

ASSOCIATION NAME

ARCHITECTURAL MODIFICATION APPLICATION FORM

Please return this form to:

Attn: _____

Email: _____

Fax: _____

DATE: _____

Unit #: _____

UNIT OWNER (APPLICANT): _____

TELEPHONE #: (HOME) _____ (WORK) _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include material, color, size/dimensions or areas involved.): *Please refer to Declaration of Condominium/Covenants Section*

ARCHITECT'S PLANS & DRAWINGS AND/OR MATERIAL SPECIFICATIONS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED. COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE. UPON ASSOCIATION APPROVAL BUILDING PERMITS FROM _____, CONSTRUCTION IMPROVEMENT PAYMENT (IF REQUIRED) MUST BE PROVIDED PRIOR TO COMMENCING WORK

I / We hereby make application to **ASSOCIATION NAME** for the above described item to be approved in writing.

I / We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification / installation is done without the approval of the Association, the Association may force the removal of the modification/ installation and subsequent restoration to original form at my expense.

All contractors are responsible for removal of debris as a result of improvements. Upon approval, remember to schedule with the Management office in advance for the installation date(s).

Applicant: _____ Date: _____

Applicant: _____ Date: _____

This Section For Office Use Only

APPLICATION APPROVED

APPLICATION DENIED

X _____ Date: _____

Reference: SOP Community Association Administrative Record Keeping

AERC FENCE POLICY

~~Date: November 17, 2015~~

The Architectural and Environmental Review Board (A.E.R.C.) is submitting the following Fence Criteria to the Board for their approval. The purpose of the criteria is to clarify and better define the existing Association By-Laws Article XVI. RULES AND REGULATIONS, Section 3. (a) (4), paragraph 2, concerning the construction and type of fences allowed in the Park.

General

The existing Association By-Laws, Article XVI. RULES AND REGULATIONS, Section 3. (a) (4), paragraph 2 state " *There is prohibited the construction and maintenance of fences, hedges over 48" tall used to define the perimeter of a Unit, and radio and TV antennas, including satellite dish type, on the Units, without approval by the Architectural and Environmental Review Board.*"

Fence, Hedge Criteria

1. Location:

- a) All fences, hedges on the rear and sides of the Unit must be constructed on the Owners side of the Property line.
- b) All fences must be two foot from edge of roadway.
- c) The finished side of all fences must face neighboring property.

Note: Any fence, hedge etc. constructed on the Property may have to be removed (and if replaced) at owner's expense to gain access to the Utilities.

2. Types of Fences:

A. Listed below are some of the types of Fences that are allowed.

- 1) Wood, Plastic or composite material vertical Picket/slat
- 2) Wood, Plastic or composite material horizontal rail/slat
- 3) Wood, Plastic or composite material lattice
- 4) Wood, Plastic or composite material Post & Rail
- 5) Wood, Plastic or composite material Solid Board/Panel
- 6) Rope Post & Rail
- 7) Aluminum (Black, White or Brown)

B. The following types of Fences are not allowed.

- 1) Chain link
- 2) Barbed, razor or any type wire fence
- 3) Concrete or brick wall

Revision approved by the Board January 11, 2007

Revision approved by the Board April 4, 2011

Revised by A.E.R.C. April 29, 2013

Approved by the Board June 11 2013

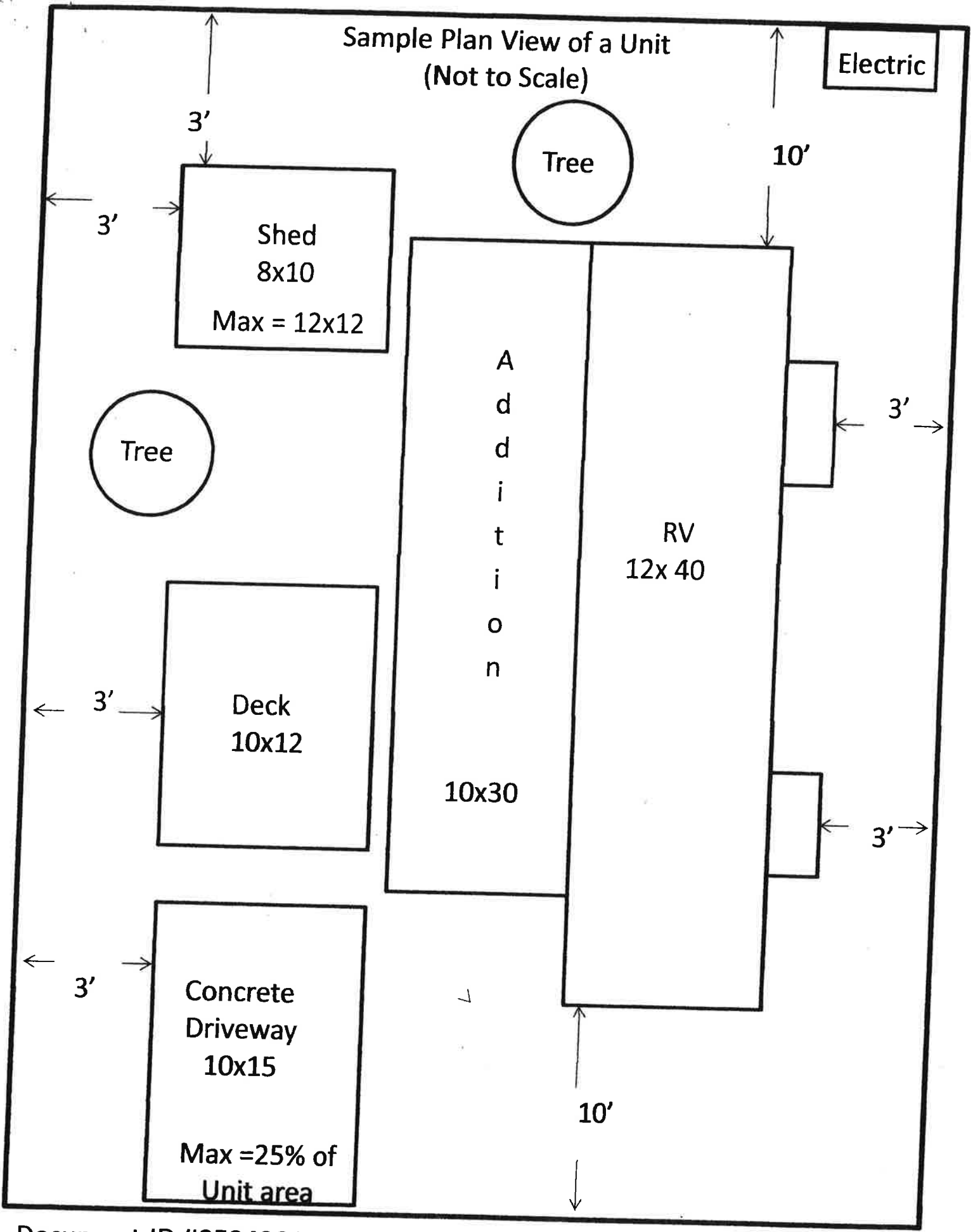
Revision Approved by the Board November 17, 2015

Document # 051313.1

Rev. Doc# 11092015.1

Doc. # 051313.3

Sample Plan View of a Unit
(Not to Scale)



Architectural & Environmental Review Committee General Provisions

General Provisions:

A Condominium has rules and regulations that must be followed by the Residents of the Condominium. Some of the rules apply to certain improvements to an individual Unit. Some of the improvements are listed below. The list may not include all items requiring AERC approval so please be sure to contact the Office when considering making an improvement to your Unit.

1. Building a Screen Room or Enclosed addition
2. Enclosing an existing Screen Room
3. Building a Deck
4. Building a Porch
5. Enclosing an existing Deck or Porch
6. Pouring Cement
7. Building a Fence
8. Setting a Storage Shed
9. Building a Roof over
10. Building a Car Port
11. Cutting down Trees
12. Setting a Park Model or R V on blocks
13. Skirting a Park Model or RV

Application Process:

1. Obtain an application for AERC approval from the office or online at the CRCA website.
2. Fill out the front of the Application and on separate sheets of paper make an overhead view of the lot. The view should contain the following.
 - a) Dimensions of the lot (length(s) and width(s)). Please note that all lots are not rectangular and that in the "Original" Condominium the lots are typically a "Trapezium" shape. This means that the lots are angled with respect to the road and the sides are not the same length and the front is not the same length as the back.
 - b) A sketch of all existing structures on the lot with dimensions of the structures.
 - c) The distances of the structures from the lot lines (side, front and rear).
 - d) If a tree is to be cut down, the position of the tree must be shown on the drawing and the tree itself must be marked in some way for the Committee to be able to easily identify it.
 - e) Any proposed new structures (Storage Shed, Addition, Car Port or Concrete) must be shown on the sketch with size and dimensions from the lot lines.
 - f) The application must also contain a set of Contractor drawings (or equivalent) for any construction such as additions, screen rooms, decks, porches or Car Ports.
3. Turn the application into the Office or take it to the AERC meeting (the Committee meets every two (2) weeks in the Rec-Hall (check with Office for actual date and time).
4. A copy of the submitted application may be picked up at the office the day after the AERC meeting with the approval or disapproval and with the reason if disapproved.

Architectural & Environmental Review Committee
General Provisions

5. If the application was rejected and the Homeowner requires clarification about the reason(s) they should contact either the Manager or the AERC Chairman.
6. If approved, the following procedure will be followed.
 - a) The Homeowner will first obtain all required Orange County Permits.
 - b) When the Homeowner is ready to start the project, the Homeowner will inform the Office of the starting date and give the office a copy of the County permit if one is required.
 - c) The Office will contact the Gate to inform them that material and personal may be coming to the Unit for construction purposes.
 - d) The Homeowner must notify the office upon completion of the project. The project will then be inspected by members of the AERC Committee to ensure that it conforms with the approved application.

AERC Criteria Violations:

There are many ways that a Homeowner can be in violation of the AERC Criteria. Some of the most common are listed below.

1. Failing to get AERC approval for a project that requires it.
2. Completing a project that does not comply with the authorized AERC approval.
3. Not getting all required County permits.
4. Not completing the project within the set time limits.

All suspected violations of the AERC Criteria may be reported to the Office by the following.

1. An AERC member
2. Association Manager
3. An Employee of the Association, (either during working hours or off duty)
4. Any Unit Owner

Note: If a violation is suspected, do not confront the Homeowner or contractor. Report it to the Office for verification and disposition.

1. No AERC Permit:

Once a suspected Violation of the AERC Criteria has been reported to the Office the following process should be followed.

- a). The Office (Manager) will contact the AERC Committee and ask them to verify the Violation.
- b). The AERC Committee will confirm if an AERC application has been approved for the homeowners project, or not.
- c). If an application has not been approved for the project (and one is required), the Manager will write a certified letter to the Homeowner instructing them to stop the project and submit an application to the AERC as per the Application Process above and the Homeowner will be charged an Administrative fee.
- d). If the Homeowner does not comply with the Managers request in c) above, and continues to work on the project, the Manager will send the Violation to the Covenant Compliance Committee (CCC). The CCC will evaluate the situation to either recommend a fine or not.

Architectural & Environmental Review Committee
General Provisions

2. & 3. Project not complying with the AERC approved application/not getting Orange County Permits:

In order to determine that the project has complied with the AERC approved application the following procedure will be followed.

- a). When the Association Office has been advised that the Project is completed, the Association Manager will make arrangements with AERC members to inspect the project for compliance to the AERC application and for all required Orange County Permits.
- b). If the project has not been completed according to the AERC approved application, the Association Manager will take action as described below.
 - 1) The Homeowner will be instructed to stop the project and make it conform to the approved Application and required County Permits.
 - 2) If they do not comply, the Association Manager will send the Violation to the CCC to determine if a fine is appropriate or not.
 - 3) If the Homeowner did not acquire the proper Orange County Permits, the Manager will report the Homeowner to the Orange County Code Enforcement Division.

4. Not completing the project within the set time limits:

If the project is not completed within the six (6) month time limit the following procedure will apply.

- a) If the Homeowner has a valid reason for not completing the project (validity to be determined by the AERC) the Homeowner will be granted an extension to complete the project.
- b) If the project is not completed within the time frame specified and the AERC determines that there is no valid reason for the delay, the matter will be sent to the CCC.

Approved by Board September 19, 2002
Approved by AERC May 16, 2007
Revised by AERC February 07, 2011
Approved by Board March 08, 2011
Revised/Approved by the AERC April 26, 2016

AERC General Set Back Requirements R.V. Placement Setbacks

Original Condo Pull Throughs: The following Lots in the Original Condo have a street on both sides and are generally referred to as pull throughs. Original Condo Lots are not rectangles. Lots- 2000 to 2019, 2100 to 2119, 2200 to 2219, 2300 to 2313, 2400 to 2413, 2500 to 2519, 2600 to 2619, 2700 to 2719 .

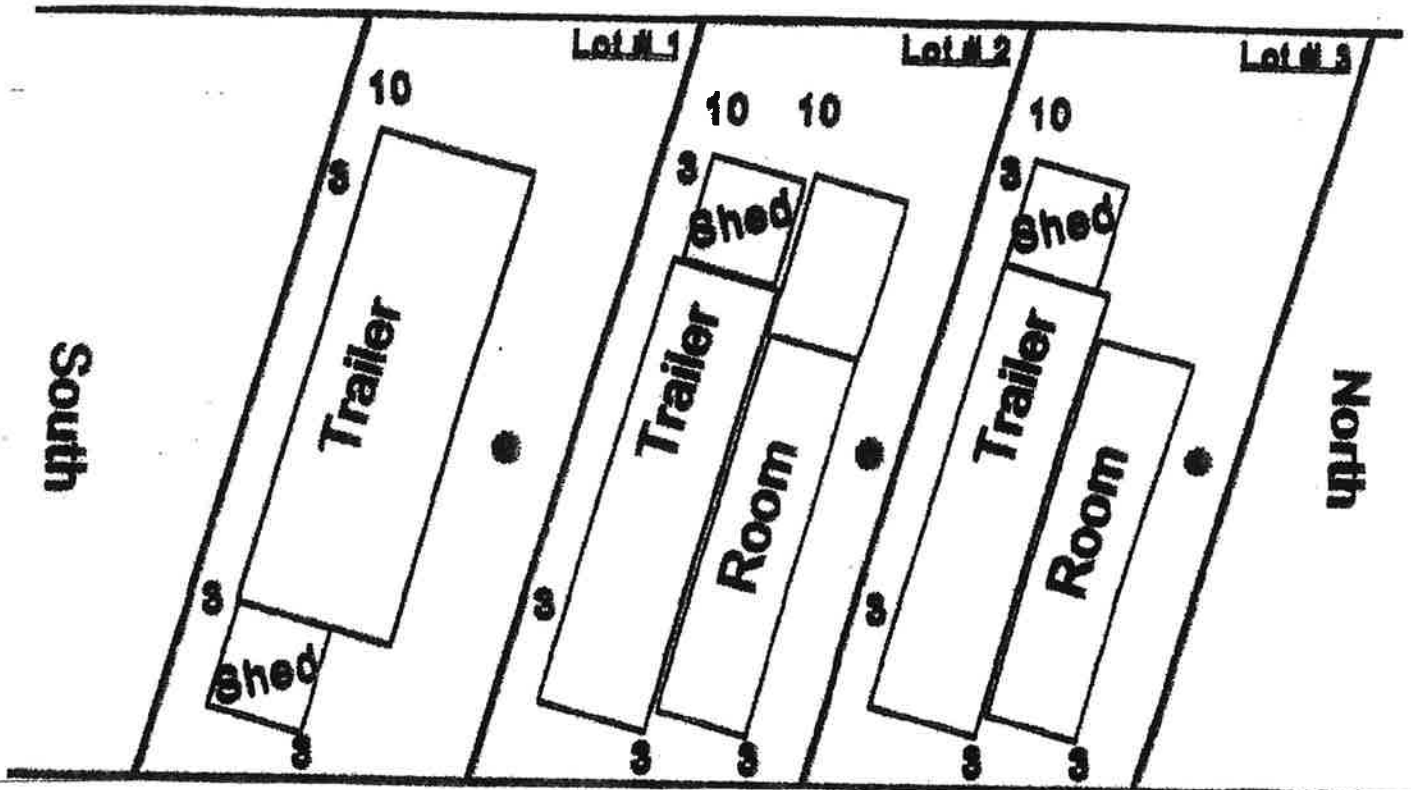
Example Lots #1, #2 & #3 show different configurations of trailer, shed and carport. Looking at the R.V. from the West street (Front) the R.V. must be three (3) feet from the right property line (measured with the slide outs, tip outs fully extended), three (3) feet from the rear East street side property line, ten (10) feet from the Front (West street side) property line.

All Trailers, Sheds, Car Ports, Decks, Concrete etc. must be three (3) feet from the South side Lot line.

All Lots may have an eight (8) foot room addition as long as it does not end closer than three (3) feet from the Lot line.

Any room addition larger than eight (8) feet must be at least ten (10) feet from the Lot line.

Street on the West side (Front) of the Lot
Setbacks are 10 feet from the West road side



Street on the East side (Rear) of the Lot
Setbacks are 3 feet from the Rear road side

AERC General Set Back Requirements R.V. Placement Setbacks

Original Condo Non Pull Through:

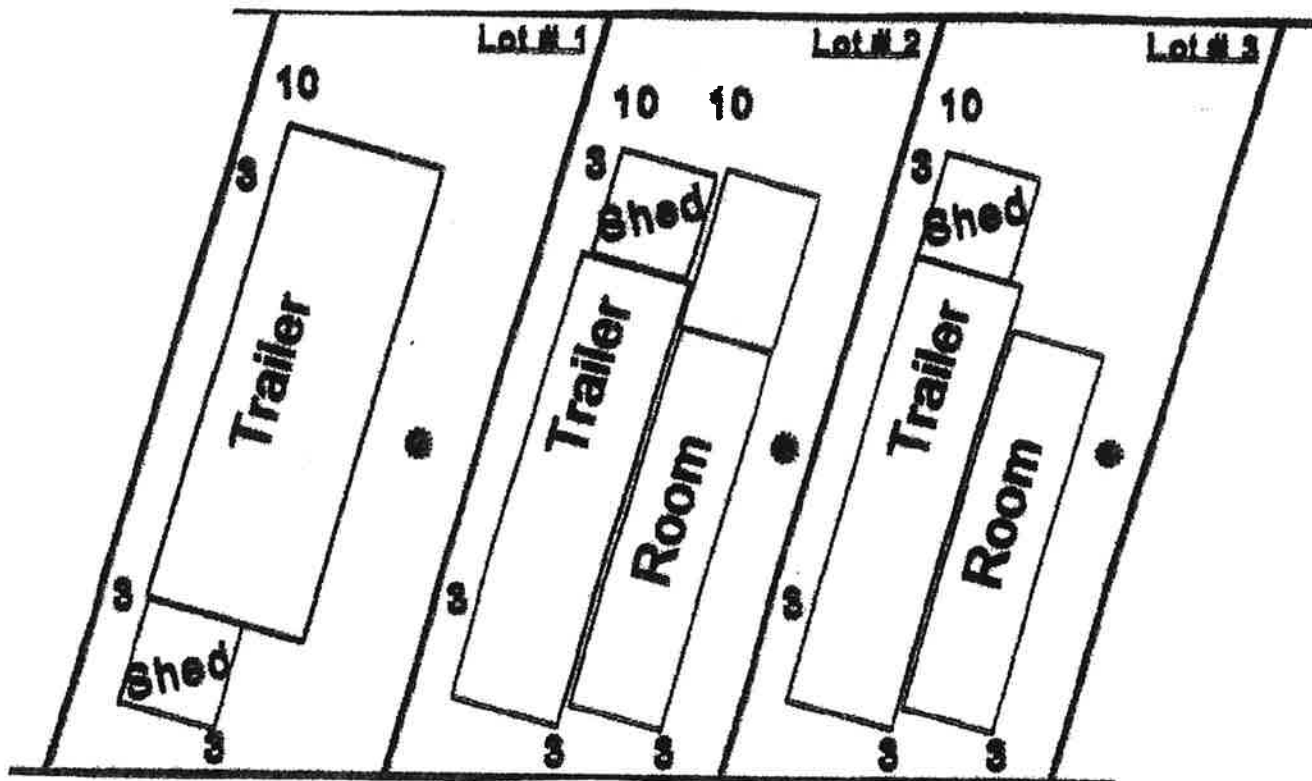
Lots: 100 to 682 only have one street in the Front of the Lot with exception of corner Lots.

Looking at the R.V. from the street (Front) the R.V. must be three (3) feet from the right property line (measured with the slide outs, tip outs fully extended), three (3) feet from the rear property line, ten (10) feet from the Front (street side) property line.

All of these Lots may have an eight (8) foot room addition as long as it does not end closer than three (3) feet from the Lot line.

Any room addition larger than eight (8) feet must be at least ten (10) feet from the Lot line.

Street on the (Front) of the Lot
Setbacks are 10 feet from the street side



Rear property line (no street)

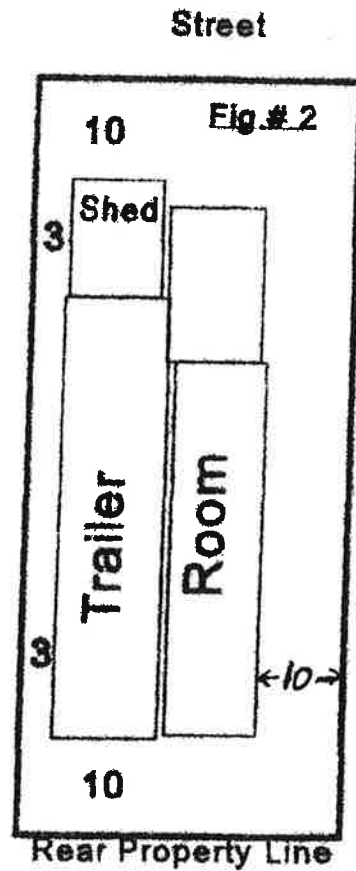
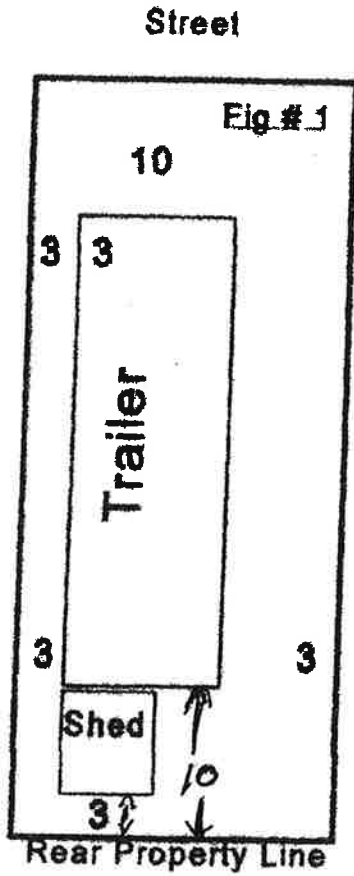
AERC General Set Back Requirements

R.V. Placement Setbacks

Condo IIA: All Lots in IIA are 60 x 40 foot rectangles (except corner Lots):
Lots: 701 to 839 and 1001 to 1414

Looking at the R.V. from the street, the R.V. must be three (3) feet from the right property line (measured with the slide outs fully extended), ten (10) feet from the rear property line, ten (10) feet from the front (street side) property line.

Any room addition must be at least ten (10) feet from the Lot line.



AERC General Set Back Requirements

R.V. Placement Setbacks

Condo IIB-1:

Lots: 2031, 2033, 2230, 2232, 2529, 2531, 2828, 2830, 2900, 2902, 2904, 2906, 2908, 2909, 2910, 2911, 2912, 2913, 2914, 2915, 2916, 2918, 2920, 2922.

Condo IIB-2:

Lots: 2027, 2029, 2120, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2231, 2314, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2530, 2620, 2822, 2824, 2826.

Looking at the R.V. from the street, the R.V. must be three (3) feet from the right property line (measured with the slide outs fully extended), ten (10) feet from the rear property line, ten (10) feet from the front (street side) property line.

Any room addition must be at least ten (10) feet from the Lot line.

Note: Some Lots in IIB-1 and IIB-2 may have to set the R.V. ten (10) feet from the right side property line.

