

# HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

## **Architectural Application PROCESS**

ALL exterior modifications, alterations, additions, or changes must be submitted to the HCTA Architectural Committee for approval **prior** to any installation or commencement of work.

The Architectural Committee reviews all submittals for the purpose of determining if the proposed improvements first meet the Architectural Regulations, and that the improvements meet the high standards of our community's overall presentation, and especially that any improvements do not adversely affect the maintenance or life of Association assets.

Any changes to the exterior of a residence must be specifically called out, in detail, to be approved. Unless specified by the submittal, any installation will be assumed to be in strict accordance with the Association's Architectural Regulations. See Regulations for full details.

The Architectural Committee review is for compliance and aesthetics only. Homeowners must defer to licensed professionals regarding whether or not a permit is required for specific work. This also applies for any utility requirements, City/County easements or verification of property lines.

Modifications may include but are not limited to: Air conditioner, Tankless water heater, Awning/Patio cover, Front or Back door replacement, security/screen door, windows, electrical panels, patio shed, security cameras, or front landscape pavers/hardscape.

### **REQUIRED PROCESS:**

#### **1. Owner Submits Architectural Application in FULL**

- a. Recommend email to go along with mailed application.

#### **2. Application is reviewed for accuracy by Property Management**

- a. Any incomplete applications will be returned for additional information
- b. Applications will not be formally 'submitted for review' until complete.

#### **3. Completed applications are submitted to Committee for formal review.**

- a. Architectural Committee has 45 days to review the completed applications (from the date the fully completed application is received by Property Management)
- b. If response is not received within 45 days from submittal, application will be deemed approved. A 'deemed approval' does not provide rights to the owner to violate alteration of the common area or Association maintenance areas regardless of submittal information.

#### **4. Formal Approval or Denial**

- a. Approval – permission granted to proceed as implicated in application.
- b. Incomplete – application is not approved as is, Committee will communicate any changes required to achieve approval.
- c. Denied – Reason will be specified. If denied, owner must start this process again from beginning with all required documents. Additional fee required if modifications are submitted after six months from date of denial.

Adopted 8/24/20

# HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

## Architectural Application – Home Improvement Form

Mail completed forms to:

HCTA c/o Optimum Community Management

Attn: Architectural Review Committee

230 Commerce, Suite 250

Irvine, CA 92602

Make checks payable to: 'Huntington Continental Townhouse Association'

**HCTA ADDRESS BEING IMPROVED** = \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

Homeowners Name

Signature

DATE

Phone \_\_\_\_\_ Email \_\_\_\_\_

Homeowners Address \*\*if Different from HCTA Property

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

(\*IF address is the unit requesting modification leave blank; All Applications are accepted only by the owner of record)

### **Indicate which type of unit is being upgraded**

- ☐ END of ROW UNIT
- ☐ 1 Bedroom
- ☐ 2 Bedroom w/ Fireplace
- ☐ 2 Bedroom NO fireplace
- ☐ 3 Bedroom w/ Fireplace
- ☐ 3 Bedroom NO Fireplace
- ☐ 4 Bedroom

**Describe Project being submitted for Approval:** (please also provide bid from contractor, with info)

\*take a picture with your phone of the area and mark up as needed. Attach any related web links or brochures.

**Approx. Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Approx. Complete Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Adopted 8/24/20

## CHECK APPROPRIATE BOX THAT BEST DESCRIBES YOUR MODIFICATION(S):

|                          |  |                                  |  |
|--------------------------|--|----------------------------------|--|
| Air Conditioner**+       |  | Front Landscape/Hardscape/Pavers |  |
| Tankless Water Heater**# |  | Awning / Patio Cover**&          |  |
| Front Door               |  | Security Cameras \$              |  |
| Rear Sliding Door**      |  | Electrical Panel**               |  |
| Windows                  |  |                                  |  |
|                          |  |                                  |  |

**\*\* = "City Permit Required" - Owner/Applicant is required to confirm whether any proposed improvement requires a City Permit and is responsible for obtaining a City Permit when required.**

**+ = Air Conditioner** - diagram showing location of condensing unit on patio and where exterior wall is penetrated

**# = Tankless Water Heater** - diagram showing location of tankless water heater location and wall penetration

**& = Awning / Patio Cover** = May NOT be attached to home/stucco/patio wall AT ALL. Must be free standing.

**\$ = Security Cameras** – HOA must be notified of, and agree with, location of cameras. \*see security camera policy

Most projects require a licensed contractor to complete. Applications CAN BE denied by HOA if work is not done by proper authorities as improvements can be connected to, and cause issues with, HOA property.

## **ADDITIONAL MANDATORY DETAILS - MUST BE SUBMITTED TOGETHER:**

- ☐ SET OF DRAWINGS/RENDERINGS. Pictures, product web links or brochures, general scope of work. AND/OR
- ☐ DETAILED DOCUMENTATION FROM YOUR CONTRACTOR including contractors license information

## **IMPORTANT INFORMATION TO REMEMBER:**

Plans that are approved are not to be considered authorization to change the drainage as installed by the developer which has been fully approved by the city of Huntington Beach. The Architectural Review process is intended to consider aesthetic appearance and adherence to community standards. Owners are required to ensure (via contractor licensing and insurance requirements) proposed improvements do not alter the drainage pattern as established by the original developer.

Many projects may also need a permit from the City of Huntington Beach. This is fully the homeowners (or contractor) responsibility for improvements which include but are not limited to patio covers, gazebos, spas, tankless water heaters, air conditioning units, etc.

**Most projects require a licensed contractor to complete. Application CAN BE denied by HOA if work is not done by licensed vendors as improvements can be connected to, and cause issues with, HOA property.**

Adopted 8/24/20

**ARCHITECTURAL COMMITTEE APPROVALS – HOA USE ONLY.**

ARCHITECTURAL COMMITTEE (CHAIR) \_\_\_\_\_  
DATE \_\_\_\_\_

ARCHITECTURAL COMMITTEE (Member) \_\_\_\_\_  
DATE \_\_\_\_\_

ARCHITECTURAL COMMITTEE (Member) \_\_\_\_\_  
DATE \_\_\_\_\_

(        )        **APPROVED** (If conditions are imposed detail below)    **DATE:** \_\_\_\_\_  
COMMENTS:

(        )        **RETURNED** (Provide reason below and recommendations if needed)    **DATE:** \_\_\_\_\_  
COMMENTS:

(        )        **DENIED** (Provide reason below and recommendations if needed)    **DATE:** \_\_\_\_\_  
COMMENTS:

Adopted 8/24/20

# HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

## Architectural Guidelines

**Items NOT requiring formal application, but regulations still apply.**

**See Architectural Regulations for full details.**

Patio Fence: – can be replaced with neighbor approval/cooperation. NTE 6ft.

Patio Shed: – allowed up to 4ft above fence line.

- Can NOT be attached to building, wall, or fence. Freestanding only.
- Association may request shed to be moved – example, repair or paint.

Mailbox, House numbers, Front light, Patio light: – like for like replacements.

- any work on or changes to exterior DOES REQUIRE Architectural Application
- no spot, or 'security' lights

Satellite Dish: Must be properly mounted on eave, any damage will be owner's responsibility.

- Must NOT be attached to carport, or roof. Roof Eaves only.
- Old brackets and dishes must be removed
- No visible wires (grounding) are allowed at all.
- Netting is strongly recommended to avoid birds nesting as well

Patio concrete: – you may cover your concrete with garage/concrete paint, or tile.

- Cannot extend past your gate.
- Should the need arise Association may remove for maintenance or emergency.
- Architectural application is REQUIRED for any demo, or installation to the concrete, for any reason.

# HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

## Items Requiring Formal Application

Air Conditioner: Must submit picture of back patio, detailed plans with location of air conditioner, conduit, where the wall will be punctured to allow pipes in, picture of AC unit, and city permit and the conduit must be painted to match the wall color, homeowner is responsible for any touch up paint needed.

Electrical Panel: Must submit picture of back patio, detailed plans with location of panel, picture of panel, and city permit, must have a contractor patch back stucco and homeowner is responsible for repainting the area.

Tankless Water Heater: Must submit picture of back patio, detailed plans with location of water heater and stucco penetration, picture of the water heater, and city permit. Homeowner is responsible for any touch up painting of the stucco.

Patio Covers: Any solid patio cover must be submitted for. Umbrellas or fabric patio shades not attached to the walls do not. Solid Patio Covers must match the aesthetics of the community and be painted to match. They may not be attached to the home or the wall and a city permit may be required. Homeowner must submit a picture of the patio cover, plans detailing its location and plans must denote color of the patio cover. Covers must be strong enough for someone to stand on during paint and wood projects or must be able to be easily moved to allow movement.

Doors: Any change in front or rear doors does require an arch app that includes a picture of the door, color of the door, permits if changing the rear door to a slider. Screen doors require an arch app and should be metal and can be black or white.

Windows: Any window changes that are not like for like require an arch app.

Security Cameras: One doorbell type camera is allowed on the front of the house by the door without an arch app required. Any other camera types for front, back or carport require an arch app that includes plans with location of the cameras, picture of the camera and estimated coverage zone.

Interior Work that required the piercing of the exterior stucco also required an architectural application.

Any other exterior changes not noted above requires an architectural application, plans and permit if required by the city.

# HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

## Front Garden Landscape Guidelines

All the beautiful landscaping, green belts, trees, and common areas are managed, maintained and property of the Association. That also includes the front garden areas. We take great pride and work hard to maintain the harmonious and pristine appearance that is enjoyed throughout the community. However, if you happen have a green thumb or a different idea, the association provides homeowners with some creativity and individuality in their front garden with the help of landscape guidelines.

Owner's are required to contact the Property Manager before any modifications to allow our vendor to make any adjustments to existing plants, irrigation or other Association property at HOA cost, prior to changes.

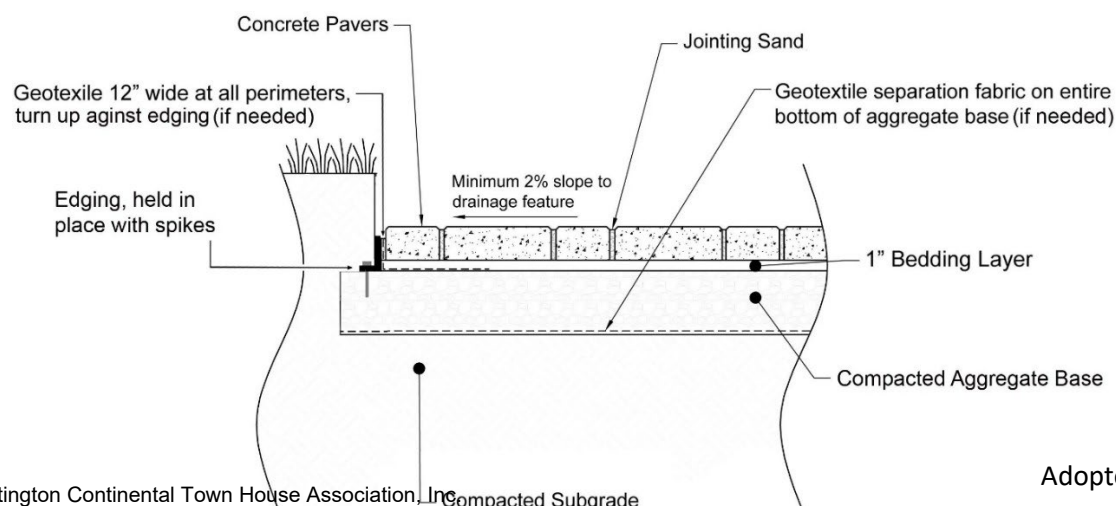
Fines can be assessed for front garden issues related to maintenance, appearance, and other associated rules.

**Plants and Flowers:** Any annual bedding plants are acceptable. Special permission is required otherwise.

- Plants cannot exceed 7ft, initially or in the future.
- No destructive root systems – example, Ficus Trees
- No expanding plants, continual rooting plants, or vines. – example 'Hen and Chick'
- Plants cannot be poisonous to humans – especially Angel's Trumpet aka Hell's Bells

**Hardscape / Pavers:** Understanding that the front area of your home is Association property and common area, hardscape patios are allowed with approval.

- Architectural Application Required. If no Approval obtained, HOA has right to remove.
- Must be Concrete or Stone pavers – no wood-based material allowed. No concrete slabs. (see diagram)
- Must be installed by licensed contractor, with proper base, slope/grading to protect HOA property
  - Contractor's License # required
  - Insurance verification also required for HOA common area work
- HOA will remove irrigation – contractor/owner not allowed to interfere with irrigation system.
- Size may differ based on unit and location, to be agreed on by owner and Arch. Committee.



**Water Features:** No ponds, waterfalls, or water features in front flowerbeds without Architectural Approval.

- Must be less than 3ft, and must be cleaned frequently to avoid mold, mosquitos, and more.
- Condition must be maintained, owner's responsibility. Must be free of rust and chipped paint.

**Accessories:** Only non-hazardous accessories are allowed, limit 5 per home.

- If accessory is deemed unsafe by Association, it must be removed – example, glass or sharp metal
- Cannot be offensive, see full Rules and Regulations for complete sign rules.
- Unsure if your accessory is allowed, email a picture to the property manager.

**Landscape Waiver:** Homeowner's may request to 'waive' or remove their front garden from Association maintenance. If requested and approved, maintenance and upkeep is the responsibility of the homeowner and will be reviewed regularly. Any issues will be communicated and must be addressed to avoid fines and/or losing 'No Touch' status, which would result in the Association resuming maintenance. See official form.

Adopted 8/24/20