



**WOODS COVE  
HOMEOWNER  
ASSOCIATION**

WOODS  
COVE

**ARCHITECTURAL DESIGN  
GUIDELINES**



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## **I. INTRODUCTION**

An important function of the Woods Cove Homeowner Association (Association) is the retention of the existing natural character and beauty of the Woods Cove community. The Board is responsible for the administration and enforcement of architectural review and control within the community by the authority given to it in the Master Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Woods Cove (CC&Rs). The CC&Rs provide for an Architectural Review Committee (ARC) that is to be appointed to review all plans and specifications for any improvements proposed to be constructed within Woods Cove, and to either approve, conditionally approve or disapprove such proposed improvements. The CC&Rs authorize the ARC to adopt, create, change, eliminate, enforce and administer the Architectural Guidelines (Guidelines). The Board also has the right to levy "Compliance and/or Special Assessments" against any Owner who fails to comply with the provisions of the Guidelines. These Assessments are a way of reimbursing the Association for costs incurred in the repair of damage to the Common Area that is being maintained by the Association for which an Owner was allegedly responsible.

### **Section 1.1 Intent of the Guidelines:**

These guidelines are mainly concerned with the physical and aesthetic appearance of the community environment consisting of natural open meadow and forest. They are also in place to protect the sensitive plant habitat of the community by encouraging the use of indigenous native plant material, and restricting the use of invasive and undesirable species. Water conservation and fire protection are additional considerations of the Guidelines. The ARC's areas of concern in the Architectural Guidelines include but are not limited to 1) room additions, patio covers, and gazebos that are generally considered "architectural improvements", and 2) planting, flatwork, pools, spas, walls and fences, that are generally considered "landscape" improvements. All proposed "architectural" and "landscape" improvements are to be submitted to the ARC for review and approval. In order to be considered for review, all submittals must include a completed Submittal Checklist and an ARC Application. No work, improvements or demolition is to be started prior to ARC or Board approval of the proposed plans.

**THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&RS AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS FOR CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.**

### **Section 1.2 Architectural Guidelines:**

The Guidelines establish general procedural rules and a range of deposits and fees to cover improvements that range from minor to major architectural and/or landscaping improvements. The ARC has been given the authority by the Board to establish on an "individual case basis" the procedural rules and the amount of the fees and deposits required to be paid by an Owner within the parameters of the guidelines established by the Architectural Guidelines based upon the type and the nature of the proposed improvement for which plans have been submitted.

**THE ARCHITECTURAL GUIDELINES ARE INTENDED TO WORK IN CONCERT WITH THE COUNTY OF SANTA CRUZ GOVERNING CODES, REGULATIONS AND ORDINANCES AND WHICHEVER IS THE MORE RESTRICTIVE SHOULD BE FOLLOWED AND IMPLEMENTED.**

**Section 1.3      Approval:**

The ARC may condition its approval of plans and specifications with any changes it deems appropriate and has the right to require the submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications. In the event the ARC fails to approve or disapprove plans and specifications within forty-five (45) calendar days after receipt by the ARC of all materials requested, such plans and specifications shall be deemed approved. This forty-five (45) calendar day period shall begin when the ARC deems the submittal package complete.

**Section 1.4      Appeal:**

If the ARC disapproves anyone's plans and/or specifications, the person that submitted the plans and/or specifications may appeal in writing to the Board of the Woods Cove Homeowner Association. The Board must receive the written appeal no more than thirty (30) calendar days following the decision of the ARC.

**Section 1.5      Inspection:**

The ARC and/or its designated representative(s) has the right but not the obligation to make an "On-site" Inspection of the completed improvements at the ARC's discretion once the owner has notified the ARC that the improvements have been completed. The notification to the ARC is to be made within forty-five (45) days of the completion of the approved improvements. Failure to obtain the Inspection approval may constitute a violation of the CC&Rs and may require disciplinary action under the governing documents.

**Section 1.6      City/County Approval:**

Please be aware that approval of the ARC is for aesthetic purposes only and that all necessary County of Santa Cruz building permits must be obtained and that all City and County regulations must be adhered to at all times. After the Committee has approved the plans for aesthetic purposes, the local regulatory agencies must be contacted, and processed if required, to ensure that the plans are in compliance with all building, zoning, health and other applicable regulations currently in force.

***II.                    GENERAL SUBMISSION PROCEDURES***

The approval of any "Improvement" by the ARC does not waive the necessity of obtaining the required County of Santa Cruz permits. Obtaining a County of Santa Cruz permit does not waive the need for ARC approval.

**Section 2.1      Application Submittal:**

All applications are to be made to the Woods Cove property management company, the

managing agent for the Woods Cove Homeowner Association. Applications may be mailed or delivered to:

The Woods Cove Homeowner Association  
C/o The John Stewart Company  
500 Chestnut Street, Ste. 101  
Santa Cruz, CA 95060

Telephone inquiries should be directed to: (831) 457-5725

All requests for ARC approval must be made on the standard Woods Cove Homeowner Association ARC Application forms and include a completed copy of the Submittal Checklist and Neighbor Awareness Form. One set of application materials is provided with these guidelines or may be obtained from the Management Company.

Applications submitted to ARC members will not be accepted and will be returned to Applicant for submittal to the Management Company.

**Section 2.2. Required Copies:**

Each application must include two (2) complete sets of plans, showing all of the items requested in Section IV of these Guidelines that apply to the appropriate housing type.

**Section 2.3. Construction Drawings:**

Plans must be prepared in accordance with all applicable building codes and ordinances and with clarity and completeness. It is requested that any work involving major improvements, or work requiring variances be submitted at the preliminary drawing stage for review by both the ARC and the County of Santa Cruz.

Custom lot architecture submittals shall include complete architectural plans, grading plans, landscape plans, and plot plans. These plan sets shall include height studies and dimensioned setbacks from property lines. All information shall be included to allow for the determination by the ARC as to conformance with these Guidelines and the CC&R's.

**Section 2.4. Right of Entry:**

If work related to the approved improvements requires the use of common areas for purposes of transporting labor and materials, or for the temporary storage of materials for the work, such need shall be stated on the plan with the submittal. The applicant shall obtain written permission from the Association for the "Right of Entry" prior to such use during the course of construction. A copy of this letter granting permission shall be filed with the ARC prior to the commencement of construction.

**Section 2.5. Improvement Security Deposit:**

The Association will require an initial security deposit of five hundred dollars (\$500.00) on behalf of the Association to cover the costs, should they arise, of restoration, cleaning, and repair of common areas caused in connection with improvements to a lot or residence. The Association may require other initial or additional deposits for improvements. Any security deposit not utilized for repair of common areas shall be returned to Owner after completion of the proposed improvements based upon the submittal and approval of the Notice of Completion form and submittal of the Request for Deposit form. In addition to a security deposit, the ARC may require an indemnity, bond or restoration agreement, especially in the case of an owner building a custom home.

**Section 2.6. Neighbor Awareness:** ★

The Neighbor Awareness form is intended to advise neighbors who own property adjacent to the proposed work in an attempt to avoid potential conflicts. The completion of this form will necessitate obtaining the signature of your neighbor(s) on the application blank in the spaces provided. If no one has moved into the adjacent property and it is still owned by Standard Pacific, then the signature of Standard Pacific is required. The neighbors who must sign the Neighbor Awareness form must also **initial each and every sheet of drawings** they are shown to review. At the minimum, the signatures of the property owners who have a lot line in common with the property for which the submittal is made along with the property owner(s) across the street from the property for which the submittal is made will be required. Additional property owner signatures may be required at the discretion of the Management Company, the Board, the ARC and/or its representatives. In the event of neighbors that are in escrow or uncooperative in reviewing plans, a good faith effort must be made to obtain the signatures as evidenced by furnishing copies to the ARC of a registered letter transmitting plans and requesting review. The neighborhood awareness form is intended as a notification tool only. By requiring notification, this will promote discussion between homeowners and hopefully resolve any disputes before the improvements are submitted for approval. The approval or disapproval of architectural plans by the ARC is not based solely on the homeowner awareness form. **No application will be considered a complete submission until the Neighbor Awareness Form condition has been met to the satisfaction of the ARC.**

**Section 2.7. Review and Appeal Fees:**

There is a one hundred fifty dollar (\$150.00) fee required for the architectural plan review. The review fee is required with the submission of the architectural application. Any application submitted without the required fee will not be considered complete and will be returned to the applicant. The ARC can require an additional fee for major architectural or landscape improvements in excess of the initial one hundred fifty dollar (\$150.00) amount. The major improvement review fees will be set by the Board to assist in the review process. There is a minimum of a one hundred dollar (\$100.00) fee for all Appeals. The Board may assess a fee to cover any and all associated costs with the plan review and/or appeal that are in addition to the initial fee amount.

The ARC and/or Board of Directors may amend all review and appeal fees from time to time as the cost of professional consultants change.

**Section 2.8. Incomplete Submittals:**

To avoid unnecessary delays and expenses, the Management Company is unable to accept incomplete submittals for consideration. Incomplete submittals shall be returned to the applicant along with a copy of the checklist noting the area of deficiency. Should the Management Company and/or ARC accept an incomplete submittal either by exception or error, the "acceptance" does not deem the submittal complete. The ARC may proceed with the review and deny formal approval until a complete package is submitted.

**Section 2.9. Non-Liability:**

Plans and Specifications are not approved for (a) engineering design, (b) compliance with zoning and building ordinances, and other applicable statutes, ordinances or government rules or regulations, (c) compliance with the requirements of any public utility, (d) any easement or other agreement, or (e) preservation of any view. By approving or not approving such plans and specifications neither the ARC, the members thereof, the Association, the Owners, the Board, nor Builder assume liability or responsibility therefore, or for any defect in any Improvement constructed from such plans and

specifications or for any obstruction or impairment of view caused or created as the result of any Improvements approved by the ARC

**Section 2.10. Disposition:**

Upon approval, disapproval, or in the event the ARC requests clarification or additional information, all submissions shall be distributed as follows:

- (a) The ARC shall retain one plan as its working copy.
- (b) One approved plan shall be placed in the Association files.
- (c) Two approved plans shall be returned to the owner who shall be required to maintain the same at the work site during the course of construction until such time as the Notice of Completion has been approved by the ARC or its designated representative.
- (d) Disapproved plans or those requiring clarification or additional information shall be returned to the Owner. Said plans shall be included in subsequent submittals.

**Section 2.11. Time Period:**

Work related to the approved submittal must commence within one hundred twenty (120) days of approval or the ARC may void this approval and require new submission for review. All works of improvement shall be completed within one (1) year after the date of approval, unless otherwise specified in writing by the ARC.

**Section 2.12. Inspection:**

Within forty-five (45) days following the completion of the improvement as indicated on the "Approved" copy of the drawings and specifications, the owner/applicant shall notify the ARC for final inspection and approval. This notification shall be made by means of a "Notice of Completion" form along with photos of the approved work. If no inspection or response is made, work will be deemed completed in compliance with approved plans and specifications forty-five (45) days after receipt by the Management Company of the owner's notification to the ARC requesting the inspection.

**Section 2.13. Appeals:**

In the event plans and specifications submitted to the ARC are disapproved thereby, the party or parties making such submission may appeal in writing to the Board. The appellant should check with the Management Company for appeal forms. The Board must receive the written request not more than thirty (30) calendar days following the final decision of the ARC. The Board shall submit such request to the ARC for review, whose recommendation and supporting materials will be submitted to the Board. Within forty-five (45) calendar days following receipt of the request for appeal, the Board shall render its written decision. The failure of the Board to render a decision within said forty-five (45) calendar day period shall be deemed a decision in favor of the appellant. There is a minimum of a one hundred dollar (\$100.00) fee for all Appeals. The Board may assess a fee to cover any and all associated costs with the plan review and/or appeal that are in addition to the initial fee amount.

**Section 2.14. Enforcement:**

Failure to obtain the necessary approval from the Association will constitute a violation of the CC&Rs and may require modifications or removal of work at the expense of the Owner.

**Section 2.15. Violations:**

All residents have the right and responsibility to bring to the attention of the ARC any violations of any of the provisions or guidelines. Such comments, observations or complaints must be presented in writing with a homeowner's signature. Anonymous letters or verbal comments in person or over the phone will not be deemed properly submitted and are not acceptable to be acted upon.

**Section 2.16. Amendments:**

These guidelines along with the provisions set forth in the CC&Rs form the basis and criteria for evaluation of plans and specifications submitted for review and approval by the ARC. Any condition or material not defined in the Association's Governing Documents shall become a matter of discretionary judgment on the part of the ARC acting in good faith on behalf of the best interests of the Association as a whole.

The Architectural Review Committee and Board of Directors may at their discretion from time to time amend the Architectural Guidelines.

**III. SUBMITTAL REQUIREMENTS**

In addition to the general submission procedures described in Section II of these Architectural Guidelines, Owners within the Development, other than Builder, shall comply with the following submission guidelines:

**Section 3.1. Submittal Checklist:**

There are four parts to the Submittal Checklist attached.

- ◆ The first part lists the submittal requirements for All Improvements that must be included with any and all submittal requests.
- ◆ The second part lists the submittal requirements for Landscape Improvements (e.g., plant material, hardscape, spa and pool, and fences and walls).
- ◆ The third part lists the submittal requirements for Exterior Improvements (e.g., trellis, gazebo, sunshade, balcony, window and door treatment and exterior color or material changes).
- ◆ The fourth part lists the submittal requirements for Space Improvements (e.g., room additions or conversions).

If you are applying for landscape improvements, you must submit all of the items listed under the Landscape Improvements part of the checklist. If you are applying for exterior improvements such as a trellis or gazebo, you must submit all of the items listed under the Exterior Improvements part of the checklist. If you are applying for room addition or conversion, you must submit all of the items listed under the Space Improvements part of the checklist. If you are applying for improvements involving items related to more than one part of the checklist, you must include all of the items for all of the parts of the specific checklist related to the improvements for which you are applying. Requests involving a landscape plan with a gazebo or shade structure, must be submitted with the items required for both the Landscape Improvements and Exterior Improvements parts of the checklist.

All applications shall include the items listed under the "All Improvements" part of the checklist.

**Section 3.2. Minimum Submittal Requirements For All Improvements:**

When required by the checklist, each type of drawing submitted must include the minimum amount of information listed below:

**(a) Plot Plan:**

(i) Plot plan to be drawn to scale at either 1/8" = 1'-0" (1/8<sup>th</sup> scale) or 1/4" = 1'-0" (1/4<sup>th</sup> scale). Drawing is to be submitted at this scale and not drawn at this scale and then reduced during the reproduction process in order to fit it onto a smaller size sheet of paper.

(ii) Show all lot lines accurately as to length, angles and amount of curve. Show and label all existing and proposed buildings, structures, fences, walls, sidewalks, driveways, drive approaches and other improvements. Indicate all required setbacks, easements and top and toe of slopes.

(iii) Show all dimensions on work to be considered; distances between existing and proposed work and distances between proposed work and property lines, setback lines and slopes.

**(b) Landscape Plan:**

(i) Utilize the "Plot Plan" noted above and include proposed walkways, walls, pilasters, fire pits, barbecues, decks, fences and walls, stairs, trellises, arbors, gazebos, spas, ponds, fountains, ornamental rocks, bar-b-ques, courts, play equipment, apparatus and yard lighting and other hardscape elements.

(ii) Planting plans shall utilize the "Plot Plan" noted above along with all hardscape elements noted above and shall indicate the location of each shrub, tree, and vine along with its botanical and common names and the size of container from which it is to be planted.

(iii) Proposed fences and wall drawings shall note materials, colors and heights. Heights shall be noted in relation to the immediate ground elevations.

(iv) Pool and spa plans shall include the location, size and visual and sound mitigation treatment of all mechanical equipment.

(v) All lots shall conform to the following requirement from the City of Santa Cruz Water Department: "The combined size of turf areas and swimming pools shall be limited to not more than 25% of the developed landscape area per the City of Santa Cruz Water Efficient Landscape Ordinance (SCMU code 16.16)." Whenever a homeowner with a lot greater than one half acre (0.5 acre) wishes to landscape and irrigate their lot, they must first submit their landscape and irrigation plans to the City of Santa Cruz Water Conservation Office for review and approval of all landscape water conservation requirements of the City of Santa Cruz Water Efficient Landscape Ordinance (SCMU code 16.16)." Upon the City's acceptance, they must then submit their plans to the Woods Cove HOA Architectural Review Committee for final approval.

- (c) **Exterior Elevations:**
- (i) Provide exterior elevations at a minimum scale of  $\frac{1}{4}'' = 1'-0''$  of all proposed structures including trellises, gazebos, and shade structures. When the proposed improvement is attached to the existing home, show the existing elevation in relation to the proposed improvement.
  - (ii) Note all member sizes, materials, finishes, colors and textures of proposed work. Note if proposed finishes and materials are to match existing finishes and materials. Trellises and gazebos are to be painted to match the homes existing trim, fascia or earthtone.
  - (iii) If the proposed finish materials or colors are different than those noted above or of the existing structure, a color and material board must be included clearly depicting the materials and/or colors that are to differ.
- (d) **Floor Plans:**
- (i) Indicate all walls, columns, openings and any condition or feature that will affect the exterior design of the structure.
  - (ii) Show dimensions and labels for all proposed work and related existing work; and indicate their relationships.
  - (iii) Delineate all parts of the exterior that cannot be shown on the elevation drawings.
  - (iv) Identify square footage of proposed work and existing work.
- (e) **Roof Plan:**
- (i) Show all existing and proposed roof surfaces. Note pitches and overhangs.
  - (ii) Call out existing and proposed roof materials and colors.
- (f) **Mechanical and Solar Energy Plans:**
- (i) Include all mechanical devices exposed to the exterior and all solar collectors, racks, storage facilities, piping and distribution components.

#### ***IV. GENERAL CONDITIONS OF APPROVAL***

The following shall be the conditions of any architectural approval and shall be incorporated by reference only as the approved plans or ARC's letter of approval. It shall be the responsibility of the owner of the residence, on which an approval was granted to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with said improvement.

##### **Section 4.1. Signs:**

No signs shall be displayed on any residence other than the signs advertising the property for sale and/or as permitted by the CC&Rs. This restriction includes tradesmen's, contractor's, and installers' signs of

any type, including the signs identifying the residence as the site of their activities of operation.

**Section 4.2. Hours of Operations:**

All operations shall be carried on between the following hours or the hours set by the County of Santa Cruz, whichever are the more restrictive:

Monday through Friday	Between 7:00 a.m. and 7:00 p.m.
Saturday	Between 9:00 a.m. and 5:00 p.m.
Sundays and Holidays	Between 9:00 a.m. and 5:00 p.m.

These hours shall be stipulated in any contracts between the homeowner and/or land owner and any of their contractors. The hours of operation governed by the County of Santa Cruz may be changed from time to time by the County.

**Section 4.3. Noise Mitigation:**

All homeowners and their contractors or agents shall be required to muffle and shield all intake and exhaust ports on power construction equipment and shroud all impact tools.

**Section 4.4. Temporary Structure:**

No structure of a temporary nature will be permitted to remain on any lot without the written approval of the Board.

**Section 4.5. Construction Materials:**

All construction materials must be stored within an owner's lot. Any construction materials that are delivered and deposited on the streets or on any other common area must be relocated to the owner's lot at the end of each calendar day unless otherwise authorized in writing by the County of Santa Cruz, the ARC or the Board. The owner who is making the improvements shall be responsible for removing all debris and maintaining all common areas, including the streets and walkways, in a clean and attractive condition. The Board has the right to levy Compliance and/or Special Assessments against the owner who is making the improvements to recover the cost of cleaning or restoring any common area to the condition that existed prior to the commencement of such improvements.

**Section 4.6. Maintenance of Improvements:**

The repair and maintenance of any work or improvement will be the responsibility of the installing owners or subsequent owner.

**Section 4.7. Conditions Not Covered:**

Any condition not covered or material not contained within these Guidelines shall become a matter of judgment on the part of the ARC.

**Section 4.8. Construction Equipment:**

The owner who is making improvements shall be responsible for ensuring that construction equipment such as trucks, concrete mixers, trailers, trash bins, and compressors shall not be parked or placed on the streets. THE STREETS ARE FIRE LANES – NO PARKING ON THE STREETS IS ALLOWED. Additionally, all construction equipment is strictly prohibited from all other common areas and from any lots not owned by the owner. The Board has the right to levy against the owner who is making such improvements Compliance and/or Special Assessments as a disciplinary measure for a violation of the

foregoing regulation and Compliance and/or Special Assessments for reimbursement of any costs incurred by the Association in the repair of damage for which such owner, or such owners agents or contractors was allegedly responsible.

**Section 4.9. Drainage:**

Do not interfere with the rain gutters, downspouts, or other drainage systems (whether surface or subterranean) originally installed by Standard Pacific, or any other interference with the established drainage pattern over any lot or common areas, unless an adequate provision, previously approved in writing by the ARC, is made for proper drainage. Do not change the grade at the base of existing fences and/or walls and do not retain or raise the grade against them as they are not designed to accommodate this structural load. All paved and planting areas are to drain at a minimum of 1% or one foot of fall in 100 feet of run or 1/8" of fall in one foot of run. It is preferred that plant beds drain at a minimum of 2% or two feet of fall in 100 feet of run or 1/4" of fall in one foot of run. All drain pipes must have a slope of a minimum of 1/2% or six inches of fall in 100 feet of run or 1/16" of fall in one foot of run with a slope of 1% preferred. All grades in plant beds must be held a minimum of six (6) inches below the adjacent finish floor or a minimum of four (4) inches below the stucco screed line, whichever is greater. All grades in plant beds must be held a minimum of six (6) inches below the top of adjacent planter or retaining walls. All finish surfaces of paving are to be held below the adjacent metal stucco house screed. All plant beds and paving areas are to slope away from the house. Utilize domed grates on catch basins in plant bed or bark or ground cover areas.

**Section 4.10. Construction by Standard Pacific:**

Pursuant to the CC&Rs nothing in these Guidelines shall limit the right of the Standard Pacific to alter the Non-Exclusive Common Areas or the Residences still owned by Standard Pacific or to construct such additional improvements as Standard Pacific deems advisable prior to the completion of improvements upon and sale of the entire Development. The CC&Rs exempt Standard Pacific from compliance with the architectural control provisions of the Association Management Documents and therefore no approvals shall be required from the ARC for any construction by Standard Pacific.

**V. SITE DEVELOPMENT GUIDELINES**

The following site development guidelines shall apply to all improvements, except such work undertaken by Standard Pacific:

**Section 5.1. Workmanship:**

All lot improvements shall be performed in a manner consistent with the guidelines or existing walls, fences, gates or drainage devices. Any work deemed by the ARC as not meeting the guidelines shall be reworked to meet those guidelines or removed and the lot improvements restored to its original condition. Any damage or destruction to common area caused by such improvements shall be repaired or replaced by the property owner to the condition that existed prior to commencement of the work by the owner or his/her contractor. In the event the owner refuses to rework, remove and/or restore as called for above, the ARC shall request the Board of Directors to cause such rework, removal and/or restoration and the cost thereof shall be assessed to the owner as provided in the By-laws of the Woods Cove Homeowner Association.

Construction activities for the residences shall not discharge any construction related materials and/or fluids into portions of the coastal terrace prairie community or Association Common Areas. Said

materials and/or fluids are to be retained on site and properly disposed of in an acceptable manner to the County of Santa Cruz to prevent damage to special status plant species, native vegetation, wetlands communities and associated wildlife.

The property owner and/or his contractor and/or representative is to fence off all trees that are to be retained at their drip line (approximately equal to the area outlined by the tree's canopy) prior to construction related activities in order to prevent accidental damage due to construction activities. These fences shall remain in place until all construction related activities have ceased. When digging utility (i.e. irrigation, electrical, gas, water, sewer, drainage, storm, security, etc.) trenches near trees to be retained, all trenching shall be done by hand, and shall stay at least ten feet away from tree trunks. Tunneling below roots to avoid major roots shall be done when feasible. Utility lines and pipes shall be concentrated in as few conduits as possible. Foundations shall be bridged over roots that are unavoidable. Leaf mulch, straw, jute matting or grass seeds shall be placed on exposed soils as soon as possible to prevent erosion and soil loss. Generally avoid filling or paving in close proximity to tree trunks.

Special care shall be taken not to increase the soil moisture from irrigation, inappropriate landscaping and run-off from improvements, as these would increase root-rotting fungi. Water dependent landscaping, such as lawns, and grading within the drip line of large oaks shall be prohibited. Maintain existing vegetated channels, swales, and incorporate detention areas in their natural vegetated condition wherever practicable. Detention ponds shall be sized according to County of Santa Cruz standards and shall be designed to support vegetation during the winter. Where removal of vegetation is necessary, replant all exposed soil surfaces with ground cover native to the immediate area.

## Section 5.2. General Development Guidelines:

### (a) Custom Architecture:

- (i) Owners that have bought custom lots and are building custom homes are subject to all restrictions and guidelines as enumerated herein, in the CC&R's, and in accordance with the County of Santa Cruz Building Codes and Planning and Zoning regulations and ordinances. All architecture must compliment the project site, the existing architecture, and must conform to the design guidelines contained in Exhibit F of the CC&R's.
- (ii) All construction must comply with the Conditions of Approval for the Subdivision Permit, these guidelines, and the CC&R's, including, without limitation, construction hours, confining work area to the individual lot, erosion control, litter control, and tree preservation and protection.
- (iii) Owners shall be responsible for maintaining a neat and clean work site, free of any unmitigated hazards. Excavations shall be properly shored and contained. All OSHA requirements for a clean and safe work site shall be observed at all times. Construction debris shall be removed on a regular basis. Best Management Practices (BMP's) shall be observed. Pollutants shall not be allowed to leave the site and shall not be buried within the site.

**(b) Heights:**

**(i) Dwellings:**

Heights of improvements other than landscaping shall be restricted to the maximum height of the existing structure and must be compatible with the intent of the existing structure with respect to massing and enclosure. In no case shall any structure exceed the height limitations imposed by Santa Cruz County.

**(ii) Other Structures:**

Maximum height of the occupiable area of all other structures including patio covers, structural trellises and gazebos shall be limited to ten (10) feet in height for flat roofs and up to twelve (12) feet for peaked or sloping roofs, or the height of the first floor plate line, whichever is greater. All portions of proposed structures that are decorative and unoccupiable and exceed the ten (10) feet limit for flat roofs and twelve (12) feet for sloping or peaked roofs are subject to review and may not be permitted. All accessory structures shall have the same design character and materials as the principal structure.

(iii) Vine trellises, grilles, or small arbors are not to exceed twelve (12) feet in height.

(iv) No construction, except for patio covers, structural trellises, gazebos, vine trellises and fireplace chimneys, shall exceed the height of the adjacent perimeter wall or fence or six (6) feet above the lowest immediately adjacent grade, whichever is less.

**(c) Development Envelopes:**

(i) Development envelopes for the community have been determined by applicable setbacks, existing trees, topography, and geo-technical limitations, as approved by the County of Santa Cruz. All structural and impervious surface improvements (except driveways), such as buildings, accessory structures, garden walls, pools, fireplaces, patios, decks, etc. must be contained within the development envelope. Pervious surface improvements such as pavers, brick, turf block, decomposed granite, gravel, etc. are allowed beyond the building envelopes.

(ii) The Conditions of Approval for the project allow the ARC to grant minor variances to the existing development envelopes. Such variances may allow pools, decks and other improvements below 24 inches in height. All such variances are subject to approval by the Santa Cruz County Planning Department. No such variance will be allowed should it require the removal of, or impact to, existing trees.

**(d) Chimneys:**

No chimney may extend higher than the maximum height as required by the Building Code of the County of Santa Cruz. Freestanding fireplaces placed out in the yard area are not to exceed 7 feet (7') in height.

**(e) Fences and Walls:**

**(i) Property Line Fences**

Property line fences shall not be installed, removed, reconstructed, or modified as to structure, finish or color without the prior written consent of the ARC. New property line fences shall match the existing split rail fencing installed by Standard Pacific. Such fencing shall allow for the passage of wildlife through the project area.

(ii) Building Envelope Walls and Fences

Fences, walls, and gates shall not be installed, removed, reconstructed, or modified as to structure, finish or color without the prior written consent of the ARC. Double walls constructed side by side shall not be permitted except in the form of "flash" or "cheek" walls utilized to retain grade against existing fences or walls. Fences, walls and gates shall not exceed six (6) feet in height, and shall not encroach outside of the building envelope except as noted in Section 5.2(d)(i) above. Retaining walls are subject to the approval of the ARC. Such approval shall be as to the aesthetic appearance of the wall but shall not be deemed to warrant or approve in any manner the engineering or structural design of the wall. Structural framing and/or unfinished sides of fences or walls shall not be exposed to any public right of way, common area, or other lot. Walls, fences, screen walls, etc. shall be natural and "organic" in appearance, and shall be constructed of stucco, masonry, wood or precast colored and textured concrete with wood or wrought iron gates, and shall compliment the exterior of the main structure; all walls, fences and gates must properly screen any element as required in these guidelines.

**NO APPROVAL IS GIVEN OR IMPLIED TO CHANGE, REMOVE, MOVE OR MODIFY ANY AND ALL EXISTING FENCES, WALLS, PILASTERS, GATES AND OTHER SUCH ITEMS THAT ARE MAINTAINED BY THE ASSOCIATION EVEN IF INDICATED ON THE APPROVED PLAN.**

(f) Planter Walls:

Building materials used to construct decorative planters should blend in and complement the style of the home and existing walls or fences. These materials are subject to the ARC's approval. All planter walls shall also have an approved drainage system located near the wall footing.

(g) Antennae:

Appliances or installations upon the roof of any residential or accessory structure, except for solar panels or other appliances installed by Standard Pacific, shall not be permitted unless approved by the ARC. All electrical, mechanical or other equipment on any roof of any building in the property shall be treated, wherever possible and in such a fashion, so as not to be visible from the street.

(h) Satellite Dish:

No satellite "dish" antenna shall be constructed, erected, altered, placed, or permitted to remain on any lot without the prior written approval of the ARC. The size of the satellite antennae must be compatible in scale with its location. The satellite antennae must be screened by landscape that is, or will be, located solely on that owner's lot or mounted on the home and screened from view by the building structure. The antennae designed to look like patio umbrellas must also receive approval under these criteria.

The goal of the ARC will be to balance the aesthetic requirements of the community with the reasonable functionality of the satellite dish. The Committee shall:

- (i) Strive to prohibit the location of the dish from the front yards or portions of the roof

that face the front yard.

- (ii) Require reasonable screening of the dish from view by other surrounding properties where the dish is approved for the roof. Such screening shall be accomplished, for example, by modifying the roof in order to inset the dish into the existing roofline or by augmenting the roof structure such that it remains consistent with the existing form of the roof or requiring the equipment to be painted to match the existing adjacent surface.
- (iii) Require reasonable screening of the dish from view by surrounding properties where the dish is located in the yard of a lot. Such screening shall be accomplished in order of priority by:
  - (1) Lowering the grade elevation of the pad supporting the dish such that the top of the dish shall not exceed the height of any existing opaque perimeter Lot wall or fence.
  - (2) Installing landscape materials around the dish to screen the dish from view.
  - (3) Installing walls/fences around the dish to screen the dish from view.
  - (4) Combination of the above.
- (iv) Operate in good faith and in the best interests of the community in reviewing applications for satellite dishes. The Committee shall require reasonable mitigation of the visibility of the dishes in order to promote aesthetic compatibility of the dishes with the surrounding properties. If it is determined by the Committee that satellite dishes are regulated by County, State, or Federal Agencies such that these or other architectural guidelines of the Woods Cove Homeowner Association may be limited in their enforceability, the adoption of these guidelines shall not be construed as an absolute obligation of the Association to litigate the enforceability of its architectural guidelines for satellite dishes.
- (v) All architectural applications concerning satellite "dish" antenna shall:
  - (1) Include "Plot Plans" per Section 4.2a of these guidelines showing the location of the antenna in relation to adjoining structures;
  - (2) Specify the "dish's" shape, height, width, diameter and shall include a photograph, drawing or catalog cut or specification sheet of the antenna; and a "Landscape" or "Plot Plan" per Section 4.2a of these guidelines showing the type, locations, elevation and color (in the case of a fence) of trees, bushes, shrubs, plants, hedges or fences designed for the purpose of screening the dish.
  - (3) The Association will determine if the screening chosen by the homeowner is appropriate by considering the following criteria:
    - (a) The effect of the "dish's" location on neighboring property;
    - (b) The location and height of the "dish" with respect to visibility, color scheme and aesthetic beauty;

- (c) Whether the "dish" conforms and is in harmony with the external design of surrounding and neighboring structures; and
- (d) the location of the "dish" in relationship to the topography, surrounding and natural obstructions, grade and finished ground elevation of the neighboring property.

(i) **Door and Window Coverings:**

Windows shall not be covered with unsightly material such as aluminum foil, paper, paint, etc.

(j) **Garage Doors:**

Garage doors shall be compatible with the design, color and style of the house. The door shall be simple in design and color with no ornate decoration. Decorative glass panels in the upper sections of the door are acceptable if they are in keeping with the home's architectural style.

(k) **Exterior Lighting:**

All lighting fixture locations, heights & sizes with bulb type & wattage shall be noted on the plans. Exterior lighting is to be indirect and shielded from adjacent properties. All lights must be compatible with house design and should be simple in design & color. No exposed wires or cables. No exterior lighting shall be placed or maintained upon any lot so as to cause an unreasonable glare or illumination upon any other private or common lot. "High pressure sodium", "metal halide" or other high intensity lamp sources are considered appropriate.

(l) **Clotheslines:**

Outside clotheslines shall not be erected, unless they are placed and maintained so as not to be visible from neighboring properties.

(m) **Patio Structures, Sun Shades and Gazebos:**

All patio structures, sunshades and gazebos shall be constructed according to the governing standards, regulations and ordinances of the County of Santa Cruz. Patio covers must be constructed with wood and may have wood, brick, stone, or stucco support columns that are compatible with the existing dwelling unit materials. Patio covers and patio cover columns of stucco or wood shall be painted to match the color of the house or the house trim, or left natural. Patio structure posts shall be a minimum of 4x4's with 1x plant-ons on four (4) sides or 4x4's with 2x plant-ons on opposite sides or 6x6's or larger. No metal or aluminum patio covers are permitted. Side elevations of shade structures shall not be enclosed in any manner, except in the case where a wall of a dwelling forms a natural enclosure to some or all portions of a side elevation. Trellis posts shall be located within the development envelope. Maximum height of the patio structures, trellises and gazebos shall be limited to ten (10) feet in height for flat roofs and up to twelve (12) feet for peaked or sloping roofs, or the height of the first story plate line, whichever is greater. All portions of proposed structures that are decorative and unoccupiable and exceed the ten (10) feet limit for flat roofs and twelve (12) feet for sloping or peaked roofs are subject to review and may not be permitted. Design, color, finish and detailing are to be consistent with the existing house.

Color is to match the existing home's trim or fascia.

**(n) Sundecks:**

No sundecks are permitted on or over any portion of a second story roof (e.g., crow's nests etc.). Floor heights for decks are limited to those of the existing second floor living levels. All sun decks shall be directly accessible from living unit levels. A sundeck is further defined as a balcony, open porch, etc., which is attached to the house at second floor level height. The railing is to be appropriate to the home's architectural style – no horizontal pipe rails are allowed.

**(o) Exterior Stairs:**

Location, material, finish, detailing and color are to be compatible with the home's existing architectural style. Stair supports are to be designed as an integral part of the homes exterior elevation style. No pipe columns or prefabricated metal stairs are allowed other than spiral stairs that are compatible with the home's style.

**(p) Mailboxes:**

Mailbox post guidelines and enclosures shall be subject to the control and approval of the ARC unless otherwise controlled by the U.S. Postal Service.

**(q) Exterior Colors:**

Exterior colors of all existing improvements shall not be changed or altered without the consent of the ARC. All colors shall be consistent with existing colors of the community.

**(r) Flagpoles:**

The design, material and installation of flagpoles of any kind (including decorative or seasonal flags) shall be subject to the review and approval of the ARC.

**(s) Mechanical and Solar Devices:**

All mechanical equipment exposed to the exterior, including pumps, heaters, air-conditioning compressors, and solar devices including collectors shall be subject to review and approval of the ARC. The design of the proposed solar panel/mechanical device shall be integrated into the roof design of the building and be parallel with the existing roof slope and as close as possible to the roof surface. Frames must be colored to complement the roof. Natural aluminum frames are prohibited. All mechanical equipment exposed to the exterior shall be located in a manner to minimize visual impact.

**(t) Basketball Backboards:**

Basketball backboards may be permanently attached to that portion of the dwelling or garage that fronts the driveway. All brackets and other hardware utilized to mount the backboard are to be painted to match the existing adjacent surface and to blend with the home's color scheme. Permanent basketball backboards mounted on posts are strictly prohibited in front yard areas or areas visible from the street. Movable freestanding basketball backboards are allowed but must be stored out of view of residential lots and common area lots when not in use.

**(u) Play Equipment:**

Play equipment is not to exceed the height of the adjacent property line wall or fence or six (6) feet whichever is greater. If the play equipment exceeds this height limit it shall be screened by means of landscaping on the homeowner's lot. If the equipment exceeds the height limit it shall be painted a color or built of materials that are consistent with the architectural style and color scheme of the existing home. In no case shall the play equipment exceed twelve (12) feet in height. Design of all proposed play equipment shall be subject to height limit requirements and must be reviewed and approved by the ARC.

**(v) Paving Materials:**

Enhancement of front yard hardscape is subject to the approval of the ARC. All exterior paved areas exposed to street right-of-way shall be of materials and colors consistent with existing treatments and approved by the ARC.

The materials used for paving driveways, walkways and patios that are outside of the building envelope or are adjacent to major trees that are to be retained will, to the greatest extent possible, be composed of pervious materials. Pervious kinds of paving that are compatible with the oak environment include river gravel, porous brick or precast concrete pavers with sand joints, stone laid dry on sand without mortar as a base or in the joints, open wood decking, shredded bark mulch and decomposed granite. Impervious coverings such as asphalt and cement restrict the amount of air, water and minerals available to the roots (California Dept. of Forestry, 1990). The materials used for walkways adjacent to buildings and within building or development envelopes will be subject to the approval of the ARC.

Applicant will be responsible for replacing all common area improvements damaged during the installation of such enhancements. Modification to the common area irrigation system is prohibited unless otherwise approved by the Board. The Association, at the applicant's expense, will perform modification to the common area irrigation system if necessary.

**(v) Front Yard Areas:**

- (i) Driveway expansion shall not exceed more than two (2) feet on a side.
- (ii) A three (3) feet wide planting area shall remain between the back of sidewalk and any hardscape element other than the entry walk and/or driveway.
- (iii) The paving in the front yard shall not exceed one third (1/3) or thirty-three percent (33%) of the total front yard area less the driveway. The front yard area is calculated from the back of sidewalk to the side property lines to the front of the house and back to the side yard return fences, walls and/or gates. Extensive side yard areas will not be acceptable.

**Section 5.3 Landscaping and Pool Guidelines**

**(a) Landscape Review Items:**

The approved plant palettes (see Exhibits "A" & "B") contain a list of plant material approved by the Woods Cove Homeowner Association that has been selected based on visual and aesthetic considerations as well as appropriateness for being within or outside of the

development envelope. No representation, explicit or implicit is made as to the soil suitability or disease resistance of the attached list of plant material. Woods Cove and the surrounding area are not "thematic" in their landscape treatment. The list of approved plant material is intended only as a starting point. Owners are encouraged to select plant material suitable to the general environment and appropriate to the area.

- (i) Whenever possible, use native plants in landscaping inside the development envelopes. These plants provide food for regional wildlife, and nesting and resting areas for common bird species. Additionally, these species have relatively low water and maintenance requirements. The California Native Plant Society has set forth the following general principals for revegetation and landscaping which shall be adhered to:
  - (1) Trees, shrubs and other herbaceous plants shall be used which are indigenous to the general development area.
  - (2) The use of aggressive exotic plant species shall be prohibited. Where aggressive exotics could threaten native flora (e.g. the use of French Broom in landscaping), this fact shall be made of record by noting the same on the plans.
- (ii) The enhancement of existing prairie habitat shall be facilitated through the removal of non-native invasive plants (e.g. French Broom).
- (iii) All surface improvements except driveways must be contained within the development envelopes, including buildings, accessory structures, garden walls, pools, spas, fountains, etc. Subsurface improvements such as water and sewage lines may extend beyond the development envelope.
- (iv) - Tree removal is strictly controlled. The removal of trees will only be considered for removal if it is deemed necessary because the tree is in such poor health or structural condition as to constitute a hazard or as directed by the Fire Marshal. Such removal is to be reviewed and approved by both the ARC and the County of Santa Cruz and is to be done in accordance with the County approved Habitat Management Plan.
- (v) All new landscaping outside the development envelopes shall be approved by the ARC prior to installation and shall consist of plant materials that are compatible with existing native vegetation. Tree plantings shall be limited to native species already present at the project and shall use container stock grown from propagation materials collected on-site, to the maximum extent possible.
- (vi) Landscaped areas shall utilize shredded bark mulch to a minimum depth of three inches (3") as a water conservation measure and as a use for composed yard waste.
- (vii) Landscaped areas shall be designed and maintained to minimize concealed areas.
- (viii) The use of all non-biodegradable herbicides and pesticides for landscape maintenance are strictly prohibited.
- (ix) The lot owner and/or his agent shall prepare and distribute educational materials to all of their construction workers and contractors concerning the sensitive habitat and special

status plant species. The lot owner and/or his agent shall be responsible for obtaining signed documentation from each of the construction workers and contractors stating that they have been given the educational materials (referenced above) and that they understand that they can be held personally responsible for impacts to special status plant species or coastal terrace prairie habitat due to worker negligence. The "take" of an endangered or threatened species may result in prosecution under State or Federal laws.

- (ix) All portions of the yard of a Lot must be landscaped within six (6) calendar months of the close of escrow of the homebuyer. A time variance may be granted by the ARC at its own discretion upon submittal of a written request by the property owner.
  - (x) The ARC shall have the right, but not the obligation, to require any owner to remove, trim, top or prune any bush, tree, shrub or plant that in the reasonable belief of the ARC detracts from the appearance of the Community.
  - (xi) Each owner agrees that the established drainage pattern over the lot from and to the adjoining or other lots will not be interfered with or the adequate provisions for proper drainage will be made in the event it is necessary to change said established drainage.
  - (xii) All owners of lots shall continuously maintain and properly water any slope within their rear yard. All improvements located within the slope areas such as landscaping and sprinklers shall be maintained in a safe condition and state of good repair. The ARC must approve any re-planting of slope area.
  - (xiii) Each owner of a lot shall keep all shrubs, trees, and plantings of every kind on his lot neatly trimmed, properly cultivated, irrigated and free of trash, weeds and other unsightly materials.
  - (xiv) Owners will provide an irrigation design for their landscaping to provide adequate water. Excess or too little water can cause serious damage to the lot or hardscape improvement. All lots greater than .5 acre in size must submit their landscaping plans to the City of Santa Cruz for review.
- (b) **Front yards:**
- (i) Any existing trees and those installed by Standard Pacific are to be retained.
  - (ii) One hundred percent (100%) of the ground plane is to be covered by plant material and/or shredded bark mulch a minimum of three inches (3") deep. Rock, marble chips, tile chips, pea gravel, plastic sheeting and other like materials are not acceptable.
  - (iii) No large bare areas of earth are acceptable. Traditional lawns are not allowed outside the building envelope. Traditional lawn and swimming pool areas shall be limited to not more than 25% of the developed landscape area as per SCMU code 16.16. This developable landscape area is the sum of the area inside and outside the development envelope and is provided on the plot plans submitted for water meter approval.
  - (iv) Shrubs are to be planted at the base of the house, walls and fences visible from the street.

- (v) No mirror balls, pink flamingos, statues, sculptures, AstroTurf or gravel yards in front yard areas are permitted.
- (vi) Vines and shrubs are encouraged to soften the appearance of walls and fences.
- (c) **Pools, Spas, Hot Tubs, Ponds and Fountains:**
  - (i) Pools, spas, hot tubs, ponds, water falls, and fountains shall be subject to review by the ARC.
  - (ii) All accessory equipment shall be located, screened, or recessed in such a manner so as not to be viewable from any lot or street and the noise from the equipment attenuated for the adjacent property owners.
  - (iii) Heaters shall be stackless or low profile in configuration.
  - (iv) All equipment installations shall be located, sound controlled and maintained in such a manner so as not to unreasonably disturb residents of other lots. The ARC shall have the right, but not the obligation, to require any owner to repair or restore any installation to quiet operation or restrict its use or operation if in the reasonable opinion of the ARC continued use or operation disturbs residents of other lots.
  - (v) The construction of pools and spas will need to consider/evaluate and mitigate:
    - (1) the expansive nature of the on-site soils,
    - (2) the potential sulfate exposure,
    - (3) the proximity of the pool/spa to slopes and/or structures,
    - (4) the possible occurrence of a bedrock fill condition,
    - (5) the possible presence of harder bedrock,
    - (6) long-term effects of landscape irrigation,
    - (7) confirmation of the soil compaction, and
    - (8) the impact of any proposed grade changes.
  - (vi) Individual homeowners who are considering adding a swimming pool and/or spa should retain a geotechnical consultant to review and accept the design. In addition, the homeowner is advised to include a hydrostatic relief valve in the design of the pool or spa to protect the pool from the effects of perched ground water. Pools shall be designed in compliance with all applicable codes of the County of Santa Cruz. Excavated material shall be incorporated into an approved landscape design or removed from the project to an acceptable disposal site. No dumping of any material on the project site is allowed.
  - (vii) Care should be taken when disposing of used water from pools and spas as chlorine and bromine are harmful to plants.

#### **Section 5.4 General Materials and Color Guidelines**

##### **(a) Architectural and Structural Elements:**

Wall surface materials shall match the existing adjacent surfaces. Wall finish colors shall be selected to match the existing home's color palette. Accent materials and colors used to

compliment the stucco are allowed and encouraged in moderation as long as they are a part and consistent with the architectural style of the home. Wood trim shall be stained with semi-transparent-stains or painted as accents to match like existing elements on the home. The use of tile, brick, stone and masonry are permitted as design accents and trim when they are consistent with the homes exterior style.

**(b) Patio Structures, Sunshades, Trellises, Gazebos and Sundecks:**

Structures including overhead elements shall be of wood construction. Vertical support members may be wood, stucco, pre-cast concrete or masonry to relate to existing structures. Roofing materials shall match the roof material of the dwelling or be open wood lattice. Structures of exposed metal and roofing materials of gravel, built up roofing, asphalt shingles or shakes, composition roofing plastic, fiberglass and metal are prohibited.

**(c) Walls and Fences:**

Approved materials for walls and fences other than the perimeter walls shall include masonry material or stucco covered fences/walls, brick, painted tubular steel fencing, wood or painted wood fencing or fences or walls that match the existing installed by Standard Pacific. Chain link, poultry wire or other types of woven wire, including, but not limited to plastic coated wire, aluminum or sheet metal, plastic or fiberglass materials other than clear non-patterned tempered glass or Plexiglas, reed or straw-like materials, rope or other fibrous strand elements, or concrete block, plain or painted, are not permitted.

**(d) Color:**

Color is intended to act as a primary theme-conveying element. In general, the values should remain indigenous, although darker or lighter accents are encouraged to highlight the character of the building, especially on balcony rails and moldings as long as they are consistent with the home's architectural style. The use of vinyl or aluminum siding is prohibited. Exterior colors of buildings shall match those applied by the original homebuilder and/or comply with the color palette approved by the ARC.

The color of any stucco fence/wall shall compliment the existing building immediately adjacent thereto. Wood fences must match or complement the existing building trim color or Builder fencing. Wrought iron fences shall match the existing trim color on the adjacent wall.

**Section 5.5 Building Material Guidelines**

**(a) Exterior Building Walls:**

(i) Material allowed for exterior cover of building walls shall include any of the following;

- (A) Masonry, brick or stone to match existing accents.
- (B) Stucco with a texture, finish and color to match existing.
- (C) Wood

(ii) Exterior cover material treatment used on the building walls shall be continuous and consistent on all elevations of a residence with existing like elevation exposures in order to achieve a uniform and complete architectural design statement.

(iii) Two story wall surfaces shall be treated in a manner consistent with the existing architectural style or like architectural styles in the Woods Cove Homeowner Association area.

(b) **Window and Door Openings:**

Window openings within exterior wall surfaces shall be located and detailed in a manner consistent with the existing treatment.

(c) **Window Glazing, Tinting and Shading:**

Glass tinting or shading must be compatible with the existing treatment. Reflective glass film and plastic roll up shades shall not be permitted. Exterior shades of any type shall not be permitted.

(d) **Trim:**

Fascias, window trim, and exterior doors shall be compatible and consistent with the existing treatments found on the home.

(e) **Diverters:**

Galvanized iron or aluminum diverters shall be painted to match roof vents or roof material.

(f) **Roof:**

All roofing materials shall be compatible with the existing treatment. If built up roofing material is used for flat areas of the roof, it shall match the color of the existing roof. All roof pitches shall match existing roof pitches.

(g) **Roof Vents:**

All roof vents shall be colored to match the roof.

(h) **Gutters and Downspouts:**

All gutters to match color of trim at roof and downspouts to match color of house or trim.

(i) **Flashing:**

All flashing shall be colored to match the roof or wall surface surrounding it.

(j) **Tubular Steel Fencing:**

All tubular steel fencing shall be galvanized or bonderized prior to applied finish color and shall match existing.

# EXHIBIT "A"

## Approved Plant List

### *Inside the Development Envelope*

#### TREES:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Acer macrophyllum	Bigleaf Maple
Acer rubrum	Scarlet Maple, Red Maple
Aesculus californica	California Buckeye
Alnus rhombifolia	White Alder
Arbutus unedo	Strawberry Tree
Arbutus menziesii	Madrone
Calocedrus decurrens	Incense Cedar
Cedrus deodara	Deodar Cedar
Cercis occidentalis	Western Redbud
Cinnamomum camphora	Camphor Tree
Cornus sp.	Dogwood Species
Liriodendron tulipifera	Tulip Tree
Lithocarpus densiflorus	Tanbark Oak
Magnolia soulangiana	Saucer Magnolia
Magnolia stellata	Star Magnolia
Photinia fraseri	Photinia
Pinus ponderosa	Ponderosa Pine
Platanus racemosa	California Sycamore
Prunus cerasifera "Atropurpurea"	Purple Leaf Plum
Prunus cerasifera "Krauter Vesuvius"	Krauter Vesuvius Purple Leaf Plum
Prunus cerasifera "Thundercloud"	Thundercloud Purple Leaf Plum
Pseudotsuga menziesii	Douglas Fir
Quercus agrifolia	Coast Live Oak
Quercus douglasii	Blue Oak
Quercus kelloggii	California Black Oak
Quercus lobata	Valley Oak
Quercus suber	Cork Oak
Quercus wislizenii	Interior Live Oak
Sequoia sempervirens	Coast Redwood
Sequoia sempervirens "Santa Cruz"	Santa Cruz Coast Redwood
Ulmus parvifolia "True Green"	Evergreen Elm
Umbellularia californica	California Bay

# EXHIBIT "A"

## Approved Plant List

### *Inside the Development Envelope*

#### SHRUBS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Abelia grandiflora	Glossy Abelia
Abelia grandiflora "Ed. Goucher"	Edward Goucher Abelia
Abelia grandiflora "Sherwoodii"	Sherwood's Abelia
Aesculus californica	California Buckeye
Arbutus unedo	Strawberry Tree
Arctostaphylos densiflora "Howard McMinn"	Vine Hill Manzanita
Arctostaphylos edmundsii "Carmel Sur"	Carmel Sur Manzanita
Arctostaphylos "Emerald Carpet"	Emerald Carpet Manzanita
Arctostaphylos hookeri	Monterey Manzanita
Arctostaphylos uva-ursi "Pointe Reyes"	Pointe Reyes Bearberry, Kinnikinnick
Azalea belgian indica (Varieties)	Azalea
Azalea southern indica (Varieties)	Azalea
Camellia (Species)	Camellia
Ceanothus "Concha"	Concha Ceanothus
Ceanothus "Joyce Coulter"	Joyce Coulter Ceanothus
Ceanothus "Julia Phelps"	Julia Phelps Ceanothus
Ceanothus "Ray Hartman"	Ray Hartman Ceanothus
Ceanothus "Sierra Blue"	Sierra Blue Ceanothus
Ceanothus gloriosus "Anchor Bay"	Anchor Bay Ceanothus
Ceanothus griseus horizontalis	Carmel Creeper
Ceanothus griseus horizontalis "Yankee Point"	Yankee Point Carmel Creeper
Ceanothus impressus	Santa Barbara Ceanothus
Ceanothus rigidus "Snowball"	Snowball Ceanothus
Ceanothus thyrsiflorus	Blue Blossom Ceanothus
Cistus hybridus	White Rockrose
Cistus salviifolius	Sageleaf Rockrose
Corylus californica	Western Hazelnut
Dietes bicolor	N.C.N.
Dietes iridioides	Fortnight Lily
Dodonaea viscosa "Purpurea"	Purple Hopseed Bush
Eleagnus philippinensis	Silverberry
Eleagnus pungens	Silverberry
Escallonia fradesii	Escallonia
Escallonia fradesii "Compacta"	Dwarf Escallonia
Euonymus fortunei	N.C.N.
Euonymus japonica	N.C.N.
Feijoa sellowiana	Pineapple Guava
Gardenia (Species)	Gardenia
Heteromeles arbutifolia	Toyon

# EXHIBIT "A"

## Approved Plant List

### *Inside the Development Envelope*

#### SHRUBS Continued:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Impatiens (Species)	Busy Lizzie, Impatiens
Loropetalum chinensis	Chinese Fringe Flower
Magnolia stellata	Star Magnolia
Mahonia aquifolium	Oregon Grape
Myrica californica	Pacific Wax Myrtle
Photinia fraseri	N.C.N.
Pittosporum tobira	Mock Orange
Polystichum munitum	Sword Fern
Raphiolepis indica "Ballerina"	Ballerina Indian Hawthorn
Raphiolepis indica "Clara"	Clara Indian Hawthorn
Raphiolepis indica "Coates Crimson"	Coates Crimson Indian Hawthorn
Raphiolepis indica "Enchantress"	Enchantress Indian Hawthorn
Raphiolepis indica "Jack Evans"	Jack Evans Indian Hawthorn
Raphiolepis indica "Pink Cloud"	Pink Cloud Indian Hawthorn
Raphiolepis indica "Pinkie"	Pinkie Indian Hawthorn
Raphiolepis indica "Springtime"	Springtime Indian Hawthorn
Rhamnus californica	Coffeeberry
Rhododendron sp.	Rhododendron Species
Rhus integrifolia	Lemonade Berry
Rhus ovata	Sugar Bush
Ribes sanguinum "Glutinosum"	Red Flowering Currant
Ribes viburnifolium	Evergreen Currant
Rosa californica	California Rose
Rumohra adiantiformis	Leatherleaf Fern
Salvia sp.	Sage Species
Ternstroemia gymnanthera	Ternstroemia
Trachelospermum asiaticum	Asian Jasmine
Trachelospermum jasminoides	Star Jasmine
Umbellularia californica	California Bay
Viburnum japonicum	Japanese Viburnum
Viburnum davidii	N.C.N.
Viburnum tinus "Spring Bouquet"	Laurustinus

# EXHIBIT "A"

## Approved Plant List

### *Inside the Development Envelope*

#### VINES & ESPALIERS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Camellia japonica	Camellia
Camellia sansanqua	Camellia
Clematis species	Clematis
Clytostoma callistegioides	Violet Trumpet Vine
Distictis buccinatoria	Blood Red Trumpet Vine
Jasminum polyanthum	Jasmine
Lonicera hispidula	California Honeysuckle
Photinia fraseri	N.C.N.
Rosa banksiae (Varieties)	Climbing Rose
Trachelospermum jasminoides	Star Jasmine

#### GROUND COVERS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Achillea sp.	Yarrow Species
Ajuga reptans "Atropurpurea"	Purple Carpet Bugle
Ajuga reptans	Carpet Bugle
Arctostaphylos "Emerald Carpet"	Emerald Carpet Manzanita
Arctostaphylos densiflora "Howard McMinn"	Howard McMinn Manzanita
Arctostaphylos edmundsii "Carmel Sur"	Carmel Sur Manzanita
Arctostaphylos hookeri	Monterey Manzanita
Arctostaphylos uva-ursi "Pointe Reyes"	Pointe Reyes Bearberry, Kinnikinnick
Ceanothus griseus horizontalis "Yankee Point"	Yankee Point Carmel Creeper
Ceanothus griseus horizontalis	Carmel Creeper
Epilobium canum	California Fuchsia
Fragaria vesca	Wood Strawberry
Iris douglasii	Wild Iris
Lonicera japonica "Halliana"	Hall's honeysuckle
Medium Grind Bark Mulch	N.C.N.
Mimulus aurantiacus	Sticky Monkey Flower
Penstemon species	Penstemon
Potentilla verna	Spring Cinquefoil
Salvia spathacea	Hummingbird Sage
Satureja douglasii	Yerba Buena
Trachelospermum asiaticum	Asian Jasmine

# EXHIBIT "B"

## Approved Plant List for *Outside the Development Envelope*

### TREES:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Acer macrophyllum	Bigleaf Maple
Aesculus californica	California Buckeye
Alnus rhombifolia	White Alder
Arbutus menziesii	Madrone
Cornus sp.	Dogwood Species
Pinus ponderosa	Ponderosa Pine
Platanus racemosa	California Sycamore
Pseudotsuga menziesii	Douglas Fir
Quercus agrifolia	Coast Live Oak
Quercus wislizenii	Interior Live Oak
Umbellularia californica	California Bay
Sequoia sempervirens	Coast Redwood

### SHRUBS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Arctostaphylos densiflora "Howard McMinn"	Howard McMinn Manazanita
Arctostaphylos edmundsii "Carmel Sur"	Carmel Sur Manazanita
Arctostaphylos "Emerald Carpet"	Emerald Carpet Manazanita
Arctostaphylos hookeri	Monterey Manazanita
Arctostaphylos uva-ursi "Pointe Reyes"	Pointe Reyes Bearberry, Kinnikinnick
Ceanothus "Concha"	Concha Ceanothus
Ceanothus "Joyce Coulter"	Joyce Coulter Ceanothus
Ceanothus "Julia Phelps"	Julia Phelps Ceanothus
Ceanothus "Ray Hartman"	Ray Hartman Ceanothus
Ceanothus gloriosus "Anchor Bay"	Anchor Bay Ceanothus
Ceanothus griseus horizontalis	Carmel Creeper
Ceanothus griseus horizontalis "Yankee Point"	Yankee Point Carmel Creeper
Ceanothus impressus	Santa Barbara Ceanothus
Ceanothus rigidus "Snowball"	Snowball Ceanothus
Ceanothus thyrsoiflorus	Blue Blossom Ceanothus
Corylus californica	Western Hazelnut
Heteromeles arbutifolia	Toyon
Myrica californica	Pacific Wax Myrtle
Rhamnus californica	Coffeeberry
Rhus integrifolia	Lemonade Berry
Rhus ovata	Sugar Bush
Ribes sanguineum "Glutinosum"	Red Flowering Currant
Ribes viburnifolium	Evergreen Currant
Rosa californica	California Rose

# EXHIBIT "B"

## Approved Plant List for *Outside the Development Envelope*

### SHRUBS Continued:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Salvia clevelandii	Cleveland Sage
Salvia mellifera	Black Sage
Vaccinium ovatum	Evergreen Huckleberry

### VINES & ESPALIERS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Lonicera hispidula	California Honeysuckle
Trachelospermum jasminoides	Star Jasmine

### GROUND COVERS:

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>
Achillea millefolium	Common Yarrow
Arctostaphylos densiflora "Howard McMinn"	Howard McMinn Manzanita
Arctostaphylos edmundsii "Carmel Sur"	Carmel Sur Manzanita
Arctostaphylos "Emerald Carpet"	Emerald Carpet Manzanita
Arctostaphylos hookeri	Monterey Manzanita
Arctostaphylos uva-ursi "Pointe Reyes"	Pointe Reyes Bearberry, Kinnikinnick
Ceanothus griseus horizontalis	Carmel Creeper
Ceanothus griseus horizontalis "Yankee Point"	Yankee Point Carmel Creeper
Epilobium canum	California Fuschia
Fragaria vesca	Wood Strawberry
Iris douglasii	Wild Iris
Mimulus aurantiacus	Sticky Monkey Flower
Medium Grind Bark Mulch	N.C.N.
Salvia spathacea	Hummingbird Sage
Satureja douglasii	Yerba Buena

**SUBMITTAL CHECKLIST**  
**WOODS COVE HOMEOWNER ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

*(Owner to Complete)*

This checklist must be completed by Owner and be attached to the Architectural Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The Committee will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Architectural Standards.

**PART I - ALL IMPROVEMENTS**

This part lists the submittal requirements for All Improvements that must be included with any and all submittal requests.

- Completed Architectural Review Committee Application Form – Exhibit ‘A’ (2 pages)
- Signed Neighbor Awareness Form – Exhibit ‘B’ (2 pages)
- Submittal Checklist
- Plot Plan – 2 sets
- Improvement Security Deposit Fee of \$500.00
- Architectural Review Fee of \$150.00

**PART II - LANDSCAPE IMPROVEMENTS**

This part must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- Part I submittal requirements
- Landscape Plan (may be included on plot plan)

**PART III - EXTERIOR IMPROVEMENTS**

This part must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

- Part I submittal requirements                       Exterior Elevations
- Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan).

**PART IV - SPACE IMPROVEMENTS**

This part must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

- Part I submittal requirements                       Exterior Elevations
- Floor Plans (may be included on plot plan)                       Building Section(s)
- Roof Plan

**PART V – CUSTOM ARCHITECTURE**

- Part I submittal requirements                       Complete Architectural Plans – 2 sets
- Landscape Plans – 2 sets                                       Plot Plan and Grading Plan – 2 sets
- Height Study

**EXHIBIT 'A'**  
**WOODS COVE HOMEOWNER ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**  
 (Owner to Complete)

Please complete this request form, the submittal checklist form and attach four (4) copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee:

Mail or deliver to: The Woods Cove Homeowner Association  
 C/o The John Stewart Company  
 500 Chestnut Street, Ste. 101  
 Santa Cruz, CA 95060

From: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code Home Phone Number Area Code Work Phone Number

Property Address: \_\_\_\_\_

Lot No: \_\_\_\_\_ Tract No: \_\_\_\_\_

Architect, Engineer or Owner's Representative: (If applicable)

\_\_\_\_\_ Contact \_\_\_\_\_ Company Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Type of Work: (Check all that are appropriate)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Room Addition               | <input type="checkbox"/> Sundeck or Balcony | <input type="checkbox"/> Attached Patio Cover      | <input type="checkbox"/> Gazebo              |
| <input type="checkbox"/> Spa                         | <input type="checkbox"/> Swimming Pool      | <input type="checkbox"/> Pond, Fountain, Waterfall | <input type="checkbox"/> Fire Pit, Fireplace |
| <input type="checkbox"/> Barbecue                    | <input type="checkbox"/> Drainage System    | <input type="checkbox"/> Fence, Screen Wall, Gate  | <input type="checkbox"/> Trellis, Arbor      |
| <input type="checkbox"/> Front Yard                  | <input type="checkbox"/> Rear Yard          | <input type="checkbox"/> Planter, Retaining Wall   | <input type="checkbox"/> Seat Wall           |
| <input type="checkbox"/> Tubular Steel               | <input type="checkbox"/> Driveway Widening  | <input type="checkbox"/> Irrigation                | <input type="checkbox"/> Planting            |
| <input type="checkbox"/> Exterior Low Voltage Lights |   | <input type="checkbox"/> Exterior Lights           | <input type="checkbox"/> Other:              |

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&RS AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS AS REGARDS CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

**EXHIBIT 'A' – PAGE 2**  
**WOODS COVE HOMEOWNER ASSOCIATION**  
**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

*(Owner to Complete)*

**I UNDERSTAND AND AGREE THAT:**

1. No work on this request shall commence until written approval of the Architectural Review Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Standards shall apply to any approval.

SIGNATURE: \_\_\_\_\_  
Owner Date

Received by the Architectural Review Committee: \_\_\_\_\_  
Date

*(Do Not Write Below Line. This is to Be Completed By Architectural Review Committee Only)*

**Committee Comments:**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>APPROVED</b><br><br><input type="checkbox"/> <b>DISAPPROVED</b><br><input type="checkbox"/> Incomplete Submittal<br><input type="checkbox"/> Require Additional Information<br><input type="checkbox"/> Appearance Evaluation Review Checklist<br><input type="checkbox"/> <b>RETURNED TO APPLICANT/OWNER</b><br>Date: _____ | <input type="checkbox"/> <b>CONDITIONAL APPROVAL</b><br><input type="checkbox"/> Homeowner CC&Rs<br><input type="checkbox"/> Notes on plans<br><input type="checkbox"/> Appearance Evaluation Review Checklist<br><input type="checkbox"/> Letter dated _____<br><input type="checkbox"/> Notes on plans<br><input type="checkbox"/> Neighbor Review Signature<br><input type="checkbox"/> Other _____ |
|--|--|

**Committee Signature(s):**

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

*EXHIBIT 'B'*  
WOODS COVE HOMEOWNER ASSOCIATION  
**NEIGHBOR AWARENESS FORM**

*(Owner to Complete)*

**NEIGHBOR AWARENESS** - The intent is to advise your neighbors who own property adjacent to your lot (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. Each neighbor must also initial each set of plans.

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

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

---

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

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

---

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

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

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*EXHIBIT 'B' – PAGE 2*  
WOODS COVE HOMEOWNER ASSOCIATION  
**NEIGHBOR AWARENESS FORM**

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS \_\_\_\_\_

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS \_\_\_\_\_

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

NEIGHBOR NAME / LOT # / TRACT # / ADDRESS \_\_\_\_\_

LOT TO THE: *(Check One)*

LEFT  RIGHT  BEHIND  ACROSS  BACK LEFT CORNER  BACK RIGHT CORNER

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

*EXHIBIT 'C'*  
**NOTICE OF COMPLETION FORM**  
**WOODS COVE HOMEOWNER ASSOCIATION**

---

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Tract #: \_\_\_\_\_      Lot #: \_\_\_\_\_

Address Where Work Took Place: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Daytime Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_      Evening Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date Work was completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant's Name: \_\_\_\_\_      Applicant's Signature: \_\_\_\_\_  
*(Please Print)*

*(Do Not Write Below Line. This is to Be Completed By Architectural Review Committee Only)*

**Committee Comments:**

APPROVED

CONDITIONAL APPROVAL

DISAPPROVED

Homeowner CC&Rs

Incomplete Submittal

Notes on plans

Require Additional Information

Appearance Evaluation Review Checklist

Appearance Evaluation Review Checklist

Letter dated \_\_\_\_\_

RETURNED TO APPLICANT/OWNER

Notes on plans

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

Neighbor Review Signature

**Committee Signature(s):**

Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACH PHOTOS BELOW:**

---

*EXHIBIT 'D'*  
**SECURITY DEPOSIT RETURN REQUEST FORM**  
 WOODS COVE HOMEOWNER ASSOCIATION

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Tract #: \_\_\_\_\_      Lot #: \_\_\_\_\_

Address Where Work Took Place: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_      Evening Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Notice is hereby given that the undersigned is the owner of the property where the work took place and that they are to be the legal recipient of any refundable funds from the security deposit. To ensure that they are the legal recipients and that all processes have been satisfactorily completed, attached are copies of the following:

- Architectural Review Committee Application Form (Exhibit 'A') That Was Signed, Dated And Approved By The ARC From Which The Work Was Done.
- Architectural Review Committee Notice Of Completion Form That Was Signed, Dated And Approved By The ARC.

Applicant's Name: \_\_\_\_\_ (Please Print)      Applicant's Signature: \_\_\_\_\_

*(Do Not Write Below Line. This is to Be Completed By Architectural Review Committee Only)*

- Application Form Complete      \_\_\_\_\_  
*Initials*
  - Notice of Completion Form Complete      \_\_\_\_\_  
*Initials*
  - Voted on By Board: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date Vote Took Place)
  - Approved       Denied
- Reason for Denial: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- See Attached Sheet
- Check Number \_\_\_\_\_      Check Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Check Sent      Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Habitat Mitigation Plan

## EXECUTIVE SUMMARY

The Graham Hill Showgrounds property in Santa Cruz, California provides habitat for several special status plant species and sensitive plant communities, these include: Santa Cruz tarplant, a State-listed endangered species; San Francisco popcorn flower, a State-listed endangered species; Santa Cruz clover, a locally unique species of limited distribution; Gairdner's yampah, a locally unique and rare species; coast coyote thistle, a locally unique species; grindelia, a locally unique species; remnant coastal prairie; oak woodland; seasonal wetland; and oak woodland/redwood forest mosaic habitat (Figures 1 and 2). The subdivision of the 170.5-acre parcel by the S.H. Cowell Foundation into several single-family residential lots will be accompanied by the creation of conservation easement areas that will protect and manage populations of rare and endangered plant species, coastal prairie, oak woodland, and other forest lands. The oak woodland/redwood forest mosaic habitat to be retained after development will also be protected and managed within conservation easement areas (Figure 3). The development will impact portions of the remnant coastal prairie, oak woodland, oak woodland/redwood mosaic, and seasonal wetland habitats. The subdivision entrance road, as currently depicted on the site plan (plan dated February 10, 1994), will impact a population of San Francisco popcorn flower, a State-listed endangered species, a small population of Gairdner's yampah, and the seasonal wetland (BioSystems, 1994). Lots 9, 10 and 11, as currently depicted, may impact Gairdner's yampah. The Cowell Foundation has voluntarily elected to re-design the entrance road and lots 9, 10 and 11 to avoid direct impacts to these species. Assuming this re-design, there will be no direct impact on rare and endangered plant species, or the seasonal wetland.

The intent of the Habitat Mitigation Plan is to address the mitigation and management actions for the sensitive botanical resources on the project site. The overall goal of the mitigation plan is to achieve a no-net-loss of coastal prairie habitats, including habitat size, plant population and viability, and long-term management of the prairie, oak woodland, oak woodland/redwood forest mosaic and seasonal wetland habitat. The plan has been reviewed by the County and will be reviewed by the California Department of Fish and Game (CDFG) through the environmental review process for the project (i.e., Draft EIR). As stated above, the Cowell Foundation has voluntarily elected to re-design the entrance road and lots 9, 10 and 11 to avoid impacts to San Francisco popcorn flower and Gairdner's yampah. Assuming this revision, the project does not propose any direct impacts to State or Federally-listed plant species. This plan was prepared by The Habitat Restoration Group (HRG) under contract to the S.H. Cowell Foundation.

The actions proposed in this plan will mitigate for direct impacts to the coastal prairie through re-establishment of the prairie on the project site at a 1:1 replacement ratio which will be managed in a coastal prairie conservation easement area. Although there will be no direct impact to the special status coastal prairie plant species, the populations may experience indirect impacts by the anticipated increase in human activity on the project site and continued encroachment of invasive, non-native plant species. As mitigation for these indirect impacts, the populations of special status plant species and associated coastal prairie habitat will be protected and managed within a coastal prairie conservation easement areas. The conservation

easement areas will be managed for permanent long-term preservation of the sensitive plant habitat (Figure 4). A small oak woodland area will also be contained in this conservation easement. Non-native French broom will be removed from the adjacent oak woodlands and historic prairie areas; the habitats will be managed as part of the coastal prairie conservation areas.

Mitigation for indirect impacts to seasonal wetlands includes protection and management of the wetland within the coastal prairie conservation easement area. The quality of the wetland will be preserved through the maintenance of a vegetated buffer along the north, east and south edges.

Mitigation for direct impacts to the oak woodland/redwood forest mosaic habitat consists of two parts. First, that portion of the forest mosaic designated by the County as "Timber Resource" (65.5 acres) will be placed under a special conservation easement that allows sustainable timber harvesting. A virgin redwood forest is also included at the northern end of this conservation easement. Virgin redwoods would not be allowed to be harvested. Second, that portion of the forest mosaic within the area of the proposed subdivision will be managed according to development guidelines and long-term protection and monitoring of the remaining forest mosaic after construction. The development guidelines will minimize the loss of this habitat where feasible. The long-term protection and monitoring guidelines will provide techniques aimed to ensure the health and vitality of these portions of habitat remaining after development.