

### 9.8 Revisions to Existing Construction

The design review and approval process for revision to existing construction is intended to help the Homeowner comply with the Santaluz architectural guidelines and obtain the required approvals from the Aesthetics Council for the proposed construction changes.

The type of review that is required will be established at the outset of the process and based on the extent and complexity of the proposed improvements, the project will be categorized as: 1) Repair and Maintenance, 2) Minor, or 3) Major.

#### 9.8.1 Projects Requiring Review

All alterations to an existing home that are visible, or might be visible from off-site must be reviewed prior to implementation by the Homeowner.

Design review fees will apply based on the type of project and the extent of review needed. A Design Review Fee Schedule is available from the Design Review Office.

Failure to comply with all Santaluz requirements may result in the assessment of penalties.

No construction may be commenced without the written approval of the Aesthetics Council.

#### 9.8.2 Approval Process

The approval process for all improvements shall adhere to the following steps:

- Homeowner completes an Application for Revision to Existing Construction stating the nature of the proposed improvements.
- The Design Review Office evaluates the Application and determines the complexity of the improvement and categorizes the project as:

- 1) Repair and Maintenance, 2) Minor, or 3) Major.
- The Design Review Office informs the Homeowner about the design review procedure and corresponding fees.
- Homeowner makes formal submittal and pays fees.

#### 9.8.4 Submittals

During the design review process, Homeowners may be required to submit drawings, models, sketches, material samples, and other information as needed so that the Aesthetics Council and their staff are able to evaluate the Homeowner's proposal.

### 9.9 Repair and Maintenance Projects

The simplest type of project involves the repair or maintenance of an existing building and its landscape. In most cases, these projects restore a home or its garden to its "like new" condition, or replace or repair damage from weather, wear and tear, or other causes.

Repair or maintenance that takes place completely within a building's interior envelope and is not visible on the home's exterior is exempt from this section.

#### 9.9.1 Typical Repair & Maintenance Projects; No Review Required

Examples of projects where no Aesthetics Council review is required include, but are not limited to:

- Painting with the same color as originally painted.
- Replacing or repairing roofing with the same material, shape and color.
- Addition or replacement of screen doors in areas not visible off-site.

- Addition or replacement of gutters and downspouts with approved materials.

All Repair and Maintenance Projects require a Construction Kickoff Meeting prior to the start of any construction activity on the site – even though no review by the Aesthetics Council is required for this type of projects.

### 9.10 Minor Projects: Review Required

Minor Projects are projects that change the outward appearance of a home or its landscape, but do not add or remove enclosed or covered outdoor space.

#### 9.10.1 Typical Minor Projects

The following are typical types of Minor Projects:

- Change in house color, finish, or material.
- Addition of trellises, pergolas, or patio covers consistent with the existing home's building style and design.
- Addition of landscape, trees, shrubs, ground covers, vines and/or grasses to areas subject to Aesthetics Council review.
- Changes to house doors, garage doors, exterior doors, windows, and gates.
- Changes to openings and opening surrounds in regards to size, materials, or style.
- Exterior lighting changes of any type.

### 9.11 Major Projects: Review Required

Major Projects are significant changes or additions to a home or its landscape that may change its appearance or the appearance of the neighborhood.

Major Projects require the homeowner or his/her

Consultants to work with the Aesthetics Council's Architectural Consultants to determine the specific submittal requirements applicable to their project.

#### 9.11.1 Typical Major Projects

Typical Major Projects include:

- Addition of enclosed or outdoor covered areas of a home.
- Changes in architectural elevations, roof area, roof pitch, roof materials, or architectural detailing.
- Major revision of the landscape of the Homesite.
- Interior Yard Expansion changes.
- Removal, renovation and/or replacement of an existing home or garden, or a portion of an existing home or garden (including addition of pools and game areas.)
- Construction of new exterior walls, roofs, or roof/wall penetrations.
- Other projects deemed by the Aesthetics Council to be a Major Renovation.

Note: Addition of enclosed building or outdoor covered areas must meet the requirements of the property's Lot Exhibit.

#### 9.11.2 Major Projects Submittal Steps

The Design Review Consultant will determine the number of Steps necessary for review and the exact requirements of each Step. A major project may include some or all of the following Steps:

- Concept Design Workshop
- Schematic Design – Step 1
- Design Development – Step 2
- Construction Documents – Step 3

#### 9.12 Notice of Completion

After completion of all improvements to the Lot or after the issuance of Certificates of Occupancy by the City of San Diego (or any other governing agency having jurisdiction,) within 30 days the Homeowner must submit a Notice of Completion to the Design Review Office indicating that all improvements on the Lot are complete and are in conformance with the approved plans and specifications of the Custom Homesite Design Book.

Within 60 days of the receipt of the Notice of Completion, the Design Review Office will inspect the improvements. After inspection, the Aesthetics Council will notify the Homeowner of either final approval of the improvements or non-compliance with the approved plans and specifications in writing.

According to Sections 11.11.2 and 16.1.1 of the Santaluz Maintenance Association CC&R's, the Homeowner has 60 days to complete any corrections. If these corrections have not been completed within 60 days, the Aesthetics Council may refer the issue of non-compliance to the Santaluz Maintenance Association Board of Directors for a hearing. The Board action may result in fines for non-compliance.