillage having 60% solid area shall be installed between floor framing and finish grade.

**Exterior Color and Finish:**

An application and color samples must be submitted for approval prior to painting any exterior structure, even if painting a structure the "same color." Colors that do not blend with the surroundings will not be approved.

Two, at least 4"x 4" color chips must be submitted for all colors and finishes to be used on the exterior (roofs, walls, windows, doors, decks, etc.)

White houses are not acceptable. White fascia board, trim, window trim and garage doors are acceptable. Any light colors submitted to the committee that are questionable will be referred to the Board for final review.

**Outdoor Lighting:**

All outdoor lighting comes under the jurisdiction of the Committee. Lighting of parking areas or entry walks may be desirable, but fixtures must be functional and enhance the overall appearance. Generally, floodlights are not desirable. Outdoor lighting shall be located so that it does not interfere with vehicular traffic, by blinding a driver or become an aesthetic detriment or nuisance to neighbors.

**Variances:**

*The ARC may grant reasonable architectural variances, subject to Board approval, if the ARC determines that the variance will not: (1) constitute a material deviation from the overall plan and scheme of development within the Development or (2) result in a material detriment or (3) create a nuisance with respect to the Common Area or any other Member. The granting of a variance by the Board shall in no event be deemed a variance or waiver as to any other Lot, nor shall any variance affect the applicability or enforceability of any provision of the Article in respect to any other Lot. (CC&R's Article 5 Section 5.6) It is the owner's responsibility to seek approval from San Luis Obispo County for any set back variances.*

**Antenna:**

No new dish antennas larger than 36" will be permitted. No radio antennas are allowed. (Refer to CC&R 's Article 6 Section 6.1 for complete restrictions)

**Sheds:**

Sheds less than 120 square feet do not require a county permit. ARC approval must be obtained on color, material and location of all sheds, and a county permit is required if requesting to install or build a shed more than 120 square feet. Per SLO, sheds must be erected at least 3 feet from the property line and 10 feet from the residence.

**Propane Tanks:**

Propane tank may be located next to a structure if under 125 gallons. Propane tanks between 125 – 500 gallons must be at least 10' from living unit and 10' from property line. All tanks must be adequately screened. The location of the tank is to be at the rear of the lot when possible. Installation must comply with County Safety and Fire Codes.

**Air Conditioners:**

Air conditioners must be located to conform to county code and an effort will be made to minimize noise level for adjoining properties.

**Pools and Spas:**

Pools and spas must meet San Luis Obispo County regulations for outdoor swimming pools, spas, and hot tubs.

## G. Landscaping

**View Obstruction:**

*No trees or shrubs shall be planted or placed on any lot, which substantially obstruct or diminish the view from another lot. If the ARC makes a determination that the view has been unreasonable obscured, the appropriate party shall take action to abate the obstruction as to establish a view, which, in the ARCs opinion, is reasonable. The member, upon written notice sent by OSCA, shall remove, cut down, or cut back any such trees or shrubs to the extent specified by the ARC within 30 days of such notice. (CC&R's Article 5 Section 5.10)*

Landscape plans for the front, back and side yards are required to be submitted for ARC approval when major landscaping or renovation work is to be done. This is anything other than normal gardening and pruning.

Plans for submittal must be in accordance with the following:

1. Scale of plans shall not be less than 1" = 20'-0 and shall be sufficiently detailed to indicate the location, kind and size of all proposed planting materials, irrigation systems, lighting, fountains, stepping-stones, paving, existing and drainage patterns, etc.
2. Property line locations and easements.
3. Existing land improvements such as structures, pools, arroyos, oak trees, power lines, etc.
4. See the appropriate section for submittal requirements other than landscaping improvements (i.e., drainage, etc.)

The following statements describe the various elements of intent, which create overall landscape criteria for development:

1. Preservation and conservation of the indigenous landscape development.
2. Landscape development should strive to reinforce and to extend the indigenous quality of the site into each proposed home site development.
3. Grading must be considered an integral part of the total landscape development.
4. Landscape development should include a means to counteract the adverse forces of nature And must consider related problems (i.e., erosion control, fire (fuel modification), surface drainage, etc.
5. Irrigation systems should be designed for very low precipitation rates. Protection of the existing Oak trees must be taken into account and details should be shown of any impacts within the drip lines.
6. Care should be taken to see that all plant materials are adaptable to our area.

**Trees:**

*No tree of more than 8" in diameter at the base shall be removed without approval from the ARC. Oak Shores has a \$500 fine for the removal or destruction of any tree without prior written approval. However, many tracts have special standards, which may restrict or prohibit the removal of trees. It is best to call SLO Planning Department – Resource Protection (805-781-5600) with lot information so that they can review tract standards for you. Remember you need ARC approval as well as the County approval.*

**Tree Removal, Trimming, and Topping:** *Members must keep the trees on their lots properly pruned and topped to prevent them from becoming overgrown or diseased. No living tree having a height of ten (10) feet or more shall be destroyed or removed from any lot without the express written consent of the ARC. Individual members and not OSCA shall be responsible for any damage caused by the trees and shrubs on their lots. (CC&R's Article 3 Section i)*

All removal, trimming and topping must be approved by the ARC.

**Landscaping Following Construction:**

Within two (2) months of the completion of any construction work during which OSCA's landscaping requirements were waived or within a shorter time frame required by the ARC, owner's shall landscape their lots. Deposit will be held till them

**H. Drainage**

Each homeowner is responsible to insure that any and all water runoff from their home and property does not cause damage to another property or the common area. Water running from rain gutters or other types of drains must be designed so that the water goes directly into the community streets, drains or down a natural runoff area, not over owner's property causing mud and debris to enter the street or community drains.

**Maintenance of Lots & Improvements:**

*Members shall, at their sole expense, repair and maintain their lots, including but not limited to: a) Slopes: Their slopes, terraces, drainage contours, drainage devices, and landscaping: b) Improvements: All improvements to their lots. (CC&R's Article 3 Section 3.7)*

**Damage to Common Area:**

*Members shall be liable for any damages to the Common Areas and any other property of the Association originating from their lot or caused by the acts, omissions or willful misconduct of such Members, their family, guests, invitees, tenants or pets. The Association shall cause the damaged Common Property to be repaired or replaced. The expenses related to mitigation, repairs and replacements shall be assessed against the member as a Special Assessment. (CC&R's Article 3 Section 3.9)*

**Drainage alterations:**

*No member or Member's family, guests or invitees or Tenants shall change the established drainage pattern over a Lot without (1) making adequate provisions for proper drainage in accordance with applicable building codes, which shall not adversely affect the property of others, and (2) written approval of the ARC. (CC&R's Article 5 Section 5.1)*



## Re-Routing Storm Water, Surface Water Drainage:

- Existing drainage patterns are to be maintained or modified as little as possible. Each lot must be prepared to accept drainage from all upstream lots and pass it through to lots downstream in areas where surface waters are not directed to streets or natural arroyos.
- Plans must be submitted if any alteration of existing drainage patterns affects adjoining properties directly or indirectly.
- Plans for submittal must show: 1) Plan drawn to scale not less than 1" = 20' - 0" showing existing drainage pattern and proposed new drainage patterns. 2) Property line locations. 3) Existing land improvements such as structures, pools and oak trees.

## I. Road Repair Standards

In order to establish a uniform standard for repair of all roads in the subdivisions by any persons, which have caused excavations to be made in the paved roadways, the following standards have been adopted:

1. Prior to making any excavations, the OSCA management shall be notified and written permission shall be obtained. All excavations shall be kept to a minimum size, neatly cut, and made in a workman like manner.
2. Excavated materials shall be removed or placed off the traveled way, whenever possible. Barricades with lights shall be placed in front of all open excavations and excavated materials.
3. All backfill procedures shall be made under the supervision of the manager or his representative. All materials used for backfill shall be approved by OSCA, before compacting in the excavation.
4. All backfill materials shall be compacted to a minimum of 90 percent in conformance to current adopted standards of the San Luis Obispo County Road Dept. In the event of dispute as to the compactive effort being applied to the backfill procedure, OSCA may require compaction tests to be taken which shall be paid for by the persons responsible for the work.
5. After compacting the backfill, a minimum thickness of 8 inches of Class 3 aggregate base material in conjunction with 3 inches of asphalt concrete shall be compacted to the adjacent road grade.
6. All compaction procedures shall utilize pneumatic tampers or other devices approved by OSCA
7. All excavations shall be backfilled immediately. Any neglected excavations will be backfilled by OSCA and charged to the responsible persons.

It is the intent of these regulations to protect the safety and welfare of the residents of Oak Shores and to extend the useful life of our existing roadways. Your cooperation in this effort is appreciated

*ADOPTED BY OSCA BOARD OF DIRECTORS DECEMBER 5, 1985*

## VI. Construction Guidelines

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### A. Time Guidelines

#### Workers and Contractors Construction Times:

Workers performing services or otherwise serving as employees in or for Oak Shores are not considered "guests" and are not entitled to guest privileges unless authorized to do so by the property owner, during the hours of said employment or the rendering of such services. This means that such workers are not permitted to bring pets or watercrafts into Oak Shores during the period that their primary purpose for entering Oak Shores is to perform services as employees or contractors, etc.

1<sup>st</sup> Time warning

2<sup>nd</sup> Time must leave community with Pet

3<sup>rd</sup> Time will be asked to leave the community and not return until owner meets with Board of Directors.

Construction times are restricted to Monday thru Friday 7am to 6pm year round and Saturday, Sundays and Holidays 8am to 5pm. The 1<sup>st</sup> Offense will be a written warning, 2<sup>nd</sup> offense \$750 fine, and 3<sup>rd</sup> offense is \$1750. Each additional offense will add a \$100 to the previous fine

**Time Limit for Projects:**

*The work of construction of any building or structure shall be prosecuted diligently and continuously from the time of commencement until fully completed, and all structures, once the foundations are erected, shall be completed in 18 months. (CC&R's Article 5 Section 5.18)* This 18-month completion time limit applies to ALL ARC approved projects Failure to comply with the aforementioned 18-month period may result in the forfeiture of your deposit.

**B. Signage**

**Signs:**

After approval of building plans, the display of a professionally lettered sign naming the architect, Construction Company or sub-contractors is permitted during the actual construction only. No such sign shall exceed 24" x 36" in size. "For Sale" or long term "For Rent" signs may be posted provided it does not exceed 24" X 36", is professionally lettered and contains no price; only the name, address and telephone number of the owner or his duly authorized broker. All signs must be removed upon completion of the sale of the property or when the home is rented long term.

ARC Approved Project Signs will be posted on the lot of an ARC approved project until the project is completed.

**C. Plan Revisions during Construction**

The owner and General Contractor are required to construct the residence and surrounding improvements according to the plans, specifications and revisions approved by the ARC and SLO County. The *Request to Revise Plans* form (see page 28) must be used for this purpose. The ARC will use reasonable efforts to review all completed submissions for proposed changes or deviations to the approved drawings and specifications. Failure to obtain the ARC approval of any revisions may result in the removal of any or all unapproved construction.

**D. Construction Site Conduct, Maintenance and Safety Precautions**

**Construction Site Appearance:**

Construction sites must be left with a clean and neat appearance at all times. Trash and debris will not be allowed at the site for any longer than seven (7) days. In the event, the site becomes unsightly, cluttered, and/or a detriment to the appearance of the community, the owner shall be notified. If the site is not cleaned up within seven calendar days a fine shall commence at the rate of \$25 per day for thirty days, at which time a stop work notice shall be posted and SLO County Code Enforcement will be notified.

**Construction or Excavation Materials:**

Construction or Excavation materials shall not be placed or stored on any of Oak Shores' roads without prior permission from the OSCA Management. Such permission will not be given if an on-site area is available for storage. If permission is granted for road storage of material, it shall not exceed 30 days. OSCA Management will indicate where and how such material can be stored. OSCA employees shall remove material stored in violation or without permission and the cost related to such removal shall be deducted from the construction deposit.

**Cement Trucks:**

Carrying loads in excess of seven (7) yards shall not be permitted to enter Oak Shores. Proof of load capacity is required at the entry gate. A fine of \$500 will be imposed for trucks found to be carrying more than (7) yards. Loaded cement trucks are not to exceed 10 mph.

**E. Temporary Construction Facilities**

The CC&Rs permit an owner-builder to put a "tool shack" on the lot during construction to store materials and tools. The owner is also permitted to put an approved trailer on the lot for the period of time the home is under construction, as long as construction is diligently pursued and not in excess of 18 months, or until the building is completed, whichever comes first. A County permit and a sewer hook-up are required for the trailer.

**Occupancy of Unfinished, Temporary or Mobile Structures:**

*No trailer, RV, bus, mobile home, tent, shack, garage, temporary building or structure of any kind shall be occupied or lived in at any time, except that a contractor's tool shed and a mobile home may be used temporarily during construction, as approved by the ARC and the County of San Luis Obispo. Permanent residential dwellings shall not be occupied or lived in until they have been completed and the exterior is made with the ARC Standards. (CC&R's Article 5 Section 5.16)*

**Construction Site Electrical Service:**

A temporary electric pole and meter can be installed and approved by local building inspector before the commencement of construction.

**Construction Toilets:**

Portable restrooms must be provided for all major construction and shall not be placed on streets.

**Construction Refuse:**

A 3 yard dumpster is required by the owner on all construction sites involving new home construction or major remodeling. Construction site, including materials and equipment, shall be kept in a clean and neat appearance. Property owners and their contractors are responsible for the prompt removal of trash and debris associated with construction. Trash and debris will not be allowed at the site for any longer than seven (7) days. Building materials and other trash/debris are not permitted to be dumped in or near the campground, west ramps, and main marina, in any Oak Shores Community containers or in any greenbelt or open space areas within Oak Shores. A fine of \$500 will be imposed.

**F. Disposal of Site Soils**

1. Any spoils generated from the site grading must be placed on the property or removed to a disposal site outside of Oak Shores. No material may be placed on any street, common area, streams or open space areas, adjacent lots or in the properties drainage systems.
2. All demolition, clearing, grubbing, stripping of soil, excavation, compaction and grading must be completed in accordance with the permitting agency codes, approvals and permits.
3. Provision must be made to prevent any surface waters from damaging excavations, other property, or excavated and/or fill slopes, both during and after construction.
4. Any spoils that are not properly stored or removed will be cleaned up at the expense of the Owner.
5. A drainage plan must be submitted to ARC along with your final sign off sheet from SLO County.

## G. Compliance

OSCA reserves the right to deny site access to any general contractor, Superintendent, subcontractor, supplier, consultant or their employees who are in violation of these Guidelines, and/or the CC&Rs, and/or who creates or allows a nuisance to exist or to continue to exist upon or emanate from the Owners property. Site access may also be denied to any such persons who, in the sole discretion of OSCA, is deemed to pose a threat to (a) the health and/or safety of the community or the natural environment within and around Oak Shores, (b) any Owner, family members or guests, and/or (c) other persons or property located within OSCA.

In addition, OSCA reserves the right to stop construction on a Property or to deny access to the property if:

1. The improvements or landscaping being installed does not conform to the approved plans and specifications.
2. Any violations of the OSCA's Governing Documents, applicable laws, or this Manual (including but not limited to nuisances, the security and access regulations hereof) exists.

## H. Final Inspection

Upon completion of construction or other project and after the site is entirely cleaned up, the propane tank is screened, address numbers are visibly placed on the home and the County final inspection is completed; the owner shall request a final inspection by the ARC. A copy of the Final Inspection Card is required to be submitted to the Committee. When the ARC approves the construction project, it will release the deposit less any portion that has been forfeited.

# NEW HOME CONSTRUCTION APPLICATION

Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
GL Ins.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

LIVING AREA SQ. FT.: 1<sup>ST</sup> FLOOR: \_\_\_\_\_ 2<sup>ND</sup> FLOOR: \_\_\_\_\_ 3<sup>RD</sup> FLOOR: \_\_\_\_\_  
BASEMENT: \_\_\_\_\_ GARAGE SQ. FT.: \_\_\_\_\_ COVERED PORCHES SQ. FT.: \_\_\_\_\_  
OTHER SQ.FT.: \_\_\_\_\_ TOTAL SQ.FT.: \_\_\_\_\_  
TYPE OF PARKING: (Check all that apply) GARAGE ( ) CARPORT ( ) OPEN ( )  
TYPE OF SIDING: (Check all that apply) WOOD ( ) VINYL ( ) CONCRETE ( ) STUCCO ( ) SIDING COLOR: \_\_\_\_\_  
(Submit Color Sample)  
TYPE OF WINDOWS: (Check One) METAL ( ) WOOD ( ) VINYL ( ) WINDOW FRAME COLOR: \_\_\_\_\_  
(Submit Color Sample)  
TYPE OF ROOF: (Check One) METAL ( ) TILE ( ) CONCRETE ( ) COMPOSITION ( ) ROOF COLOR: \_\_\_\_\_  
(Submit Color Sample)  
TYPE OF RAILINGS: (Check One) WOOD ( ) METAL ( ) VINYL ( ) RAILING COLOR: \_\_\_\_\_  
(Submit Color Sample)  
TRIM /ACCENT COLORS: \_\_\_\_\_ HOUSE COLOR: \_\_\_\_\_  
(Submit Color Samples)  
PORCHES/PATIOS: (Check all that apply) WOOD ( ) CONCRETE ( ) OTHER (Explain) \_\_\_\_\_  
SKIRTING AROUND HOUSE: MATERIAL: \_\_\_\_\_  
AIR CONDITIONING UNIT: LOCATION: \_\_\_\_\_ TYPE OF CONCEALMENT: \_\_\_\_\_  
PROPANE TANK: LOCATION: \_\_\_\_\_ TYPE OF CONCEALMENT: \_\_\_\_\_  
OTHER REMARKS AND/OR MISC. PROJECT INFORMATION: \_\_\_\_\_  
Property owner assumes full liability for any work performed on above property. Oak Shores Community Association shall in no way be liable for any damages or liability during construction period. Owner and/or owner's agent herewith acknowledge that I/we have received and read the Architectural Review Committee Guidelines (Updated and Revised 2016)) and that I/we will abide by these regulations. We also acknowledge that failure to follow these Guidelines will result in partial or total loss of the deposit submitted.  
OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARC USE ONLY:**  
PLAN CHECK FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ COMPLIANCE DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_  
DUMPSTER DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_  
HOME INSURANCE SUBMITTED: YES NO ACKNOWLEDGEMENT OF UNDERSTANDING SIGNED: YES NO  
\*\*\*\*\*  
APPROVAL DATE: \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ APPROVAL LETTER SENT: \_\_\_\_\_  
APPROVAL DATE: \_\_\_\_\_ BOARD APPROVAL: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
COMMITTEE COMMENTS: \_\_\_\_\_  
FINAL COMPLETION APPROVAL (DATE): \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
REFUND CHECK #: \_\_\_\_\_ REFUND CHECK DATE: \_\_\_\_\_  
Form Revised February 2017

**REQUEST FOR DEPOSIT REFUND**

Name: \_\_\_\_\_ Lot/Tract#: \_\_\_\_\_ Date: \_\_\_\_\_

OSCA Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

.....  
All items below must be completed prior to the Committee reviewing the request for Deposit Refund:

- |  |  |
|--|--|
| <input type="checkbox"/> Completed within 18 months            | <input type="checkbox"/> Copy of <i>County Final Inspection Card</i> |
| <input type="checkbox"/> Propane Tank buried / screened        | <input type="checkbox"/> Driveway completed as submitted             |
| <input type="checkbox"/> Trailer/shed and signs removed        | <input type="checkbox"/> Ditches backfilled, fill dirt by trees      |
| <input type="checkbox"/> Approved roof color & material        | <input type="checkbox"/> Damage to roads or greenbelt repaired       |
| <input type="checkbox"/> Approved exterior paint color         | <input type="checkbox"/> Exterior complete including steps & railing |
| <input type="checkbox"/> Address Numbers installed             | <input type="checkbox"/> All trash and debris removed                |
| <input type="checkbox"/> Drainage and Landscape Plan Submitted |  |

.....  
ARC USE ONLY

ARC Agenda Date: \_\_\_\_\_ Refund Amount: \$ \_\_\_\_\_

Refund to be paid to: \_\_\_\_\_

Approved By: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ Date: \_\_\_\_\_

Not Approved ( ) Reason: \_\_\_\_\_

-----  
**PLEASE RETURN THIS FORM TO THE OSCA OFFICE FOR PROCESSING**

**HOME & GARAGE ADDITION APPLICATION**  
 Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 GL INS.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**A PLOT PLAN MUST BE SUBMITTED IF MAKING ANY EXTERIOR CHANGE TO THE FOOTPRINT OF A STRUCTURE**

CHECK ONE: HOME ADDITION ( ) NEW GARAGE ( )

LIVING AREA SQ. FT.: 1<sup>ST</sup> FLOOR: \_\_\_\_\_ 2<sup>ND</sup> FLOOR: \_\_\_\_\_ 3<sup>RD</sup> FLOOR: \_\_\_\_\_  
 BASEMENT: \_\_\_\_\_ GARAGE SQ. FT.: \_\_\_\_\_ COVERED PORCHES SQ. FT.: \_\_\_\_\_  
 OTHER SQ.FT \_\_\_\_\_ TOTAL SQ.FT \_\_\_\_\_

TYPE OF PARKING: (Check all that apply) GARAGE ( ) CARPORT ( ) OPEN ( )  
 TYPE OF SIDING: (Check all that apply) WOOD ( ) VINYL ( ) CONCRETE ( ) STUCCO ( ) SIDING COLOR: \_\_\_\_\_  
 (Submit Color Sample)

TYPE OF WINDOWS: (Check One) METAL ( ) WOOD ( ) VINYL ( ) WINDOW FRAME COLOR: \_\_\_\_\_  
 (Submit Color Sample)

TYPE OF ROOF: (Check One) METAL ( ) TILE ( ) CONCRETE ( ) COMPOSITION ( ) ROOF COLOR: \_\_\_\_\_  
 (Submit Color Sample)

TYPE OF RAILINGS: (Check One) WOOD ( ) METAL ( ) VINYL ( ) RAILING COLOR: \_\_\_\_\_  
 (Submit Color Sample)

TRIM/ACCENT COLORS: \_\_\_\_\_ HOUSE COLOR: \_\_\_\_\_  
 (Submit Color Samples)

PORCHES/PATIOS: (Check all that apply) WOOD ( ) CONCRETE ( ) OTHER (Explain) \_\_\_\_\_

SKIRTING AROUND HOUSE: MATERIAL: \_\_\_\_\_

AIR CONDITIONING UNIT: LOCATION: \_\_\_\_\_ TYPE OF CONCEALMENT: \_\_\_\_\_

PROPANE TANK: LOCATION: \_\_\_\_\_ TYPE OF CONCEALMENT: \_\_\_\_\_

OTHER REMARKS: \_\_\_\_\_

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Property owner assumes full liability for any work performed on above property. Oak Shores Community Association shall in no way be liable for any damages or liability during construction period. Owner and/or owner's agent herewith acknowledge that I/we have received and read the Architectural Review Committee Guidelines (Updated and Revised 2016) and that I/we will abide by these regulations. We also acknowledge that failure to follow these Guidelines will result in partial or total loss of the deposit submitted.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARC USE ONLY:**

PLAN CHECK FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ COMPLIANCE DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_  
 DUMPSTER DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_

HOME INSURANCE SUBMITTED: YES NO ACKNOWLEDGEMENT OF UNDERSTANDING SIGNED: YES NO

\*\*\*\*\*

APPROVAL DATE: \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ APPROVAL LETTER SENT: \_\_\_\_\_  
 APPROVAL DATE: \_\_\_\_\_ BOARD APPROVAL: (1) \_\_\_\_\_ (2) \_\_\_\_\_

COMMITTEE COMMENTS: \_\_\_\_\_

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FINAL COMPLETION APPROVAL (DATE): \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 REFUND CHECK #: \_\_\_\_\_ REFUND CHECK DATE: \_\_\_\_\_

Form Revised February 2017

**MISCELLANEOUS EXTERIOR IMPROVEMENTS  
APPLICATION**

Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 GL INS.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**IMPROVEMENT:** (Check all that apply)

Carport Enclosure ( ) Enclosure of decks or garages ( ) Residing ( ) Stucco ( )  
 Driveway ( ) Decks ( ) Patio Covers ( ) Stairs ( ) Other ( ) Explain below

**IMPROVEMENT EXPLANATION:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DIMENSIONS OF IMPROVEMENT:** \_\_\_\_\_

**MATERIAL TO BE USED:** \_\_\_\_\_

**\*\*A PLOT PLAN MUST BE ATTACHED SHOWING A DETAILED EXPLANATION OF PROJECT\*\***

Property owner assumes full liability for any work performed on above property. Oak Shores Community Association shall in no way be liable for any damages or liability during construction period. Owner and/or owner's agent herewith acknowledge that I/we have received and read the Architectural Review Committee Guidelines (Updated and Revised January 2016) and that I/we will abide by these regulations. We also acknowledge that failure to follow these Guidelines will result in partial or total loss of the deposit submitted.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARC USE ONLY:**

PLAN CHECK FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_  
 DUMPSTER DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ PLOT PLAN SUBMITTED: YES NO  
 HOME INSURANCE SUBMITTED: YES NO ACKNOWLEDGEMENT OF UNDERSTANDING SIGNED: YES NO  
 \*\*\*\*\*  
 APPROVAL DATE: \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ APPROVAL LETTER SENT: \_\_\_\_  
 APPROVAL DATE: \_\_\_\_\_ BOARD APPROVAL: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
 COMMITTEE COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 FINAL COMPLETION APPROVAL (DATE): \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 REFUND CHECK #: \_\_\_\_\_ REFUND CHECK DATE: \_\_\_\_\_

Form Revised February 2017



# FENCING/LANDSCAPING/RETAINING & GARDEN WALL APPLICATION

Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 GL INS.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**A PLOT PLAN MUST BE SUBMITTED IF MAKING ANY EXTERIOR CHANGE THAT IS CHANGING THE FOOTPRINT.**

**Fencing** (Attach a detailed drawing of fence)

Fence Height: \_\_\_\_\_ Fence Length: \_\_\_\_\_  
 Material: \_\_\_\_\_ Description: \_\_\_\_\_

**Retaining or Garden Wall** (Circle One) Attach a detailed drawing

Wall Height: \_\_\_\_\_ Wall Length: \_\_\_\_\_  
 Materials: \_\_\_\_\_ Description: \_\_\_\_\_

**NOTE: It is the Owners responsibility to locate property lines and to ensure that all improvements are built within their property line.**

Property owner assumes full liability for any work performed on above property. Oak Shores Community Association shall in no way be liable for any damages or liability during construction period. Owner and/or owner's agent herewith acknowledge that I/we have received and read the Architectural Review Committee Guidelines (Updated and Revised January 2016) and that I/we will abide by these regulations. We also acknowledge that failure to follow these Guidelines will result in partial or total loss of the deposit submitted.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**ARC USE ONLY:**

PLAN CHECK FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_  
 DUMPSTER DEPOSIT: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ PLOT PLAN SUBMITTED: YES NO  
 HOME INSURANCE SUBMITTED: YES NO ACKNOWLEDGEMENT OF UNDERSTANDING SIGNED: YES NO

\*\*\*\*\*

APPROVAL DATE: \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ APPROVAL LETTER SENT: \_\_\_\_\_  
 APPROVAL DATE: \_\_\_\_\_ BOARD APPROVAL: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
 COMMITTEE COMMENTS: \_\_\_\_\_

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FINAL COMPLETION APPROVAL (DATE): \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 REFUND CHECK #: \_\_\_\_\_ REFUND CHECK DATE: \_\_\_\_\_

Form Revised February 2017

## PAINTING or ROOFING APPLICATION

Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 GL INS.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**Painting:** (Explanation of paint project) \_\_\_\_\_  
 (Attach paint samples)  
 Main Color: \_\_\_\_\_ Paint Manufacturer: \_\_\_\_\_  
 Trim Color: \_\_\_\_\_ Paint Manufacturer: \_\_\_\_\_

**Roofing:** (Explanation of roofing project) \_\_\_\_\_  
 Type of Roof: (Check One) Metal ( ) Tile ( ) Concrete ( ) Composition ( )  
 Color of Roof: \_\_\_\_\_  
 (Submit a roofing sample or picture)

Property owner assumes full liability for any work performed on above property. Oak Shores Community Association shall in no way be liable for any damages or liability during construction period. Owner and/or owner's agent herewith acknowledge that I/we have received and read the Architectural Review Committee Guidelines (Updated and Revised January 2016) and that I/we will abide by these regulations. We also acknowledge that failure to follow these Guidelines will result in partial or total loss of the deposit submitted.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARC USE ONLY:**  
 PLAN CHECK FEE: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_ CHECK#: \_\_\_\_\_  
 HOME INSURANCE: YES NO ACKNOWLEDGEMENT OF UNDERSTANDING SIGNED: YES NO  
 \*\*\*\*\*  
 APPROVAL DATE \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 APPROVAL DATE \_\_\_\_\_ BOARD APPROVAL: (1) \_\_\_\_\_ (2) \_\_\_\_\_ APPROVAL LETTER SENT \_\_\_\_\_  
 COMMITTEE COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 FINAL COMPLETION APPROVAL (DATE): \_\_\_\_\_ COMMITTEE INITIALS: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 REFUND CHECK #: \_\_\_\_\_ REFUND CHECK DATE: \_\_\_\_\_ Form Revised February 2017

**REQUEST FOR REFUND**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Lot/Tract# \_\_\_\_\_

OSCA Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

Signature: \_\_\_\_\_

.....  
*TO BE FILLED OUT BY OSCA OFFICE*  
.....

ARC Agenda Date: \_\_\_\_\_

Refund Amount: \$ \_\_\_\_\_

OSCA Office Signature: \_\_\_\_\_

**TREE TRIMMING OR REMOVAL  
APPLICATION**

Oak Shores Community Association, Inc., 2727 Turkey Cove Road, Bradley, CA 93426

OWNER: \_\_\_\_\_ TRACT/LOT#: \_\_\_\_\_ DATE: \_\_\_\_\_  
OSCA ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
MAILING ADDRESS (For Refund): \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_ Lic#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
GL INS.: Y N / OSCA ADDED as additionally insured: Y N CONTRACTOR PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Check One: Tree Removal ( ) Tree trimming ( )

Type of Tree: (check one) Oak Tree ( ) Pine Tree ( ) other \_\_\_\_\_

Location of Tree(s): (Please mark trees in question with a colored rope or ribbon to be easily identified)  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Homeowners and Tree Cutters are responsible for removing the tree debris and disposing it outside of the Oak Shores Community.**

ARC Agenda Date: \_\_\_\_\_ ARC Approval: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Approval Date: \_\_\_\_\_ Managers Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**TREE REGULATIONS**

*No trees or shrubs shall be planted or placed on any Lot, which substantially obstruct or diminish the view from any other Lot. If the Architectural Review Committee makes a determination that the view has been unreasonably obscured, the appropriate party shall take action to abate the obstruction so as to establish a view, which, in the Architectural Review Committee opinion, is reasonable. The Member, upon written notice sent by OSCA, shall remove, cut down or cut back any such trees or shrubs to the extent specified by the Architectural Review Committee within 30 days of such notice. (CC&R's Article 5 Section 5.10)*

**No trees of more than 8" diameter at the base shall be removed without the approval of the Architectural Review Committee and SLO County.**

# Emergency Contact Information Form

Tract/Lot #: \_\_\_\_\_

OSCA Address: \_\_\_\_\_  
=====

## **EMERGENCY CONTACT INFORMATION – (24-HOUR)**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ After-Hours Phone Number: \_\_\_\_\_  
=====

## **OWNER**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
=====

## **GENERAL CONTRACTOR**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Request to Revise Plans during Construction  
**APPLICATION**

Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Tract/Lot #: \_\_\_\_\_  
OSCA Address: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
General Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Architect: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Landscape Architect: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Description of Plan Revisions:** (Attach plans and material samples if necessary)

---

**Architect's Approval:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Landscape Architect's Approval:**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

---

**ARC Approval:**

\_\_\_\_\_  
Date Received

---

ARC APPROVAL

# OWNER/CONTRACTOR GATE ENTRY LIST

Please provide the names, addresses, phone numbers and license numbers of your contractor as well as the sub-contractors for easier entry through our gated community.

ARC Approval Date: \_\_\_\_\_ Estimated Dates for Entry: From \_\_\_\_\_ to \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Tract/Lot \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Covenant Hills Street Address: \_\_\_\_\_

Day Phone No.: \_\_\_\_\_ Work Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

## GENERAL CONTRACTOR

Company Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SUB- CONTRACTOR

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SUB- CONTRACTOR

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SUB- CONTRACTOR

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SUB- CONTRACTOR

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## SUB-CONTRACTOR

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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## FREQUENTLY ASKED QUESTIONS

1. If I am doing any exterior changes to my property do I need to submit an application to ARC for approval? **YES**
2. If I am painting my home the same color do I need to submit an application for approval? **YES**
3. Do I need to submit color samples if painting my home, even if it is the same color? **YES**
4. If I am: Re-roofing, Landscaping, Building a Fence, Removing or Trimming Trees, Adding a Garage, Adding a Deck or doing Deck Repairs, Re-siding, Adding a Driveway or Repairing a Driveway, Building a Retaining/Garden Wall, do I need to submit an application for approval? **YES**

