

Village Homes
Property Owners Association
Architectural Guidelines

Adopted July 9, 2014

Note: No change, alteration, improvement, installation, and/or removal shall be made to any exterior portion of the home or yard until architectural and/or landscape plans and specifications, prepared in accordance with the Architectural Guidelines, have been submitted with a completed Application for Construction, Alterations, and Improvements, and until approved in writing by the Architectural Committee, unless the change, alteration, improvement and installation or removal is exempt as defined in these Architectural Guidelines.

Thank you for keeping our neighborhood beautiful!

Village Homes Property Owners Association
1040 Evenstar Avenue
Westlake Village, CA 91361
Telephone: (805) 497-4491 FAX: (805)379-2285
VILLAGEHOMESPOA@gmail.com

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Purpose

The purpose of the Architectural Committee of the Village Homes Property Owners Association (“VHPOA”) is to review plans and specifications of proposed changes or additions to any exterior surface or structure, including painting and landscaping, or any portion of the home or property visible from a public viewing point or shared driveway. This review is performed to ensure that a sound and attractive plan of development is maintained so that the character and environment of the community is preserved and enhanced, as well as the economic value of individual properties throughout the community. There is no desire to unduly restrict the freedom of designs by homeowners, architects and qualified designers.

No change, alteration, improvement, installation, and/or removal shall be made to any exterior portion of the home or yard until architectural and/or landscape plans and specifications, prepared in accordance with the Architectural Guidelines, have been submitted with a completed Application for Construction, Alterations, and Improvements (see Attachment A), and until approved in writing by the Architectural Committee, unless the change, alteration, improvement and installation or removal is exempt as defined in these Architectural Guidelines.

Exemptions

The following maintenance, repair and new installations do not require Architectural Committee approval:

1. Repaint stucco or trim with colors identical to existing colors.
2. Replace like-for-like shrubs and perennials with new plants. Please submit an application when removing large trees, specifying the replacement. The City of Thousand Oaks maintains “City Trees” in Village Homes front yard easement areas, and these trees cannot be removed without City approval and replacement. If you are unsure whether your tree is a “City Tree”, please call (805) 449-2499.
3. Replace existing windows (without adding new window locations).

4. Add a shed, swing set, playhouse, spa, fire pit, etc. to back yard when it is not visible from public viewing areas, and when it meets City of Thousand Oaks Codes.
5. Solar panels and solar lights.
6. Security cameras.

City of Thousand Oaks Permit Requirements

Building permits must be obtained for any construction, remodel and/or addition that is included in the Municipal Code of the City of Thousand Oaks, or for any improvements that encroach onto existing slopes. Please contact the City of Thousand Oaks Community Development Department if you have questions at (805) 449-2500. However, obtaining a building permit from the City does not constitute approval by the Architectural Committee. ***VHPOA reserves the right to halt any work started until written Architectural Committee approval of a completed Application for Construction, Alterations, and Improvements is granted or denied.***

Basic Approval Criteria

Approval shall be based, among other things, upon the following criteria:

- 1) Landscaping, including hardscaping, such as driveways, pathways, and fencing, should be in keeping with the character and quality of your neighborhood.
- 2) Exterior materials, including window and roof replacement, and paint or stucco colors, must be used that are complementary to existing exterior surfaces and are approved color schemes for VHPOA. Approved color charts are available in the clubhouse office. If a color other than a VHPOA approved color is desired by the property owner, two sample chips shall be submitted with the Application. If necessary, the Architectural Committee may require a one-foot square sample to be painted on the structure before approval. ***VHPOA reserves the right to require repainting if a color other than an approved color is used.***

- 3) The appearance of any added or changed surface or structure will be reviewed from all angles, especially the appearance from neighboring properties and streets to assure conformity with external design, the Architectural Guidelines and the purpose, general plan and intent of the Declaration of Covenants, Conditions and Restrictions (CCRs) for Village Homes.
- 4) The VHPOA Application for Construction, Alterations, and Improvement's form contains signature blocks for neighbor notification. Please meet with your neighbors to explain the remodel or addition plans. The intent is that each neighbor clearly understands the impact of the remodel or addition on their own property and has an opportunity to provide input to the Architectural Committee. Neighbor objections or approvals will be taken into consideration by the Architectural Committee but are not in themselves used for denial or approval.
- 5) Construction must commence within one (1) year of Architectural Committee approval or approval is revoked and the owner must resubmit an application to the Architectural Committee for approval.

Non-Compliance with Village Homes Property Owners Association Architectural Guidelines and Refusal to Repair

In the event the property owner does not submit an Application for Construction, Alterations, and Improvement before work is begun, Village Homes Property Owners Association reserves the right to require removal of any additions or changes to the property which do not meet the standards established by the Village Homes Property Owners Association Architectural Committee and Board of Directors, or to require other remedial action.

In addition, VHPOA Board of Directors may require changes to any approved alteration, addition, or remodel if the final construction or design does not reflect the plans approved by the Architectural Committee.

Refusal to comply will result in fines if approved by the VHPOA Board of Directors.

Plans: Submission Requirements for Remodels and Additions

The proposed plans and specifications for all remodels and additions must be submitted with a completed Application for Construction, Alterations, and Improvement's form and attachments outlined below. Depending on the complexity of the remodel or addition, the Architectural Committee may seek VHPOA Board approval to engage an independent licensed architect to review the plans. If a licensed architect is engaged for plan review, the owner must submit a plan review fee with the Architectural Application form.

1) Two (2) copies of all proposed plans and specifications, prepared in accordance with City of Thousand Oaks Community Development Department specifications for additions, remodels and new buildings, (and, if required, the fee for the independent licensed architect) are to be submitted to:

Village Homes Property Owners Association
Attention: Architectural Committee
1040 Evenstar Avenue
Westlake Village, CA 91361

2) Plans shall include a site plan clearly showing all setbacks of the property being remodeled and adjacent property setbacks. These plans shall be drawn at a scale not less than 1" = 20'. These plans shall also clearly show any large trees, oaks, and how these are to be handled and protected during the construction work. The following information must also be provided with the Application for Construction, Alterations, and Improvements:

A) Written description of improvement.

B) Site Plan, prepared in accordance with City of Thousand Oaks Community Development Department specifications, with precise plan of the proposed work (include lot size, dimensions of all work and setbacks, materials to be used, colors, plant names of new planting, all existing trees and sizes, scale, north arrow, owner's address and telephone number, and designer name, address, and telephone number, etc.).

C) Floor Plans, if applicable, prepared in accordance with City of Thousand Oaks Community Development Department specifications, with square footage of additions and fully dimensioned. Please also indicate any additional exterior electrical fixtures and types.

D) Building Exterior Elevations of proposed additions, prepared in accordance with City of Thousand Oaks Community Development Department specifications, relating to the existing house, all proposed walls, roof with slope and materials, trim, window types, finishes and textures, height of existing residence and height of addition.

E) Building Section taken through proposed addition, prepared in accordance with City of Thousand Oaks Community Development Department specifications.

F) Conceptual Landscape Plans, prepared in accordance with City of Thousand Oaks Community Development Department specifications, including plant removals and/or additions, with the variety, size, and location of all proposed landscaping and hardscaping materials. Additionally, the location of all site lighting fixtures, proposed site fencing including height, and any changes in grading such as creating berms or removing slopes.

G) Exterior Materials/Color Board, 8" x 10" maximum size with exact samples and definitions of all exterior materials and colors proposed. If colors other than VHPOA approved colors are desired, a one square foot paint sample shall be submitted. Full size sample of roof tile will be accepted.

If two complete copies are of the above required plans, prepared in accordance with City of Thousand Oaks Community Development Department specifications, are not submitted with the Application for Construction, Alterations, and Improvement's form, or if the plans are incomplete or illegible, then such plans may be returned to the homeowner without review, and the homeowner will be required to resubmit acceptable plans.

When reviewed, one copy of your plans will be returned to you either approved, approved with conditions, or disapproved within 4 weeks of submission to the

Architectural Committee. The plans will not be returned to anyone other than the homeowner.

Submission, retention, and contents of plans are the sole responsibility of the homeowner. In addition, compliance with all Architectural Guidelines is the sole responsibility of the homeowner. Homeowners should not assume that their contractors or architects know VHPOA Architectural Guidelines.

For extensive remodels and additions, plans must be prepared by a State licensed architect or State licensed Structural Engineer. Approvals are granted for the lot and its owner.

Air Conditioning Units

Air conditioning units shall be placed in locations not visible from the street whenever possible. New units placed on top of structures will not be approved.

Building Additions: Limitations

New additions to the original footprint are limited to single story only. One story addition should match existing plate heights and roof slopes. As building height is a major issue that can impact neighbors' light and privacy and is therefore a concern in all projects, a second story addition may only be approved over the existing footprint of the original floor plan and care should be taken to incorporate an appropriate size, bulk, scale, and massing. The height of the addition should conform with the existing ridge. No third story additions are allowed. In addition, front yard, side yard and back yard setbacks from the street and between properties must be maintained per the City of Thousand Oaks Municipal Code.

Construction Activities Restricted to Certain Hours

Section 8-11.01 of the City of Thousand Oaks Municipal Code requires: It shall be unlawful for any person to engage in or conduct any activity in the construction of any building or structure, the moving of earth, or the laying of any pavement, including but not limited to, the making of any excavation, clearing or grading of

surface and, and loading or unloading material, equipment, or supplies, except between the hours of 7:00 am & 7:00 pm, Monday through Saturday.

Contractor Signs

Contractor signs shall be displayed only for location of work purposes while the work is being performed by the contractor. All signs must be removed upon substantial completion of the work.

Fencing (Attachment B shows examples of ‘good neighbor’ fencing).

Plans for replacing or installing new fencing must be submitted with an Application for Construction, Alterations, and Improvement’s form with the specific location of the fencing, and have materials and colors specified.

All fences must be double faced, so as not to present the back or wrong side to the neighbor's view (see Attachment B). Chain link fences are not permitted. Consideration should be given to masonry, wrought iron, wood and matching vinyl. All property line walls facing Triunfo Canyon Road must be beige slumpstone or stucco color to match the existing walls. No fence will be approved in the front yard that extends beyond the footprint of the house. Except for “garden homes” all fences must be no higher than 3 feet within the 20-foot setback from the sidewalk. Exceptions to the no fence rule are as follows:

Homes on a Court or Circle, when more than 60% of the homes are Garden Homes, may have a wall up to 3 feet tall within 5 feet of the near edge of the sidewalk. Such a wall may not either fully enclose the space or enclose the space with gates.

Walls or fences that are perpendicular to the street and on the property line may be up to 2 feet high; split rail fencing is approved within these parameters, but the posts may not exceed 3 feet in height.

Grandfather Clause

It is the intent of the Architectural Committee that those plans which were submitted and approved prior to this revision shall remain approved. The revised Architectural Guidelines shall apply only to new construction, new landscaping,

new modifications, and items of noncompliance which existed (as noncompliance items) prior to this revision and still remain in noncompliance according to these revised Architectural Guidelines.

Landscaping/ Xeriscaping

An Architectural Application is not required when replacing old plants with new plants (i.e., flowers and small shrubs). An Architectural Application is required when removing trees. Village Homes values its city trees and the Architectural Committee will not approve removal of the City tree canopy which adds value and beauty to the neighborhood. Village Homes encourages materials and landscaping plants that support less irrigation for those who wish to replace lawns with an attractive alternative, especially the use of native/endemic plants that are climatically adapted to Thousand Oaks. Many guides are available on the subject, including at our local libraries; however, the following resources are recommended to assist homeowners in determining which plants are appropriate:

1. Sunset Western Garden Book: Zones 21 and 22.
2. Channel Islands Chapter, California Native Plant Society, Native Plants for Santa Barbara and Ventura County Gardens:
<http://www.cnpsci.org/Horticulture/Natives4SB&VtaCounties201104.pdf>
3. Ventura County Master Gardeners Helpline: (805) 645-1455.

Outdoor Lighting

Care should be taken that outdoor lighting does not impact neighboring properties. The VHPOA Board reserves the right to require removal of floodlights that shine into neighboring homes.

Patio Structures

Patio structures should be designed to blend with the architecture of the residence. Aluminum or plastic roof structures will not be allowed.

Roofs

All new roof installations must be made of concrete tile or lightweight concrete tile (excepting existing flat roofs). Composition roofs and asphalt roofs will not be allowed.

Solar Panel Installation

VHPOA encourages solar energy. VHPOA Architectural Committee approval is not required for solar panel placement.

Turfgrass Replacement in Front Yards

Adopted by Board of Directors – October 14, 2015

Considering the current trend to remove turfgrass entirely from landscapes, the VHPOA Architectural Committee recommends that the Board adopt the following guidelines to be added to the Architectural Committee Guidelines and published on the website and in the next and following newsletters:

1. Per the Village Homes Architectural Guidelines, Architectural Applications MUST be submitted for any plans to modify landscaping in the front or street visible side yards. All Applications should contain a thorough description of the plants, grass and hardscape being removed. New plans should contain descriptions of plant and hardscape replacement including samples, sketches and/or photographs. The plans, at minimum, must show a drawing of the yard and the placement of plants, with names and sizes of the plants being installed.
2. When loose gravel, stones, rocks, or mulch are requested, the Architectural Committee recommends that the shades and colors chosen closely mirror the natural soil and rock colors of our local environment. Red, black, and bright white rocks or mulch are unlikely to be approved. It is recommended that loose gravel, stones, rocks, and mulch do not comprise over 50% of the front yard area. Samples are required. Residents must ensure all loose products applied to their landscape stay contained in their yard and do not roll or spill onto the sidewalks and streets creating safety

issues. Residents must replace gravel, stones, rocks and mulch that become sparse or no longer look attractive.

3. The Architectural Committee encourages landscape replacement that includes a variety of plants and plant sizes, but should contain at least one tree, with various shrubs and groundcovers in addition to hardscape items, such as steppingstones, boulders, decomposed granite pathways, dry streambeds, fountains, pottery, etc. The value of mature trees in our community (City planted trees, as well as homeowner planted trees), provide shade for our sidewalks, increase property values, and add visual beauty to our neighborhood. Property owners must ensure that all trees receive adequate water during drought seasons.
4. The Board has adopted the attached City of Westlake Village guidelines for artificial turf. Please visit the clubhouse for samples that are approved.
5. There is a plethora of information available at our libraries, water companies, on websites, and from Ventura County Master Gardeners, regarding plants that thrive in our climate, in our clay soils and which need less water than some traditional plants. The Architectural Committee has submitted the Master Gardener list of books, organizations, and on-line sites for reference so residents can choose wisely when they decide to re-landscape their properties with an entirely different and drought tolerant plan.
6. The Architectural Committee has adopted a “Completion of Work” form that must be submitted to ensure landscape plans are completed as specified in the Architectural Application.

APPLICATION FOR ARCHITECTURAL APPROVAL

villagehomespoa@gmail.com

VILLAGE HOMES POA

c/o THE EMMONS COMPANY
One Boardwalk Avenue, Suite 102
Thousand Oaks, CA 91360
805-413-1170: Phone

PLEASE FILL IN ALL SPACES COMPLETELY

DO NOT START WORK UNTIL YOU RECEIVE APPROVAL. THE COMMITTEE HAS UP TO 30 DAYS TO RESPOND TO YOUR REQUEST.

PROPERTY OWNER	LOT #
STREET ADDRESS	
HOME PHONE:	BUSINESS/MOBILEPHONE:
EMAIL:	

TYPE OF REQUEST

- | | | |
|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> LANDSCAPE | <input type="checkbox"/> PAINT | <input type="checkbox"/> WINDOWS |
| <input type="checkbox"/> ARTIFICIAL TURF | <input type="checkbox"/> PATIO COVER | <input type="checkbox"/> DOORS |
| <input type="checkbox"/> TREE REMOVAL | <input type="checkbox"/> REMODEL | <input type="checkbox"/> OTHER |

Please provide a detailed description of proposed plan or modification. Please include pictures, plans, colors and product or plant descriptions. If applying for artificial turf a sample must be provided with the application. Once the project is complete, please fill out the notice of completion form and return it to the clubhouse.

Note: The Architectural Guidelines and Artificial Turf Guidelines are on the website, <https://villageinwestlake.com/resources-for-residents/documents/>

ANTICIPATED STARTING DATE: _____ ANTICIPATED COMPLETION DATE: _____

The attached planned improvements and plans were made available to **the neighbors adjacent and/or directly across the street for review.**

Neighbors Signature _____ Address _____ Date _____

Neighbors Signature _____ Address _____ Date _____

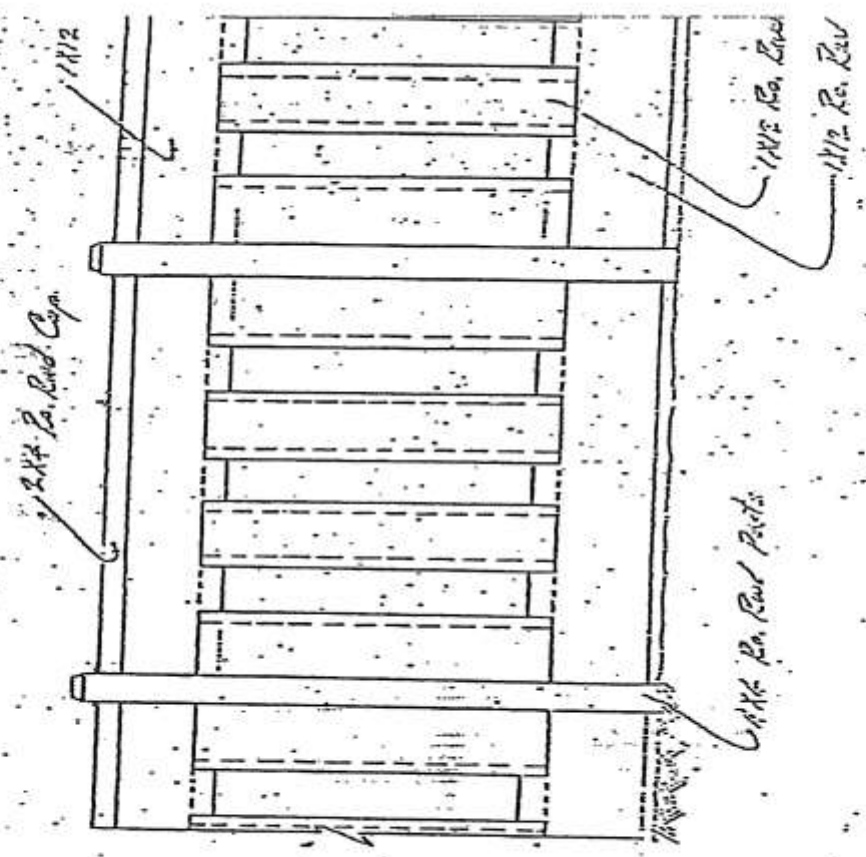
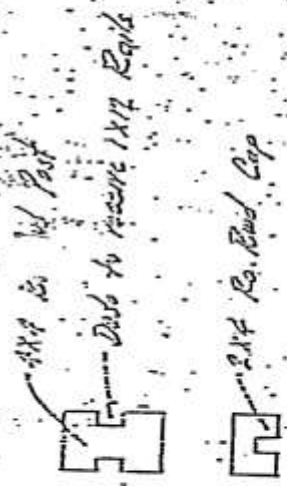
We, the undersigned, certify that we are the legal owners of the above property and that we agree to abide by the Village Homes POA Architectural Guidelines and CC&Rs. Approval by this Architectural Board does not constitute waiver of any requirements of applicable governing agencies.

Signatures(s) _____ Date: _____

For Office Use Only

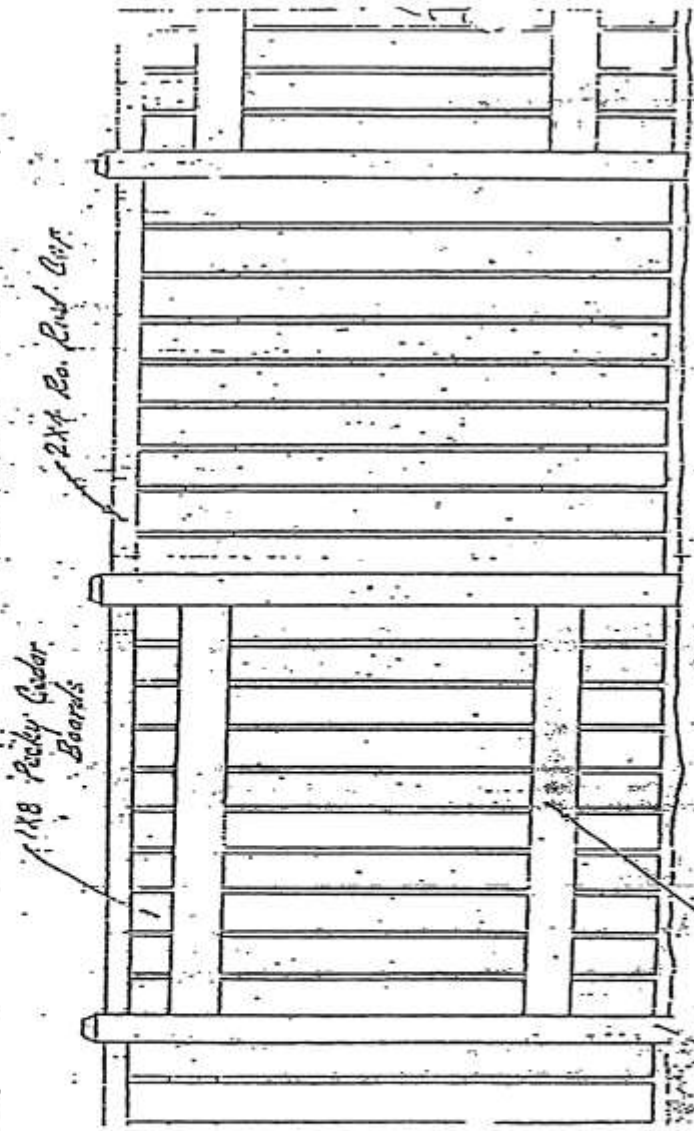
Date Submitted: ___ / ___ / ___ Date Approved: ___ / ___ / ___ Approved by: _____

Date Denied: ___ / ___ / ___ Reason _____



LOT

2000 sq. ft. approx. lot



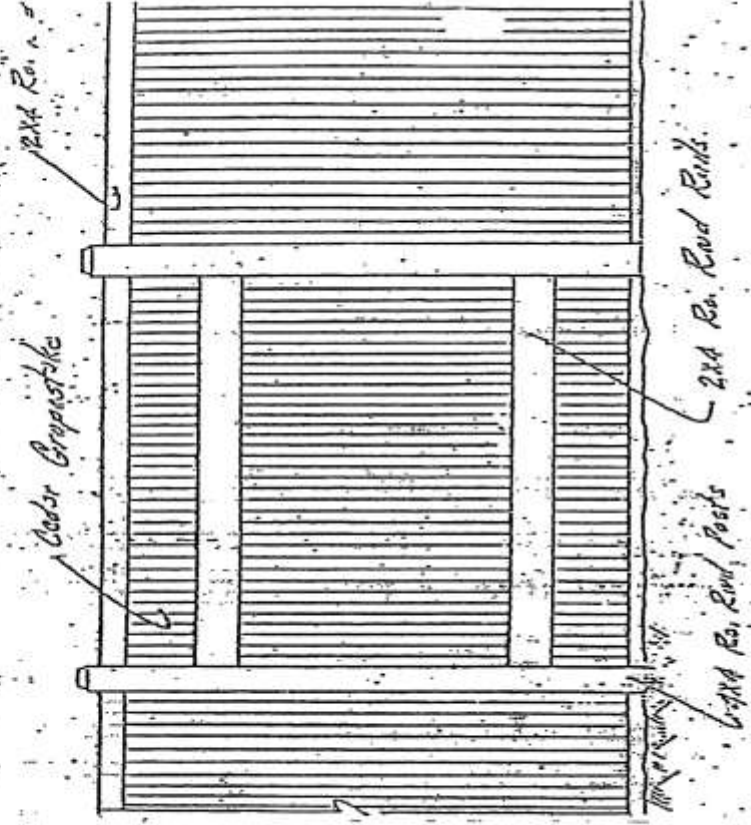
1x8 Pecky Cedar Boards

2x4 Co. Rnd Cap

2x4 Co. Rnd Posts

2x4 Co. Rnd Rails

PAINT: WESTLAKE TAN #16
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PAINT: WESTLAKE TAN
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NED E DAVIS
Mayor

SUSAN McSWEENEY
Mayor Pro Tem

BRAD HALPERN
Councilmember

MARK RUTHERFORD
Councilmember

August 17, 2015

RE: Adopted minimum standards for artificial turf within the City

Dear Home Owners' Association:

Recently, the Westlake Village City Council adopted a set of minimum standards with which all artificial turf in the City must comply. These standards, which are attached to this letter, represent product specifications which are common among artificial turf manufacturers. The City has conducted research into artificial turf products and the adopted standards will ensure that a product complying with the minimum requirements will be a quality product that will also be aesthetically pleasing.

The City's minimum standards applies to all artificial turf in the City; however, Home Owners' Associations will continue to have the discretion to place additional restrictions, limitations, or requirements on artificial turf's use in their neighborhoods. Additionally, HOAs are still responsible for reviewing and approving residential landscaping, and the inclusion of minimum artificial turf standards by the City does not exempt a resident from getting landscaping approved by the HOA prior to installation.

The City would also like to encourage HOAs to inform their residents of the potential long and short-term costs in addition to the benefits of artificial turf. Artificial turf can significantly reduce water usage and have a cost savings benefit over the life of the turf. Artificial turf also has the benefit of looking healthy and full, even in the midst of a drought. However, like any other home improvement such as a new roof, artificial turf is not a product that lasts forever, and will eventually need replacing. Costs of replacement may be high and if the homeowner decides to return to natural turf in the future, the process requires additional infill soil in place of the artificial turf base materials. In addition to the end of life costs for artificial turf, it also needs to be maintained as leaves, debris, or pet waste does not naturally decompose in artificial turf as it would in natural turf. Additional maintenance costs could be substantial if the turf backing is torn or the grass material is damaged.

Additionally, as the City has historically not been involved with the approval of residential landscaping, we would request that when HOAs have issued an approval for artificial turf, that the City be informed, via email or letter to the Planning Department, so we can monitor the proliferation of artificial turf. At this time, the City will continue its stance on not regulating or issuing additional approvals on residential landscaping, and leave the responsibility for regulation, approval, and enforcement with the HOAs.

If there are any additional questions or concerns over the City's adopted minimum standards for artificial turf, please do not hesitate to contact the Planning Department at (818) 706-1613 or via email at JohnN@wlv.org, or to Planning Director, Scott Wolfe, at Scott@wlv.org. Additional information can also be found on the City's website at www.wlv.org/artificialturf.

Thank you



John Novi
Assistant Planner

Changes to the Westlake Village Municipal Code regarding artificial turf

The Westlake Village Municipal Code Subsection B (Property Maintenance) of Section 4.8.010 (Nuisances Prohibited – Abatement) of Chapter 4.8 (Property Maintenance) of Article 4 (Public Peace) has been amended to add paragraph 16 as described below, establishing the minimum standards that artificial turf must meet to avoid being declared a public nuisance:

- "16. The use of artificial turf in any yard area that is visible from a public street, sidewalk or any other public right-of-way, or that is within the front yard area of a flag lot, unless such turf meets the following standards:
 - a. General Requirements.
 - i. The turf blades shall be not less than 1.75 inches long and shall be a combination of turf and thatch. Turf, thatch, and face yarn shall be 100% polyethylene monofilament fiber at a minimum of an 80 ounces face weight per square yard.
 - ii. The turf shall have the ability to drain water at a rate of not less than 6 inches of rain per hour, per square yard.
 - iii. The infill system shall consist of #20 or #30 grit sand, zeolite or coated core infill product, spread evenly at a rate of no less than 1 pound of infill per square foot.
 - iv. Polypropylene products, nylon fiber products, and products without a thatching system are prohibited.
 - v. The turf shall be installed and maintained to industry standard, and no edges shall be exposed.
 - vi. The turf shall be kept in a state of good repair, with rips, tears, or other damage repaired.
 - b. Minimum Properties.
 - i. Face weight shall be no less than 80 ounces.
 - ii. Slit film products are prohibited.
 - iii. Pile height shall be no lower than 1.75 inches.
 - iv. Tufting gauge shall be no less than 3/8 inch.
 - v. Colors shall be forest green, olive green and tan blends for a natural look.

- vi. Primary backing materials shall be stabilized triple layered woven polypropylene.
 - vii. Secondary backing materials shall be latex or polyurethane.
 - viii. Overall weight shall be 100 ounces per sq. yard or more.
- c. Base.
- i. The base shall consist of no less than 2 inches of a permeable base mixture compacted and shaped for a natural look.
 - ii. The base underneath the turf shall be fastened in a manner so that none of the base materials will hold their form.
 - iii. Base materials shall consist of Class 2 road base that will shape, compact and drain at a rate not less than the approved turf. A substitute material may be used if deemed to be equally permeable by the Planning Director.
 - iv. Neither rubber nor decomposed granite shall be used as the base system.
- d. Warranties.
- i. The turf shall come with a minimum one year warranty against installation defects.
 - ii. The turf shall come with a minimum eight year warranty against manufacturer's defects or ultra violet light degradation.
 - iii. A geotextile weed block fabric with a warranty not less than that of the turf shall be included with the installation."

The Westlake Village Municipal Code section 9.16.020 (General Regulations) of Chapter 9.16 (Landscaping Standards) of Article 9 (Zoning Regulations) has been amended to add Subsection "I" as described below, to allow for the use of artificial turf in the City, so long as it complies with the minimum standards established in the Property Maintenance section of the code:

- "I. Artificial turf meeting the standards prescribed by Section 4.8.010(B)(16) may be used in any yard area that is visible from a public street, sidewalk or any other public right-of-way, or that is within the front yard area of a flag lot."