



**ALISO VIEJO
COMMUNITY ASSOCIATION**

Architectural Guidelines

October 2025

ALISO VIEJO COMMUNITY ASSOCIATION
ARCHITECTURAL GUIDELINES
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Aliso Viejo Community Association Architectural Guidelines

Each property Owner in the Aliso Viejo Community Association (“AVCA”) is required by the Declaration of Covenants, Conditions, and Restrictions for Aliso Viejo Community Association (“CC&Rs”) to obtain approval from both their subassociation’s architectural review committee (if applicable) and AVCA’s Master Architectural Committee (“MAC”) before commencing any construction, alteration, removal, relocation, repainting, demolishing, addition, modification, decoration, redecoration, or reconstruction of any improvement on said Owner’s property.

After obtaining approval from the subassociation’s architectural review committee, each property Owner must then submit their plans and the following items to the AVCA’s MAC for approval:

1. Two copies of a completed Property Improvement Form;
2. Two copies of the subassociation’s written approval of the submitted plans;
3. Two sets of drawings or photos that show all details of height, width, color, materials, nature, kind, shape, and location of improvements;
4. Sketch depicting area surrounding Applicant’s property;
5. Adjacent neighbor(s) signature(s) and address(es); and
6. Costs of improvements.

Failure to submit these items may result in your plans being returned to you without review by the MAC.

The MAC will review the submittal in order to determine if such improvements are consistent with the aesthetic considerations and the appearance of the AVCA community as a whole. The MAC will not review improvements for location in relation to property lines or easements, drainage, structural integrity, grading, etc. **Each Owner must obtain the necessary permits and certifications from the city in which they reside.**

The Committee shall notify the property Owner within sixty (60) days after receipt of the plans of its approval or disapproval. If a request for Architectural Review is submitted without the proper documentation, the plans will be returned to the Owner without review by the MAC.

The address of the MAC is currently as follows:

Master Architectural Committee
Aliso Viejo Community Association
130 Vantis Dr., Suite 110
Aliso Viejo, CA 92656

If you wish to get more information regarding the architectural review process, please consult your subassociation CC&Rs or Article VII of the AVCA CC&Rs.

Section 1. Introduction

1.1. AVCA Responsibilities

AVCA is charged in part with the administration and enforcement of architectural and landscape improvements within the community by the authority given to it in the CC&Rs. Article VII, Section 7.03 of the CC&Rs provides for a Master Architectural Committee (MAC) with the authority to review improvements to any structure, building, outbuilding, or appurtenances thereto (collectively, “Building”) or lot or parcel of land (collectively, “Lot”) within the boundaries of AVCA, except as may otherwise be specifically excluded.

AVCA also maintains property that it owns or over which it has an easement (collectively, “AVCA Property”).

1.1.1. The CC&Rs grant authority to MAC to establish these Architectural Guidelines setting forth procedures for the submission of plans for review and approval. The MAC shall approve plans and specifications submitted for its approval only if it deems in its reasonable discretion that the construction, alterations, or additions contemplated will be in harmony with the surrounding structures and the community and will not detract from the beauty, wholesomeness and attractiveness of a property, a neighborhood, the community, or any Building affected thereby.

1.1.2. Failure to obtain MAC approval constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed or modified at the property Owner’s expense.

1.2. Purpose of Architectural Guidelines

The purpose of these Architectural Guidelines is to provide design criteria to Building and Lot Owners, or an Owners’ representative, agent, assignee, or lessee (collectively “Owner”) for subsequent improvements after the completion of the original construction.

1.2.1. The Architectural Guidelines are written to preserve a high quality of appearance, to ensure compatibility between Improvements and to protect and enhance property values within AVCA. The Architectural Guidelines are intended for use by Owners and their consultants in preparing plans and specifications for the construction, alteration, removal, relocation, demolition, addition, modification, decoration, or redecoration to any Building or Lot, whether architectural or landscape, including but not limited to swimming pools, patio covers, awnings, solar equipment, communication equipment, flags, signs, banners, painting of any exterior surface, walkways, sprinkler pipes, garages, carports, driveways, fences, screening walls, stairs, decks, hedges, plantings, planted trees and shrubs, artificial turf, poles, play equipment, storage facilities, or air conditioning and water softener fixture or equipment (collectively the “Improvements”); and by the MAC in reviewing these plans for conformance with the stated objectives. The MAC reviews proposed Improvements for adherence to the Architectural Guidelines, to AVCA’s CC&Rs, to other published standards which may apply to MAC review, and to ensure that the Improvements maintain the aesthetic integrity of the surrounding neighborhood and community as indicated in Section 1.1.1 herein. The MAC reviews proposed designs for aesthetics only and does not assume any liability for the engineering, design, or location of any proposed improvements.

1.2.2. It is the Owner’s responsibility to follow all applicable Federal, State, County and City Building Codes, Fire Codes, and Ordinances and obtain any required permits and approvals for Improvements and drainage before proceeding (collectively, “Building Code”).

1.2.3. If the Architectural Guidelines conflict with the CC&Rs, the CC&Rs shall prevail.

1.3. Applicability

These Guidelines apply to all property within AVCA. They do not apply to new developments outside AVCA that are governed by a local municipality and its general plan.

1.3.1. When originally built, the architectural character of various housing tracts was established by the developer, consisting of structures with a variety of architectural styles and themes. Most of these housing tracts are governed by a subassociation. A subassociation may have different and conflicting guidelines than these Architectural Guidelines. As stated in Section 1.4, to the extent there is a subassociation for a Building or Lot, the Owner must first obtain the subassociation's approval for any Improvement before submitting the Improvement request to the MAC. Thereafter, the MAC will review the submission for Improvements in accordance with Section 1.2.1. of these Architectural Guidelines.

1.3.2. Where a subassociation does not have a requirement pertaining to a specific item or issue, these Architectural Guidelines will apply.

1.4. Submission Requirements

1.4.1. Any Improvement request must be submitted to the appropriate subassociation for approval prior to submission to the MAC for review, as applicable. If a subassociation does not exist, then the plans must be submitted directly to the MAC for review.

1.4.2. If the exterior of any structure is destroyed or demolished and the Owner proposes to reconstruct or improve the structure in a different configuration, style or color, approval from the MAC is required prior to reconstruction and demolition. Notwithstanding the preceding, if an exterior Building wall is destroyed or demolished, and demolition is necessary for health and safety purposes, then the MAC's approval is not required.

1.4.3. Unless otherwise required by the subassociation, if an Owner repaints a Building using the same approved color the Building was before repainting, MAC approval is not necessary. See Section 2.15. for more information regarding painting of any exterior surface of a Building.

Section 2. Architecture

2.1. Architectural Character

The architectural character of the subassociation varies in style and theme. Subsequent Improvements must be generally compatible with the architectural character of that subassociation.

2.2. Exterior Building Walls and Enhancements

The material, color, and texture of any new exterior wall shall be compatible with the existing walls. Blank two-story high walls must not face parks, streets, or other public viewing areas.

2.2.1. Enhanced wall finishes, such as brick and stone, must be designed to wrap corners and to appear to be integral to the Building design, rather than as applied decoration. New Building features, such as planters, pot shelves, and shutters shall be compatible with the color and design of the existing Building, the subassociation, and AVCA as a whole.

2.3. Columns

New columns must be integral with the Building design and consistent with the architectural character of the existing Building, the subassociation and AVCA. Exposed pipe columns are not permitted.

2.4. Balconies and Architectural Features

The location, material, and color of new exterior balconies and other architectural features shall be compatible with the architectural character of the existing Building, subassociation and AVCA as a whole. A minimum three (3) foot setback must be maintained from all property lines unless a larger setback is required by these Architectural Guidelines or a Building Code.

2.5. Exterior Stairs

The location, material, and color of new exterior stairs shall be compatible with the architectural character of the existing Building, the subassociation, and AVCA as a whole. Stair supports must be designed as integral parts of the Building. Prefabricated metal stairs, other than spiral staircases, are not permitted. Spiral stairs may be permitted if they are compatible with the Building and the subassociation architecture. No stair shall be located within the required Building setback areas.

2.6. Roofs, Eaves, Fascia, and Gutters

The slope, material, color, and texture of any new roof shall be identical to the existing roof. Mansard and flat roofs are not recommended except for concealment of roof top equipment and antennas.

The color of new roof flashing, diverters, vent stacks, and similar features shall match the existing roof color. The color of gutters shall match or be compatible with fascia or eaves. If no eaves exist, the gutter color shall match or be compatible with the wall color to which they are mounted. Any new fascia must match any existing fascia. Downspouts shall match or be compatible with the color of the adjacent surfaces to which they are mounted.

2.7. Skylights and Solar Equipment

Skylights and solar equipment may be installed on an Owner's separate interest subject to the requirements below. Installations on roofs shared with other residences, such as condominiums, may be subject to additional restriction by the subassociation. Skylights and solar equipment must be integrated into the roof design and conform to all Fire Authority regulations. Their form, location, and color must be compatible with the existing roof. Profiles must be minimized. All supports, conduit and piping must be concealed or enclosed. Frame color must be compatible with the roof color. Unfinished natural or bright finished frames are not permitted. Skylights and solar panels are restricted to roof surface areas that are the least visible from any street, park, greenbelt, AVCA Property, or adjacent Building. The location restriction shall not apply if the effect is to significantly increase the cost or significantly decrease the efficiency of a solar energy system, as provided in Civil Code Section 714.

2.8. Exterior Windows and Doors

The size, location, material, and color of new exterior windows and doors shall be compatible with the exterior windows and doors of the existing Building. Recessed window and door openings are encouraged.

2.8.1. New accent windows and doors, such as greenhouse windows or French doors, must be compatible with the color and design of the existing Building and subassociation. Post-modern features, such as large areas of glass block, are not permitted.

2.8.2. Changes to existing windows and doors, such as glass tinting and decorative front doors, must be compatible with the color and design of the existing Building and subassociation. Highly reflective mirrored glass is not permitted.

2.9. Awnings

Awnings are discouraged. No awnings are permitted over second-story windows. No awnings are permitted over single-styled windows like kitchen windows and side windows. Any approved awnings must be retractable, compliment the Building in color and design, and not be a dominant feature of the Building. Some elevation styles are not suitable for awnings. If approved, awnings must be situated and sized to be the least visible from any street, park, greenbelt, AVCA Property, or adjacent Building.

2.9.1. Temporary sunshades such as rolls of bamboo, fiberglass, reed, or other material attached to the Building, patio cover, gazebo, or such other structure are not permitted.

2.10. Garage Doors

Changes to existing garage doors, such as replacement of a single-panel roll-up garage door must be compatible with the design and color of the existing Building and subassociation. Treatments that draw attention to the garage doors, such as mirrored glass, or other ornate decorations on or around the garage door are not permitted.

2.10.1 Features to soften the dominance of the garage door are encouraged, such as a horizontal trellis above the garage door, plant material in the driveway, or a gateway at the front walk. Trellis may project a maximum of two (2) feet beyond the face of the garage door wall. Arbors or decorative gateways shall be compatible with the architectural character of the existing Building and subassociation and shall not be located closer to the street than the required Building setback.

2.11. Basketball Backboards

If approved by the sub association, permanent basketball backboards may be freestanding or attached to the Building provided that the backboard is located in the rear or side Lots. The backboard and all attachments must be painted to match adjacent surfaces to reduce their prominence on the Building and must be maintained continually in good repair. Clear backboards are encouraged. If approved, permanent basketball backboards must be situated in the least visible location relative to streets, parks, greenbelts, AVCA Property, and adjacent Buildings. For more information, see Sport Courts at Section 3.17 of these Architectural Guidelines.

2.11.1. Portable, freestanding basketball backboards are permitted, if approved by the subassociation. Freestanding basketball backboards are not permitted on subassociation property, AVCA property, or public streets, and must be stored in a location that is the least visible from any street, park, greenbelt, AVCA Property, or adjacent Building.

2.12. Exterior Lighting

Exterior lighting improvements that are not holiday lighting or decorative string lighting must consist only of fixtures specifically designed for permanent outdoor use. Exterior light fixtures such as decorative wall fixtures, lanterns on short columns, Malibu lights, up lights, and light posts

must be simple in design and color, may not be bright and overbearing to adjacent Buildings, and must be compatible with the architectural character of the existing Building and subassociation. Permanently fixed lighting may not be attached to any AVCA Property fence or wall.

2.12.1. Overly ornate light fixtures (such as Victorian globes) or commercial light fixtures (such as contemporary light bollards) that establish an independent theme that conflicts with the subassociation are not permitted.

2.12.2. All flood lights and other utilitarian light fixtures or elements must be shielded from the street and adjacent homes and adhere to this Section 2.12. Light fixtures operated by motion detectors are permitted if they meet the standards of these Architectural Guidelines.

2.13. Communication Equipment

All exterior radio antenna, television antenna, C.B. antenna, satellite dishes and other transmitting or receiving devices may be installed on a resident's property by the resident without an architectural application if the dish or antenna is less than one (1) meter in diagonal dimension. However, residents must comply with the rules below.

The term antenna includes: (a) satellite dish; (b) TVBS - an antenna designed to receive over-the-air television broadcast signals; (c) equipment used to receive broadband radio service; (d) DBS - An antenna designed to receive direct broadcast satellite service (e.g., Dish Network); (e) voice only and/or data only over the air reception devices. Antennas may also include a transmission device where required to select video programming, or to send and receive voice only and/or data only signals.

All communications equipment must be screened from view of any public or private street. Connection cables and wiring for the equipment must be concealed or enclosed.

2.13.1. Antennas larger than one meter (39"), except those for TVBS, are prohibited unless approved by the Master Architectural Committee.

2.13.2. Applications for approval of your antenna must be submitted on AVCA's Property Improvement Form (attached to these Architectural Guidelines).

2.13.3. Plans and specifications for your antenna must be submitted to AVCA's MAC for approval, but you may install your antenna before submitting your request for approval. No penalties are imposed if an applicant installs an antenna before seeking Master Architectural Committee approval. It is recommended that you first secure Master Architectural Committee approval because if you install your antenna before your plans are approved, you may incur additional costs to relocate the antenna or reasonable costs to conceal or screen it. The architectural review process will consider size and type of antenna, make and model of antenna, location, reasonable screening/concealing options, signal quality, cost of compliance, among other factors. Any additional costs to conceal the antenna will take into account the cost of equipment or service and the visual impact of the antenna. In some cases, AVCA may pay some or all of the relocation and/or screening costs.

2.13.4. Antennas are permitted only on property over which the resident has exclusive use or control and a lease or ownership interest. Residents may not place an antenna on AVCA Property or on the property of another Owner.

2.13.5. Masts may be used to raise the height of an antenna if this is necessary to receive or transmit an acceptable quality signal. Masts higher than twelve (12) feet beyond the roofline must receive

prior approval from the MAC. No mast may extend beyond the boundary of the resident's property or exclusive use area. Masts must be screened where possible to reduce their visual impact and painted to blend in with their surroundings.

2.13.6. Antennas must be placed in rear yard, ground-mounted locations, and, to the extent feasible, in locations that are not visible from: (a) the street; (b) AVCA Property, (c) recreation areas; (d) subassociation property; or (e) the home and yards of neighbors, IF this placement does not impair reception of an acceptable quality signal, delay installation or add unreasonably to the cost. The visual impact of the antenna must be minimized as much as possible, including by painting all components to blend in with the structure on which they are mounted.

2.13.7. Antenna must be installed securely for safety reasons. Bolting and/or guy wires may be required for safe use, operation, and maintenance of the antenna, or to prevent damage or injury to the property or person of others or property over which AVCA has a maintenance responsibility. No bolting or mounting of guy wiring may be attached or affixed to AVCA Property (unless such property is for the exclusive use of the resident making the application) or the property of others.

The purpose of this Rule is to prevent injury to persons and property caused by antennas falling or being blown off the support in a wind, other natural event, or as a result of use or maintenance by applicant.

2.13.8. For safety reasons, no antennas may be installed or maintained in such a location, or fashion, that results in the antenna obstructing: (a) a fire exit, access to or egress from a fire exit; (b) access to any fire safety apparatus (e.g. smoke alarm, fire alarm, fire extinguisher, fire hose, fire tools and/or equipment, etc.); (c) access by any fire marshal or firefighter on fire department business; or (d) access by an Owner, guest, tenants, invitee, or the like of a neighboring property to the neighboring property. The purpose of this rule is to: (i) prevent the delay or inability of fire and/or rescue personnel and equipment reaching a person or location where their help is needed, and (ii) to prevent the delay or inability to gain access to a neighboring home or property, by the neighboring homeowner or his/her guest, tenant, invitee or the like.

2.13.9. AVCA may enter your property, following reasonable notice to you, during reasonable times, to take comparative signal strength measurements and to verify the information on the application for improvement. These measurements will be used to assist the Association in its review of alternative antenna locations, where appropriate.

2.13.10. Antennas, cabling and other satellite dish/antenna parts and equipment, located on the exterior of any building or other structure over which AVCA has a maintenance responsibility, may be required to be temporarily removed at the Owner's sole expense, to allow AVCA to conduct and complete the inspection, maintenance, repair, and replacement of those building elements for which it is responsible.

2.13.11. A resident who installs a satellite dish/antenna is responsible to AVCA for the cost of repairing damage to any commonly owned property, AVCA-owned property or property over which AVCA has a maintenance, repair and/or replacement obligation. A resident who, as a result of the installation of a satellite dish/antenna, causes damage and/or injury to such property and/or who causes personal injury, bodily injury, or property damage to any officer, director, agent, contractor and/or any other person invited by AVCA or its members to enter upon such property must indemnify AVCA for any such injury and/or damage.

2.13.12. AVCA will not require that a resident wishing to install a satellite dish/antenna use a qualified and licensed contractor for such installation. However, any contractor used for such installation should be required to have both worker's compensation and general liability insurance

policies before any such installation takes place. This requirement protects the resident and AVCA should any personal injury, bodily injury and/or property damage occur as a result of the installation, maintenance and use of the satellite dish/antenna by the resident.

2.14. Outdoor Storage

All items stored outside, such as garden hoses, yard equipment, dog shelters, trash cans, recycling bins, compost containers, or similar items must be completely screened from streets, parks, greenbelts, AVCA Property, or adjacent Buildings. Outside storage containers cannot be taller than the perimeter fence and must be completely screened from streets, parks, greenbelts, AVCA Property, or adjacent Buildings. The appearance of the items as seen from second floors of adjacent Buildings must be considered.

2.15. Exterior Color Changes for Residents with and/or without Sub-Associations

Repainting any Building in a color scheme other than a subassociation-approved color palette is not permitted. If an approved color palette does not exist, the repainting request must be submitted to the MAC for review.

2.15.1. Changes to the paint color of a Building must receive prior approval from the subassociation and MAC. If there is no subassociation, the Owner must submit the color change directly to the MAC for approval.

2.15.2. The original Building color palette must be followed unless the subassociation has received written permission from the MAC approving a new color palette option for a subassociation. Any change request to an existing color palette must be compatible with the architectural style of the Building, the subassociation, and AVCA.

2.15.3. Exterior Color Changes for Residences without sub-associations

2.15.3.1 Within communities without a sub-association, including, but not limited to Pacific Grove and Key West, all exterior color changes to residences require approval prior to repainting. Prior approval must be obtained from the neighborhood Architectural and Landscape Committee if one exists. If such a Committee does not exist, prior approval from the MAC is required.

2.15.3.2 Within communities without a sub-association, owners must use an exterior color scheme from the approved Master Color Palette for their neighborhood, which is available at the local Mission Viejo Vista Paint store.

An exterior color palette for each approved color scheme is also available for review in the AVCA office, located at 130 Vantis Dr., Suite 110, Aliso Viejo, CA. These schemes identify the intent and location of each paint color for each scheme. All color changes must complement the neighboring homes and be compatible with the architectural style of the house.

2.15.4. No two homes next to one another or directly across the street may be painted the same color scheme unless the two homes share a common wall (attached homes).

2.15.5. Different colors are used to accent the architectural details of each house, including stucco walls, window trim, garage doors, front doors, and shutters.

2.16. Accessory Dwelling Units (ADUs)

Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) (also known as casitas, guest houses, or mother-in-law/granny units) are attached or detached residential dwelling units located on the same legal lot as an existing single-family residence, providing independent living facilities for one or more persons. In accordance with California law, ADUs and JADUs are permitted, subject to the following requirements.

ADUs and JADUs must comply with all applicable requirements of all applicable State and local agencies and any AVCA sub-association, in addition to AVCA's requirements. Each application will be reviewed by the MAC on a case-by-case basis. ADUs and JADUs may be approved subject to landscape screening requirements.

Any Owner who wishes to establish the primary residence and an accessory dwelling unit on their Lot as a condominium must receive prior written authorization from the AVCA Board of Directors.

Additional ADU/JADU requirements:

- Consistent with the architectural style and colors of the existing residence;
- Detached ADUs are limited to one (1) story;
- JADUs and attached ADUs shall not exceed the maximum height of the primary dwelling.
- Minimum four (4) foot setback from side and rear property lines.

Section 3. Landscape

3.1. Landscape Character

The landscape character of Aliso Viejo and its subassociations was established during the initial development of AVCA and by individual subassociation developers. Subsequent landscape Improvements to existing landscaping on any Lot must be compatible with those original landscape design concepts. For a list of acceptable trees, refer to Section 4 ("Plant Palette") of these Architectural Guidelines. Other species are subject to MAC approval.

All landscape Improvements require MAC approval.

3.2. Landscaping on Lots Visible to Streets

The primary purpose of landscaping on Lots visible to streets, such as front Lots and corner side Lots, is to produce an attractive street appearance and provide privacy screening.

3.3. Paved Areas

Paved or hardscape areas other than driveways and entry walks must be minimized on Lots visible from streets.

3.3.1. Driveway expansions are not permitted, except for a maximum of a 2-foot wide band on each side, or a 3-foot, 6-inch wide band on one side only.

3.3.2. Walkways to front doors must not exceed one-third of the frontage. Hardscape must not exceed one-third of the main portion of the front Lot, exclusive of the driveway and the side Lot on the narrow side of the driveway. Variances may be granted for front Lots that are smaller or larger than average.

3.3.3. Permitted paving materials include concrete, brick, exterior pavers, and flagstone, in materials and colors compatible with existing masonry accents on the Building and in the subassociation.

3.4. Trees and Plant Material on AVCA Property

AVCA trees and plant material, including trees lining the streets within AVCA landscape easements, shall not be cut, trimmed, laced, damaged, or removed by any Owner or anyone acting on an Owner's behalf. Owners will be held financially responsible for any damage they or anyone acting on their behalf causes to AVCA trees or plant material, and legally responsible for any violation of City tree ordinances.

3.5. Tree and Plant Material Removal Request

AVCA's current Tree Policy provides each Owner with the necessary guidelines and procedure for requesting the cutting, trimming, lacing, or removal of any tree or plant that is on AVCA property. Owners may not cut, trim, thin, prune, remove, damage, etc. any tree that is located on AVCA's property. If an Owner is uncertain as to whether a tree or plant is on AVCA property, the Owner must obtain MAC approval.

3.6. Shrubs, Groundcover, and Turf

No Owner or anyone acting on an Owner's behalf may remove or damage shrubs, groundcover, plants, or turf on AVCA Property, including but not limited to any AVCA-maintained parkway between the sidewalk and street curb.

3.6.1. Shrubs must be planted at the base of the Building wall, any garden wall, and any fence visible to the street. In conjunction with Section 3.3, no less than two-thirds of the unpaved front Lot must be covered with plant material. Large areas of bare earth or rocks are not permitted. Notwithstanding the preceding, on corner lots the area in the side yard between the street and the side yard fence must be planted with grass, groundcover, shrubs, and/or vines.

3.7. Artificial Grass and Turf-Like Products

Artificial turf may be installed in front, side, and rear yards after receipt of written approval by the MAC. All MAC approvals of artificial turf are made on a case-by-case basis.

Required product specifications:

- Minimum pile height of 1.5 (one and one-half) inches;
- Minimum pile weight of 45 ounces per yard;
- Minimum 10-year "No Fade" warranty;
- One-year installation/workmanship warranty;
- 100% UV protection

Artificial turf must:

- Have a realistic appearance (with variable colors and blade height) and be indistinguishable from natural turf, from a pedestrian's perspective;
- Be adequately secured, with no ripples or seams showing;
- Have finished turf edges;
- Be separated from other planting areas by mow strips to prevent intrusion of living plant material into the area of artificial turf;
- Be installed in accordance with the manufacturer's instructions/ recommendations, including a weed barrier and a properly prepared aggregate base for drainage;
- Have an adequate base and drainage as defined by the manufacturer under the turf;

- Be maintained on an on-going basis to ensure an appearance that mimics real, live turf to the greatest extent feasible;
- Be kept free of weeds, debris, tears, holes and dents;
- Be regularly maintained to ensure an attractive appearance.

Integration into landscape design:

- Living plant material (i.e., flower beds, tree wells, groundcover beds, etc.) shall include shrubs, vines, trees, and flowering groundcovers. This must be documented in the architectural application.
- Artificial shrubs, flowers, trees, and vines in lieu of living plant material are prohibited.
- Artificial turf shall not be applied directly over concrete, dirt, or existing turf.

Maintenance:

- If artificial turf is not maintained in accordance with community standards, the homeowner may be asked to remove and replace it.
- Infill must be recharged or replaced if odor or deterioration occurs.
- Turf must be cleaned and the pile raked/fluffed periodically to maintain its appearance.
- The MAC reserves the right to require replacement of artificial turf at any time its appearance has deteriorated to a point of looking worn out.

Submittal Requirements:

The architectural application for artificial turf installation shall include:

- Site plan showing the area of the installation;
- Site photographs of the area of installation;
- Manufacturer's brochure;
- 6" x 6" sample of the proposed turf material to be used;
- Description of the turf specifications;
- Description of the method of installation.

3.8. Thematic Landscape Features

Thematic landscape features with overly-distinctive colors, forms, or materials that establish an independent theme that detracts from the architectural character of the subassociation, including but not limited to excessively large sizes or quantities of glass block, mirror balls, pink flamingos, rock gardens, gravel yards, boulders in turf areas, boulders over twelve inches high in shrub areas, cactus, waterfalls, railroad ties, and split rail fencing, are not permitted on Lots visible to a street, park, greenbelt, or AVCA Property.

3.9. Landscape Feature Height Limitations

With the exception of patio covers and the like as specified in Section 3.12, the top of all landscape features, including but not limited to garden walls, fences, statues, sculpture, waterfalls, pool houses, playhouses, and fountains, must be no taller than the top of the perimeter wall except as provided elsewhere in these Architectural Guidelines and as approved by the MAC.

3.10. Garden Walls and Planters

The material, color, and texture of new garden walls and planters must be compatible with the walls of the existing Building, the architectural character of the subassociation, and AVCA. Garden walls and planters made of uncovered concrete block are not permitted. Block walls must have a decorative cap. Decorative wood garden fences such as picket fences are permitted if compatible with the architectural character of the subassociation and if approved in writing by the subassociation.

3.10.1. Garden walls or garden fences proposed in front Lots and side Lots of corner properties shall not exceed thirty (30) inches in height. The maximum height of pilasters in these locations is thirty-six (36) inches. For these front and side garden walls or garden fences, a minimum three (3) foot wide planting area must remain between the sidewalk or curb and the garden wall or garden fence.

3.10.2. The maximum height of garden walls or garden fences not in a front Lot or side Lot of a corner property is six (6) feet high. If the perimeter wall or fence is less than six (6) feet high, the maximum height of the garden wall or garden fence shall be no taller than the height of the perimeter wall or fence.

3.10.3. The maximum height of planters is twenty-four (24) inches.

3.10.4. Vines and hedges are encouraged on all garden walls and garden fences to soften their appearance.

3.10.5. Soil shall not be retained against any existing wall or fence unless the wall or fence is designed for that purpose. Sub walls must be provided between raised planter areas and existing perimeter walls and fences.

3.11. Perimeter Walls and Fences

Perimeter walls and fences must be simple in design and compatible with the architectural character of the subassociation. The color of the fence must be compatible with the approved color scheme of the subassociation. Vines and hedges are encouraged on all perimeter walls and fences to soften their appearance.

Owners are solely responsible for ensuring that walls and fences are located on their own property. AVCA and the MAC do not consider property rights when reviewing applications and assume no liability for wall and fence location.

3.11.1. The maximum height of any perimeter wall or fence is six (6) feet. The height of any new or replacement perimeter wall or fence must be equal to or below the height of existing perimeter walls or fences.

3.11.2. All wood fences, whether garden or perimeter fences, must be painted.

3.11.3. The metal (aluminum, tubular steel, or wrought iron) fence has a horizontal top rail and vertical posts, without ornate decoration. All metal fences must be naturally rust resistant or have a rust-inhibiting finish.

3.11.4. Fences of chain link, poultry wire, woven wire, sheet metal, plastic, fiberglass, reeds, straw, bamboo, rope, and other similar temporary or commercial materials are not permitted.

3.12. Freestanding Structures

Patio covers, gazebos, pool houses, playhouses, and similar freestanding structures shall comply with the following requirements except for ADUs that comply with these Guidelines.

3.12.1. Location

No Freestanding Structure shall be located closer than three (3) feet to side property lines, no closer than five (5) feet from rear property lines, and ten (10) feet from the property line of a street side property line of a corner lot.

All Freestanding Structures shall also comply with all Building Codes.

3.12.2. Size

The square footage of a Freestanding Structure will be reviewed in relation with the square footage of the Lot. The intent is to retain an attractive community appearance with a balance of Buildings and open space.

3.12.3. Height

The construction of any Freestanding Structure shall comply with the relevant Building Code but shall be no taller than eight and one-half (8 ½) feet at the top of the roof. The construction of any Freestanding Structure shall comply with the relevant Building Code but shall be no taller than 10'6" at the tip of the Freestanding Structure's roof.

3.12.4. Design

The appearance of Freestanding Structure must be consistent with the appearance of the primary building. The color must match the building trim or the wall color or be compatible with the building.

The roofs of Freestanding Structures may be horizontal or pitched, and be solid or have open lattice. Open lattice roofs shall be a minimum of fifty percent (50%) open. Pitched roofs shall match the pitch and roofing material on the primary Building.

Wood, or material which simulates the appearance of wood, is required. Decorative features such as lattice may be incorporated into the design, but the features must be consistent with the character of the subassociation and AVCA. Elaborate ornamentation is not permitted.

Roofs of asphalt shingles, gravel, plastic, fiberglass, and corrugated metal are not permitted. Columns may be masonry, stucco, or wood (4x4 wood posts must have wood trim to appear wider and more substantial.)

E-Z up canopies, shade covers, or similar temporary structures are not permitted except for special private occasions and must be taken down immediately after use. No such temporary sun or shade cover shall be up for more than 48 hours.

3.13. Pools, Spas, and Water Features

Pools, spas, and similar water features, including but not limited to reflecting pools and koi ponds, are permitted when not visible from the street.

Swimming pools shall not be constructed within three (3) feet of a property line or an ultimate vehicular right-of-way or within those areas defined by the local municipality. Distance from property lines must be measured from the water line. Electrical equipment for pools and spas shall be located no closer than five (5) feet to property lines. Pool equipment, pump, and filter shall be located no closer than three (3) feet from property lines. Heater units must be a minimum of four (4) feet from property lines, measured from the center of the vent.

3.13.1. Pools, spas, or other similar water features must not damage existing walls or fences. All equipment shall be completely screened from the Lot on which such equipment is constructed or installed. Noise must be controlled to minimize the impact on neighbors.

3.13.2. All solar equipment is governed by section 2.7 of these Architectural Guidelines.

3.13.3. The use of a neighbor's Lot for construction access is not permitted unless the neighbor has given prior written consent. The use of property owned and/or maintained by AVCA or a subassociation for construction access is not permitted unless the Owner has received prior written notice from the subassociation or AVCA, the Owner has signed a written acceptance of responsibility for damage, and has posted a construction deposit for repairs of damage to property owned and/or maintained by the subassociation or AVCA.

3.14. Drainage

Area drains must provide adequate drainage to avoid damage to plants and minimize the pooling of water. Per CC&Rs Section 10.09, the drainage pattern established with the original grading of the Lot must be maintained unless an adequate alternative provision is made for proper drainage and is first approved in writing by the MAC. No drainage is permitted onto AVCA Property slopes, landscaping, or adjacent Lots. Additional area drains installed by Owners are required to tie to existing drains, downspouts, and curb outlets at the street. All drainage must also meet Building Code requirements.

3.15. Barbecues, Fire Rings and Fireplaces

Outdoor barbecues, fire rings, and fireplaces are subject to review by the MAC. Fireplaces that exceed the height of perimeter walls or fences or are visible from streets, parks, greenbelts, or AVCA Property, shall be designed to be compatible with the main residence. Outdoor fireplaces shall be restricted to rear Lots only. Fireplaces that reflect an independent theme as well as overly ornate designs or commercial-looking designs are prohibited. Stucco fireplaces shall match the color and finish of the Building. Unarticulated or plain precision block is not permitted.

3.15.1. If a nuisance results from the use of a fireplace, such as smoke, odor, etc., it shall be the responsibility of the Owner to resolve the nuisance. It is strongly encouraged that fireplaces be designed as non-wood burning, self-vented gas or propane units.

3.15.2. Barbecues, fire rings and fireplaces shall be located no closer than five (5) feet to a rear or side yard property line, measured from the footing or portion of the structure nearest to the property line.

3.15.3. The main portion of a fireplace firebox enclosure and wing walls shall not exceed five (5) feet in height. Chimneystacks shall not exceed one and one-half (1½) square feet in area and shall be no higher than three and one-half (3½) feet in height measured from the top of the fireplace firebox enclosure. All exterior surfaces of the fireplace shall be of brick, stone, or stucco to match other materials used on the Building or site improvements. When permitted, and if taller than the perimeter fence, a fireplace and chimneystack shall be screened with landscaping to be invisible from surrounding streets, parks, greenbelts, and adjacent homes.

3.15.4. All fireplace improvements shall comply with all Building Codes.

3.16. Play Structures

Play structures shall adhere to the following criteria:

3.16.1. Structures shall be painted to match the primary Building trim (except natural redwood play structures that appear rustic in nature and usually come from the manufacturer with a pitched wooden roof element). Bright color elements, including primary colors, are prohibited above the height of the perimeter fence/wall. In addition, the play structure shall not have a play deck in excess of four (4) feet nor shall it exceed nine (9) feet in height.

3.16.2. If the play structure exceeds the height of the perimeter fence/wall, solid roof elements shall incorporate roof pitch and materials that exactly match the main Building. When permitted, and if taller than the perimeter fence, a play structure shall be screened with landscaping to be invisible from surrounding streets, parks, greenbelts, and AVCA Property.

3.16.3. The minimum setback for play structures to property lines is ten (10) feet from side property lines and no closer than ten (10) feet from rear property line, to allow space for landscape screening. These criteria must not be used to reduce any clear area (safety) setbacks suggested by the manufacturer. The fact that safety setbacks cannot be met within the lot may be considered a basis for denying a variance request or the application.

3.16.4. The MAC may determine whether an accessory or play structures requires additional measures to mitigate aesthetic and/or privacy concerns. The MAC reserves the right, in its sole discretion, to deny an application for a play structure to maintain the aesthetic integrity of the surrounding neighborhood and community according to Section 1.1.1 herein.

3.17. Sport Courts

Sport courts located within rear and/or side yard areas must be set back a minimum of ten (10) feet from the property line and screened with landscaping to minimize visibility from streets, parks, greenbelts, AVCA Property, and adjacent Buildings. No night-lighted sport courts are permitted. The maximum height of any fencing around a sport court is six (6) feet. Refer to section 2.11. for specific guidelines relating to basketball backboards.

3.18. Association Walls

Association walls are those that are adjacent to subassociation property. Owners are prohibited from planting or adding planter boxes or soil above existing grade at time of purchase or changing the architectural structure or finish of Association walls, unless specifically approved by the applicable subassociation.

3.19. Decorative String Lighting and Holiday Decorations

Café (string) lighting is permitted on residents' properties if individual lights have hoods to direct light downward and are not used continuously as the sole source of garden lighting. Café lights must be designed in a manner cohesive with the landscape design. Lighting must be secured to cables and sturdy (and vertically plumb) poles placed in an orderly pattern.

Holiday lighting and decorations may be displayed on residents' properties without MAC approval sixty (60) days prior to the holidays and up to thirty (30) days after the holidays, but may not be displayed more than a total of ninety (90) days in any twelve (12) month period. Lighting and decorations must appropriately relate to the holiday being celebrated.

3.20. Clotheslines and Drying Racks

Pursuant to *California Civil Code* Section 4753, clotheslines and drying racks may only be installed in private exclusive use rear yards. A “clothesline” is a cord, rope, or wire from which laundered items may be hung to dry or air. A “drying rack” is an apparatus from which laundered items may be hung to dry or air. A balcony, railing, or other part of a structure, building, property line wall, or fence shall not qualify as a clothesline. Clotheslines and drying racks must be screened from view of any public or private street.

Section 4. Plant Palette

Plants must be selected that respect view preservation, soil conditions and water use and that contribute to the overall appearance of the community. Some Lots have unique characteristics, such as the amount of sunlight they receive. Therefore, some of these plants may be inappropriate for use in some Lots. Professional advice should be followed in the selection and location of trees and plants.

BOTANICAL NAME	COMMON NAME
TREES	
<i>Albizzia julibrissin</i>	Silk Tree
<i>Alnus</i>	Alder
<i>Angophora costata</i>	Gum Myrtle
<i>Arbutus unedo</i>	Strawberry Tree
<i>Bauhinia blakeana</i>	Hong Kong Orchid Tree
<i>Bauhinia variegata</i>	Purple Orchid Tree
<i>Brachychiton populneus</i>	Bottle Tree
<i>Casuarina cunninghamiana</i>	River She Oak
<i>Ceratonia siliqua</i>	Carob Tree
<i>Cinnamomum camphora</i>	Camphor Tree
<i>Crinodendron patagoa</i>	Lily of the Valley
<i>Eucalyptus camadulensis</i>	Red Gum
<i>Eucalyptus cladocalyx</i>	Sugar Gum
<i>Eucalyptus leucoxylon</i>	White Ironbark
<i>Eucalyptus maculata</i>	Spotted Gum
<i>Eucalyptus rudis</i>	Swamp Gum
<i>Eucalyptus torquata</i>	Coral Gum
<i>Eucalyptus viminalis</i>	Manna Gum
<i>Ficus florida</i>	
<i>Fraxinus oxycarpa</i> ‘Raywood’	Raywood Ash
<i>Fraxinus velutina</i> ‘Modesto’	Modesto Ash
<i>Gleditsia triacanthos</i> ‘Skyline’	Honeylocust
<i>Koelreuteria bipinnata</i>	Flame Tree
<i>Ligustrum lucidum</i>	Glossy Privet
<i>Liquidambar styraciflua</i> hybrids	American Sweet Gum
<i>Melaleuca leucadendra</i>	Cajeput Tree
<i>Melaleuca styphelioides</i>	
<i>Pinus brutia</i>	Calabrian Pine
<i>Pinus canariensis</i>	Canary Island Pine
<i>Pinus eldarica</i>	Mondell Pine
<i>Pinus halepensis</i>	Aleppo Pine
<i>Pinus pinea</i>	Italian Stone Pine
<i>Pistachia chinensis</i>	Pistache
<i>Pittosporum crassifolium</i>	Pittosporum
<i>Pittosporum viridiflorum</i>	Cape Pittosporum
<i>Prunus ilicifolia</i>	Hollyleaf Cherry
<i>Prunus lyonii</i>	Catalina Cherry
<i>Quercus agrifolia</i>	Coast Live Oak
<i>Quercus ilex</i>	Holly Oak
<i>Quercus engelmannii</i>	Mesa Oak
<i>Robinia ambigera idahoensis</i>	Idaho Locust
<i>Schinus molle</i>	California Pepper

BOTANICAL NAME**COMMON NAME****SHRUBS**

Abelia grandiflora
Acacia longifolia
Artriplexbrewerii
Bougainvillea 'La Jolla'
Bougainvillea 'Crimson Jewel'
Bougainvillea 'San Diego Red'
Callistemon citrinus
Carissa 'Green Carpet'
Ceanothus 'Concha'
Coprosma repens
Cotoneaster lacteus
Dodonea viscosa
Escallonia 'Fradesii'
Escallonia rubra
Euryops pectinatus
Ficus nitida (shrub form)
Grevillea banksii
Hibiscus rosa-sinensis
Lantana camara
Ligustrum texanum
Limonium perezii
Mahonia aquifolium
Melaleuca nesophylla
Phormium tenax
Photinia serrulata
Pittosporum tobira
Pittosporum tobira 'Variegata'
Pittosporum tobira 'Wheeler'
Psidium littorale
Pyracantha species
Raphiolepis indica hybrids
Syzygium paniculatum
Viburnum japonicum
Xylosma congestum

Glossy Abelia
 Sydney Golden Wattle
 Brewer Saltbush
 Bougainvillea
Bougainvillea
 Bougainvillea
 Bottlebrush
 Natal Plum
 Wild Lilac
 Mirror Plant
 Red Clusterberry
 Hopseed Bush
 Escallonia
 Escallonia
 Evergreen Euonymus
 Indian Laurel Fig
 Grevillea
 Tropical Hibiscus
 Lantana
 Japanese Privet
 Sea Lavender
 Oregon Grape
 Pink Melaleuca
 New Zealand Flax
 Chinese Photinia
 Tobira

 Wheeler's Dwarf Pittosporum
 Strawberry guava
 Firethorn
 India Hawthorn
 Brush Cherry
 Viburnum
 Xylosma

BOTANICAL NAME**COMMON NAME****GROUNDCOVER**

Acacia 'Desert Carpet'
Arctotheca calendula
Carissa 'Green Carpet'
Ceanothus griseus horizontalis
Coprosma kirkii
Lantana montevidensis
Rosmarinus officinalis

Spreading Acacia
 Cape Weed
 Natal Plum
 Carmel Creeper
 Spreading Coprosma
 Lantana
 Rosemary

BOTANICAL NAME**COMMON NAME****VINES**

Bougainvillea species
Clytostoma callistegioides
Distictus buccinatoria
Ficus pumila
Grewia caffra
Parthenocissus tricuspidata
Rosa banksiae
Wisteria sinensis

Bougainvillea
 Lavender Trumpet Vine
 Blood-red Trumpet Vine
 Creeping Fig
 Lavender Starflower
 Boston Ivy
 Climbing Rose
 Chinese Wisteria

Section 5. Review and Approval Process

5.1. General Rules

Work on any Improvement (as defined in Section 1.2.1.) may not begin until the MAC has approved plans and drawings specifically depicting the proposed Improvement. Lots visible from any street, park, greenbelt, or AVCA Property must be completely landscaped within 180 days from close of escrow or from the beginning of any re-landscaping project.

After close of escrow or before any Improvements, detailed drawings, a completed “Property Improvement Form,” and completed “Neighbor Awareness Statement” must be submitted to the MAC at least sixty (60) days prior to commencement of construction.

When applicable, no plan reviews shall be conducted until escrow has closed.

The MAC may establish a fee to review architectural submittals when a cost is incurred for contracting with a professional consultant to review project improvement requests.

The drawings and forms must be sent to the “AVCA MAC” at: Aliso Viejo Community Association, 130 Vantis Dr., Suite 110, Aliso Viejo, CA 92656, or other address designated by AVCA.

The MAC has sixty (60) days from the receipt of the submittal of a ‘complete’ (as determined by the MAC) submittal package to approve or deny the submittal. Incomplete submittals will be returned or denied. If the MAC fails to transmit its decision within sixty (60) days after receipt of a complete submittal package, the submittal is deemed approved.

5.1.1. A Neighbor Awareness Statement is required to notify adjacent, facing, and impacted residents and property Owners of pending construction. A submittal is not complete until the signed Neighbor Awareness Statement is attached. The Neighbor Awareness Statement is intended merely as a vehicle for neighbors to make the MAC aware of factors relevant to an architectural submittal. If after repeated attempts a neighbor is unable to contact a neighbor, then the applicant may provide proof that copies of the application and plans were delivered to all appropriate neighbors along with directions regarding how and where comments may be provided.

5.1.2. Improvement work must not disturb neighbors or their yards or property, or property owned and/or maintained by AVCA or a subassociation. Improvement work hours are in accordance with Orange County and local municipality regulations. The use of a neighbor’s Lot for Improvement work access is not permitted unless the neighbor has given prior written consent that includes a description of the access area. The use of property owned and/or maintained by AVCA or a subassociation for Improvement work access is not permitted unless pre-approved by the MAC and the Owner has signed a written acceptance of responsibility for damage and posted a construction deposit for repairs of damage to property owned and/or maintained by AVCA or a subassociation. Any authorization for construction access by AVCA must be in writing and must include a specific description of the access area.

5.1.3. Review of Improvements by the MAC is for adherence to these Architectural Guidelines, AVCA’s CC&Rs, to other published standards which may apply to the MAC, and to ensure that the Improvements maintain the aesthetic integrity of the surrounding neighborhood and community specified in Section 1.1.1. The MAC shall approve Improvement plans and specifications submitted for its approval only if it deems in its reasonable discretion that the construction, alterations, or additions contemplated will be in conformity to this standard. It is the Owner’s

responsibility to ensure that all Building Codes are followed and to obtain any necessary permits. Permits may be required by a public agency.

5.1.4. When Improvement work is completed, a “Notice of Completion” and photographs of the completed Improvements must be sent to the MAC for its use in determining if the Improvements were completed according to the approved drawings.

5.2. Process/Submittal Requirements

The steps required for the submission process are listed in chronological order below. To assist the MAC in the review process, it is best to provide a photo or other depiction of the existing conditions along with a depiction of the proposed Improvement(s).

The depiction of the proposed Improvement(s) must show nature, kind, shape, height, width, color, materials, location, finish, floor plan, site plan, drainage plans, elevation drawings, and description, of the proposed Improvement(s), as applicable. Exterior material and color samples may also be submitted. Hand-drawn sketches are discouraged. Plans and specifications prepared by a building contractor or landscape contractor are encouraged.

Specific steps for the Improvement process are as follows:

Step 1:

Owner reviews the Architectural Guidelines and prepares plans, elevations, and cross-sections depicting the proposed Improvements. All of these documents must include:

- Signature of the designer/plan-preparer confirming that they have read and understand the Architectural Guidelines;
- Owner’s name, date, address, and lot number, north arrow, scale of plans ($\frac{1}{8}'' = 1'0''$ or $\frac{1}{4}'' = 1'0''$), and notes in English;
- Designer and/or contractor’s name, address, and phone numbers;
- A dimensioned hardscape plan showing a minimum of new and existing paving, walls, fences, pools, spas, waterfalls, fountains, ponds, ornamental rocks, trellises, arbors, barbecues, play structures, lighting, sidewalks, patio covers, drainage, and other structures, including detailed descriptions of the following:
 - Materials, length, height and angles;
 - Lot lines, including length, angles and amount of curve; and
 - All required setbacks, easements, grade elevations, drainage, and top or toe of slopes.
- The hardscape plan must also depict any change of existing grades by more than twelve (12) inches or changes to existing drainage, including contours or spot elevations, flow lines, finish grades, and proposed drainage systems. Approval of plans that do not indicate proposed grade modifications does not constitute approval of any grading changes. Drawings for proposed improvements that would change existing drainage must be prepared by a registered civil engineer or licensed landscape architect;
- A dimensioned planting plan showing new and existing plants accurately described as to plant type, container size, and location;

- A dimensioned roof plan for room additions showing new and existing roofs accurately described as to material, slope, and drainage;
- Dimensioned floor plans for room additions showing new and existing room accurately described as to wall locations, columns, doors, windows, and all other features that impact the exterior of the Building;
- Dimensioned elevations for room additions showing new and existing walls accurately described as to materials, colors, doors, windows, and other features that impact the exterior of the Building;
- Photographs and dimensioned details as needed to fully describe the proposed Improvements, including a cross-section of any Patio Cover or Separate Building and photographs of all light fixtures, all specifying the height, material, color, and appearance;
- Photographs of any front and rear elevations of the Building that would be changed by the proposed Improvement(s);
- If proposing exterior color changes, photographs of all immediately adjacent Buildings;
- Completed Neighbor Awareness Statement;

The MAC's review and approval time is based on the amount of information given on the drawings. Inadequate information may cause the Committee to deny the application.

See Forms attached to these Architectural Guidelines.

Step 2:

Owner completes Property Improvement Form, attached to these Architectural Guidelines.

Step 3:

Owner shows drawings to neighbors and requests their signatures on the Neighbor Awareness Statement, attached to these Architectural Guidelines. **Signature on this form does not constitute neighbor approval of the Improvements.**

Step 4:

The Owner submits the completed Property Improvement Form, the completed Neighbor Awareness Statement, and two (2) sets of drawings to the "AVCA MAC" at: Aliso Viejo Community Association, 130 Vantis Dr., Suite 110, Aliso Viejo, CA 92656, or other address designated by AVCA.

Where applicable, no plan reviews shall be conducted until escrow has closed.

Step 5:

The MAC reviews the Property Improvement Form, the Neighbor Awareness Statement, and the drawings for completion and consistency with the Architectural Guidelines.

The MAC approves or denies the submittal. Approval may be given with conditions.

If the approval is of preliminary design drawings, the Owner must then prepare final construction documents for review and approval by the MAC.

Step 6:

Owner reviews the MAC's comments on conditional approvals or denials and notifies the MAC if there are any questions.

Step 7:

Work on the Improvement must begin within one hundred eighty (180) days after final approval by the MAC. **Any unfinished yards visible from any street, park, greenbelt, or AVCA Property must be completely landscaped within 180 days from close of escrow.**

Step 8:

Improvements must be consistent with the approved drawings. All deviations from approved Improvements must be reviewed and approved by the MAC prior to commencement of work.

Step 9:

Within thirty (30) days after Improvement work is complete, the Owner submits a Notice of Completion (attached to these Architectural Guidelines) to the MAC in care of the property management company.

5.3. Conditions of Approval

The following requirements are conditions of every MAC approval and are incorporated by this reference.

The Owner shall ensure that all persons or firms engaged by the Owner to perform Improvement work comply with these Conditions of Approval.

5.3.1. Front Lots and Visible Side Lots

Landscaping for any Lot shall be installed in the front yard and any visible side yard within one hundred eighty (180) days following the conveyance of the Lot to the first Owner thereof.

5.3.2. Hours of Operation

Hours of operation shall comply with the requirements of the local governing municipality.

5.3.3. Temporary Structures

Temporary structures are not permitted unless pre-approved in writing by the subassociation and the MAC.

5.3.4. Unsightly Items

Rubbish, debris, and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, or on AVCA Property.

Each week, all rubbish, debris and unsightly material or objects shall be removed from the Lot. The Owner is financially responsible for any cleanup work AVCA deems necessary to comply with this restriction.

5.3.5. Building Materials and Sanitary Facilities

Building materials, including but not limited to lumber, sand, and masonry, shall not be stored on public streets, sidewalks, or AVCA Property. All Building material must be stored on the Owner's property. At the end of each workday, stored materials shall be neatly stacked and covered.

The Owner is financially responsible for any cleanup and repair work AVCA deems necessary to comply with this restriction.

5.3.6. Construction Equipment and Sanitary Facilities

Construction equipment and sanitary facilities shall comply with the requirements of the local governing municipality.

5.3.7. Drainage

Proper drainage is required. Unless adequate alternate provisions are made for drainage and approved in advance by the MAC, the original drainage system on the Owner's property shall be left undisturbed, including gutters, downspouts, underground drains, and swales.

5.3.8. Workmanship

The quality of Improvements shall match the quality of existing improvements. The MAC may require the Owner to rebuild any Improvement or portion of Improvement that the MAC deems to be of substandard workmanship or aesthetics. The Owner is financially responsible for any rework the MAC deems necessary to comply with this restriction.

5.3.9. Enforcement

Failure to obtain prior MAC approval for Improvements or changes to existing Improvements constitutes a violation of the CC&Rs and may require work stoppage and/or removal and replacement of the Improvements at the Owner's expense.

5.3.10. Violations

All AVCA Owners have the right and responsibility to notify the MAC of any potential violation of the CC&Rs and the Architectural Guidelines.

5.3.11. Amendments

These Architectural Guidelines (with the architectural provisions set forth in the CC&Rs) form the criteria for evaluation of every application submitted for review and approval by the MAC. These Architectural Guidelines may be amended or supplemented from time to time, as provided for in the CC&Rs.

5.3.12. Maintenance of Improvements

The repair and maintenance of all Improvements are the sole responsibility of the installing Owner and subsequent property Owners.

Owners are solely responsible for regularly inspecting their property and for immediately notifying AVCA in writing of any damage for which they believe AVCA is responsible. AVCA is not responsible for property damage that occurred prior to such notice, or for damage that the AVCA Board determines was not caused by AVCA's negligence.

5.3.13. Conditions Not Covered

Any condition not covered in these Architectural Guidelines or the CC&Rs is a matter of discretionary judgment on the part of the MAC, which acts in good faith and in the best interest of AVCA as a whole. If there is any conflict between the provisions of these Guidelines and the CC&Rs, the provisions of the CC&Rs shall prevail.

5.3.14. Disclaimers

Only Improvements depicted on the plans can be reviewed by the MAC. The Owner is responsible for ensuring that all Improvements are depicted on the plans submitted. Any Improvements not depicted on the plans are not approved.

Owners are solely responsible for ensuring that all Improvements are located on their own property and do not violate any easements or other property rights. Neither AVCA nor the MAC assumes any liability for the location of approved Improvements.

Any modification to AVCA Property is strictly prohibited. Only Improvements on the Owner's Lot may be approved, regardless of depictions of Improvements on locations other than the Owner's Lot. If the MAC mistakenly or inadvertently approves Improvements other than those located on Owner's Lot, such approval is void and AVCA may require or cause the removal of such improvements at Owner's expense.

In the event that the City or subassociation requires modifications to the plans and specifications previously approved by the MAC, the Owner shall submit these modifications to the MAC. The MAC shall have the right to review and impose further conditions of approval on such modifications that may be more restrictive than but not inconsistent with the requirements imposed by the local municipality.

5.3.15. View Obstructions

As stated in CC&Rs Section 10.07, no vegetation or other Improvement shall be planted, constructed, or maintained on any Lot or Condominium in such location or of such height as to unreasonably obstruct the view from any other Lot or Condominium in the vicinity.

Section 6. Architectural Appeals

In accordance with the California *Civil Code*, MAC denial of an application for Improvements may be appealed to the Association's Board of Directors for reconsideration. Any appeal of a MAC denial must be made by the Owner who submitted the application in writing within thirty (30) days of the date the denial is received. An application for appeal is made only by filling out an "Application for Appeal of Architectural Denial" form (attached to these Architectural Guidelines), which may be obtained from the AVCA's management office. Owners who did not submit the application at issue do not have standing to appeal the MAC's decision.

An Application for Appeal shall be heard at the Board Meeting following submission if the Application is received at least fourteen (14) days prior to the date of the meeting. Otherwise, the

Application will be considered at the following Board Meeting. In any event, the written decision of the Board of Directors in response to any Application for Appeal shall be provided within thirty (30) days after the appeal is heard before the Board. If the Board fails to make a written decision regarding the appeal, the decision of the Board shall be deemed to be in favor of the decision by the MAC.

The requesting Owner is encouraged to attend the Board Meeting at which the Appeal is considered. In the event the requesting Owner cannot attend the Board's Meeting, the Owner is encouraged to provide the Board with a written description of the reasons why the Application for Appeal should be granted. The requesting Owner is entitled to only one (1) appeal of each MAC denial.

Section 7. Temporary Sign Regulations

7.1. Intent and Purpose

The purpose of these sign regulations is to encourage the effective use of signs as a means of communication; to maintain and enhance the aesthetic environment; to improve pedestrian and traffic safety; to minimize possible adverse effects of signs on nearby public and private property; and to prevent damage from occurring to property from unauthorized placement of signs.

7.2. Prohibited Signs and Key Provisions

No person may post signage on the Association's property without the prior written permission of AVCA. This policy explains how such permission is obtained. Signage posted on AVCA Property without such permission is subject to immediate removal and confiscation without warning.

The posting or display of noncommercial signs, posters, flags, or banners on or in an Owner's separate interest is permissible, except to the extent such display threatens the public health or safety or is in violation of local, state, or federal law. Noncommercial signage may not be made of lights, roofing, siding, paving materials, flora, balloons, or any other similar building, landscaping, or decorative component, nor include the painting of architectural surfaces. Noncommercial signs may not be larger than nine (9) square feet in size. Noncommercial flags or banners may not be larger than fifteen (15) square feet in size.

The display of commercial signage on an Owner's separate interest is prohibited except as provided below.

7.3. Real Estate Signs

"Regular Real Estate Sign" means a sign advertising or publicizing the sale, lease or rental of real estate whereby the agent is allowed to use their company's sign with logo and phone number that is placed at the residence that is for sale.

AVCA reserves the right to regulate the number, size, and placement of Regular Real Estate Signs.

Any Regular Real Estate Sign shall not exceed six (6) square feet and shall only be affixed to a single wood or metal pole. No illumination or moving elements (e.g., balloons, streamers, pennants, etc.) are permitted.

Any non-compliant Regular Real Estate Sign located on AVCA property will be removed and discarded without notice and will not be returned to the real estate agent. AVCA is not responsible for damage of any kind to or loss of non-compliant Regular Real Estate Signs.

7.4. Open House Signs

“Open House Sign” means a temporary sign informing the public that property is available for examination by prospective buyers and that the Owner of the property or the Owner’s agent is on the premises during the time the property is available for viewing. Only Open House Signs as described below shall be displayed on AVCA property.

AVCA reserves the right to regulate the number, size, and placement of Open House Signs.

Open House Signs may only be displayed on designated Open House days (Thursday, Saturday, and Sunday).

After obtaining approval from the subassociation’s Architectural Review Committee, each property Owner may install Open House Signs. Such Signs must:

- Have a total sign area contained within four (4) square feet;
- Be no taller than three (3) feet above ground level;
- Be free-standing, no A-frame signs are allowed.

Open House Signs shall be installed no earlier than 8:00 a.m. and removed no later than sunset on the day of the open house.

Placement of Open House Signs on AVCA property is limited to intersections only and will not be permitted in medians, parkway strips, slopes, etc. except within reasonable proximity of AVCA-maintained intersections. Each real estate agent may place no more than two (2) Open House Signs at any intersection, with a maximum of six (6) signs per Open House. Open House Signs must be placed outside the first two feet of the parkway (generally two feet from the edge of sidewalk). It is the responsibility of the subassociation to determine how many signs, if any, may be placed within its boundaries.

Any non-compliant Open House Sign located on AVCA property will be removed and discarded without notice and will not be returned to the real estate agent. AVCA is not responsible for damage of any kind to or loss of non-compliant Open House Signs.

7.5. Political Signs

The following political sign rules apply only to AVCA Property.

Political signage for legally recognized elections at the Federal, State, County or City level or for Special Districts shall be permitted only within designated AVCA areas, as set forth by the Board of Directors.

Political signage will not exceed 2’ x 2’.

All political signage will be installed and removed by AVCA and/or its designated personnel.

Political signs will only be permitted to be displayed for a four (4) week period prior to said election.

All political signage will be removed by the Association or its designated personnel twenty-four (24) to forty-eight (48) hours after the election. Applicants must pick up all political signage within twenty-four (24) to forty-eight (48) hours after said removal or political signs will be disposed of.

AVCA is not liable for lost or stolen political signage.

AVCA will not be responsible for damage to political signs due to weather conditions, irrigation, vandalism, etc. The owner of the political sign may request a replacement political sign be installed if a political sign is damaged and shall provide AVCA with the replacement political sign.

Any non-compliant political signage located on AVCA property may be removed and discarded.

The following areas have been approved as the only designated areas on AVCA property where political signage will be permitted. No exceptions will be made.

7.6. Designated Political Signage Locations

- Glenwood Drive/Moulton Parkway (below CA Renaissance)
- Aliso Viejo Parkway/Moulton Parkway (entrance to County park)
- Aliso Creek Road/El Toro Road (southwest corner – NOT monument sign corner)
- Glenwood Drive/ Aliso Creek Road (below Ridgecrest Park)
- Aliso Creek Road/below Wood Canyon Elementary School
- El Toro Road/Exit 73 (below the living Aliso Viejo sign)
- Pacific Park Drive/Alicia Parkway (southeast corner adjacent to Heather Ridge Condominium Association only – NOT monument sign corners)

7.7. Community Signs and Banners

7.7.1. Applications:

- Only AVCA Owners may submit applications to post signs or banners.
- Applications are reviewed in the order received and will be date- and time-stamped.
- Applications are accepted no earlier than 90 days prior to the date of the Master Architectural Committee meeting at which they will be reviewed.

7.7.2. Signs and banners may be posted at designated locations within AVCA to advertise events of interest to the AVCA community as a whole. Examples of appropriate events include, but are not limited to, those sponsored by universities and AVCA-approved sports organizations. All such signs and banners must receive written approval from AVCA **before** posting, and are subject to the following conditions:

- Posting locations are determined solely by AVCA. Applicants may request specific locations, but these are not guaranteed.
- Signs and banners advertising events that primarily benefit a commercial entity are not permitted;
- Advertised events must be open to all members of AVCA;
- Organizations may not post more than two (2) signs or banners at one time;
- No more than one (1) sign or banner for each event may be posted at a given location; alternate locations may be made available by AVCA at its sole discretion;
- Signs and banners may remain posted for a maximum of fourteen (14) days;
- Sports organizations may post banners no more than three (3) times per year (once for each season).

7.7.3. Signs and banners may not be more than three (3) feet high and five (5) feet wide. Maximum height will be four (4) feet and will be measured from the surface of the ground to the

highest point on the frame/banner. Posts and other supports may not be more than four (4) feet high. Signs and banners exceeding these height limitations, as solely determined by AVCA, are subject to immediate removal by AVCA.

7.7.4. Signs, banners, and their frames must be maintained in good condition during the entire posting period. No sign or banner may remain posted that is torn, faded, stained, defaced, or otherwise in disrepair and not repaired in a timely manner, as solely determined by AVCA.

7.7.5. Signs or banners violating any of the provisions above may be removed and discarded, and the sponsoring organization may not receive AVCA approval of future signs.

7.7.6. Qualifying applicants may request that their event be advertised on the AVCA Marquee.

7.8. Designated Community Sign and Banner Locations

- Aliso Viejo Parkway/Pacific Park Drive (below Twelve Picket Lane)
- Glenwood/Aliso Creek Road (below Ridgecrest Park)
- Aliso Viejo Parkway/Moulton (at entrance to County Park)
- Wood Canyon Drive/Pacific Park Drive (below Skyview)



PROPERTY IMPROVEMENT FORM

Master Architectural Committee
Aliso Viejo Community Association
130 Vantis Dr., Suite 110
Aliso Viejo, CA 92656
(949) 243-7750

Date: _____

Acct No.: _____

Owner's Name: _____

Property Address: _____

Home Phone: _____

Mailing Address: _____

Work Phone: _____

Email Address: _____

SUBMITTAL CHECKLIST: The following items must be included in order for your submittal to be processed. Please note that AVCA keeps one full set of the submitted materials. Additional copies may be submitted if the applicant desires.

- _____ 2 copies of the Property Improvement Form (fully completed)
- _____ 2 copies of the sub association's written approval of the plans (if applicable)
- _____ 2 Sets of drawings that include details of height, width, color, materials, nature, kind, shape, and location of improvements, or photos of such
- _____ 2 copies of the fully executed Neighbor Awareness Statement with signature and address

PROJECTS BEING SUBMITTED: (Please check appropriate improvement items)

EQUIPMENT

- _____ AIR CONDITIONER
- _____ ANTENNAS
- _____ BASKETBALL BACKSTOP
- _____ BUILT-IN BARBECUE
- _____ LIGHTING
- _____ POOL & EQUIPMENT
- _____ SPA & EQUIPMENT
- _____ SKYLIGHTS
- _____ SOLAR PANELS
- _____ SWING SET/PLAYBUILDING
- _____ WATERFALL/FOUNTAIN
- _____ PLAY EQUIPMENT
- _____ OTHER _____
- _____ OTHER _____
- _____ OTHER _____

LANDSCAPE / HARDSCAPE

- _____ **LANDSCAPE:**
- _____ FRONT
- _____ REAR
- _____ SIDE
- _____ **HARDSCAPE:**
- _____ FRONT
- _____ REAR
- _____ SIDE
- _____ PATIO SLAB
- _____ RETAINING WALL(S)
- _____ ADDITION/EXTENSION
- _____ DRAINS
- _____ OTHER _____
- _____ OTHER _____
- _____ OTHER _____

ARCHITECTURAL

- _____ AWNINGS
- _____ BANNERS
- _____ DECK
- _____ GAZEBO
- _____ LIGHTING
- _____ PAINTING
- _____ PATIO COVER
- _____ RAIN GUTTERS
- _____ ROOM ADDITION
- _____ ROOFING
- _____ FENCE
- _____ TRELLIS
- _____ OTHER _____
- _____ OTHER _____
- _____ OTHER _____

ALISO VIEJO COMMUNITY ASSOCIATION

NEIGHBOR AWARENESS STATEMENT

Neighbor Acknowledgement: Before signing this form, I have carefully reviewed my neighbor's plans for a proposed architectural Improvement, including any paint color chips. I understand that my signature on this form is simply an acknowledgement that I have seen the plans and that I do not have the authority to approve or deny the proposed improvement(s). If I have any concerns, I will promptly put them in writing and send them to the Master Architectural Committee (MAC) for consideration.

Impacted Neighbor		Impacted Neighbor	
Name _____		Name _____	
Address _____		Address _____	
Signature _____	Date _____	Signature _____	Date _____
Agree _____	Disagree _____	Agree _____	Disagree _____

Common Area or Backyard – Rear of Home

Adjacent Neighbor			Adjacent Neighbor	
Name _____			Name _____	
Address _____		Address _____		
Signature _____	Date _____	Signature _____	Date _____	
Agree _____	Disagree _____	Agree _____	Disagree _____	

Your Street – Front of Home

Facing Neighbor		Facing Neighbor		Facing Neighbor	
Name _____		Name _____		Name _____	
Address _____		Address _____		Address _____	
Signature _____	Date _____	Signature _____	Date _____	Signature _____	Date _____
Agree _____	Disagree _____	Agree _____	Disagree _____	Agree _____	Disagree _____

Submitting Homeowner's Acknowledgement: I have made a reasonable, good faith attempt to show the plans for my proposed architectural Improvement to all impacted neighbors.

Name: _____ Date: _____

Address: _____

ALISO VIEJO COMMUNITY ASSOCIATION

NOTICE OF COMPLETION

Must be submitted by Owner within thirty (30) days after the Improvement work is complete.

Owner name: _____

Property Address: _____

Tract: _____ **Lot:** _____

Home Phone #: _____ **Work Phone #:** _____

On _____ (date), the following Improvement(s) on the Property Address was/were completed in accordance with the plans and submittal package, which the Master Architectural Committee approved on _____ (date).

Improvement(s):

The cost of the Improvement(s) was/were \$_____.

Signature

Date

To be completed by Designer or Plan-Preparer

Name: _____

Address: _____

Phone Number: _____

I, _____ (name), have read and fully complied with AVCA's Architectural Guidelines, which govern Improvement(s) made at the Property Address noted above.

Signature

Date

ALISO VIEJO COMMUNITY ASSOCIATION

APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL

The undersigned Owner, by completion of this form, hereby requests that the Association's Board of Directors reconsider the denial of certain architectural improvements by the Master Architectural Committee ("MAC"), as described below.

1. **Printed Name:** _____

2. **Property Address:** _____

3. **Summary of Prior Architectural Submittals:**

(a) Date of original submittal: _____

(b) Total number of submittals: _____

(c) Date of submittal being appealed: _____

(d) Date of denial by the MAC: _____

4. **Copies of Application Information:**

I have included copies of all of the following for the denial that is being appealed:

☐ Copy of original architectural application;

☐ Copy of MAC denial;

☐ Copy of most recent architectural plans;

☐ Letter explaining in detail the portion of the MAC denial that I am appealing and why I believe the decision should be reversed. (The Board of Directors needs to understand which specific improvements you wish the Board to reconsider and approve.)

Dated: _____

Signature of Owner