Mission Viejo Environmental Association

Architectural Guidelines and Application

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CONTENTS

I. INTRODUCTION

II. ARCHITECTURAL AND LANDSCAPE APPROVAL PROCESS

- A. Purpose
- B. Procedure
- C. Application Fees
- D. Required Copies and Information

III. SUBMITTAL REQUIREMENTS

- A. Drawings
- B. Other Information Required

IV. APPROVAL PROCESS

- A. Failure to Comply with Required Submittal Procedures
- B. Final Approval by the ARC
- C. Appeal Procedure
- D. Right to Adopt Additional Architectural Standards

V. ARCHITECTURAL STANDARDS & MATERIAL STANDARDS

- A. Landscaping
- B. Drainage
- C. Fences
- D. Patio Covers, Gazebos, and Other Structures
- E. Driveways and Parking Areas
- F. RV, Boat, Trailer, Commercial Vehicle Prohibitions
- G. Storage Sheds/Utility Buildings
- H. Signs
- I. Satellite dish
- J. Mailboxes
- K. Miscellaneous

VI. GENERAL INFORMATION

VII. ARCHITECTURAL APPLICATION FORMS

- Page 1 Property & Improvement Data
- Page 2 Signature Page
- Page 3 Neighbor Awareness (NA) Form
- Page 4 Chapter 9.43 of the City of MV Municipal Code
- Page 5 (when applicable) MVEA Exterior House Painting Application Color Information Sheet

VIII. OTHER EXHIBITS

- Exhibit 1 MVEA pre-approved paint colors now available and downloadable on MVEA website at www.mveahoa.com, or hard copy list by calling the Management Company. Also, each paint store in the MV area (Vista, Dunn-Edwards, Benjamin Moore, Frazee, Sherwin-Williams, and Behr at Home Depot) has an MVEA Paint Manual with color chips at their respective store. More info about house painting on Exhibit 2.
- Exhibit 2 MVEA Exterior House Painting Information two pages
- Exhibit 3 MV Company, Slumpstone Wall Detail "B", Sheet 1 of 3
- Exhibit 4 MV Company, Slumpstone Wall w/Wrought Iron "B", Sheet 2 of 3
- Exhibit 5 MV Company, Slumpstone Wall Typical Wall Location "B", Sheet 3 of 3

Date of Approval: May 21, 2009 Page 3 of 26

MISSION VIEJO ENVIRONMENTAL ASSOCIATION ARCHITECTURAL GUIDELINES

I. <u>INTRODUCTION</u>

All owners should take the time to read the attached Architectural Procedures and Guidelines. These guidelines are part of the overall governing documents of the Mission Viejo Environmental Association (MVEA) and are meant to expand upon the more general issues covered in the Declaration of Covenants, Conditions and Restrictions (CC&Rs). The CC&Rs should be read carefully.

Effective June 1, 1990, the responsibility of architectural control and approval was transferred from the Mission Viejo Company to the Mission Viejo Environmental Association. Accordingly, the Association has instituted a three-member Architectural Committee to accommodate this responsibility.

It is the general goal of the Architectural Review Committee (ARC) to assure continuity in exterior designs, which preserves and improves the appearance of the community. The CC&Rs set forth that the ARC is vested with the power to review and approve all exterior improvements to lots, residences, and dwellings in MVEA. Such improvements include, but are not limited to: construction additions, and home improvements e.g. painting, roofing, windows, doors, walls, fences, patios and patio covers, pools, spas, as well as landscape improvements. After completion of the work, the ARC, or its duly appointed representative, may inspect any improvement for which approval of plans was required.

The MVEA Architectural Committee and its powers hereunder are in addition to the requirements of the City of Mission Viejo (MV). MVEA ARC approval of all plans and specifications shall be required before such plans or specifications may be submitted to the City of Mission Viejo. In cases where an MVEA ARC approval is required, and a City of MV building permit is not required, the Homeowner still has the obligation and responsibility to comply with all City of MV zoning, safety, and setback ordinances.

MVEA STATISTICS

Approximate Common Area Acreage: 150

Number of Homes: 2,892

Nine Total Increments: 1,2,3,4,5,6,7,8,10

II. ARCHITECTURAL AND LANDSCAPE APPROVAL PROCESS

- **A. PURPOSE:** In order to maintain the architectural character of the community, it is necessary to provide more exacting guidelines than are presented in the CC&Rs and By-Laws of the Mission Viejo Environmental Association. These guidelines have been established to protect property investment and keep the community attractive to all residents.
- **B. PROCEDURE:** Members of the Mission Viejo Environmental Association (MVEA) shall obtain MVEA Architectural Review Committee (ARC) approval prior to improvement commencement and prior to any submittal to the City of Mission Viejo. Failure to obtain prior MVEA ARC approval before project commencement will result in a \$175 MVEA ARC application submittal fee.

Before work begins, owners shall present descriptions of any proposed exterior improvements including without limitations: additions, modifications, and alterations to lots, residences and dwellings. Failure to obtain necessary approvals may constitute a violation of the CC&Rs and the unauthorized improvement may have to be modified or removed at the owner's expense.

Date of Approval: May 21, 2009 Page 4 of 26

This MVEA review is in no way intended to either approve the proposed improvement for structural, mechanical, or electrical engineering, or is it in lieu of any required Mission Viejo City permits or Mission Viejo City inspections. The MVEA intent is to maintain the visual unity and aesthetics of the community. Any approved improvements are to be constructed upon the applicant owner's lot only. Approval of proposed improvements does not constitute, nor shall approval be understood or taken; as a warranty or guarantee of any kind; as permission to violate or interfere with any easement or necessary maintenance on or across the applicant's lot.

All drawings shall be prepared in a manner that contains enough information and specifications that clearly depict the proposed improvements, including property lot lines, any easements (especially on zero lot line homes, or on Lake MV lake-front lots), and the City of MV front, rear, and side yard setback requirements. Incomplete drawings will be returned to the Homeowner for correction and resubmittal.

Approval by the City of Mission Viejo, in no way constitutes MVEA architectural approval.

Detailed plans, together with the Application for Plan Review must be submitted to MVEA via the Management Company.

Once the owner receives notification of approval from the MVEA ARC, construction may commence, unless the City of Mission Viejo requires additional approval. Improvements approved by the MVEA ARC must be completed within 90 days from the approval date unless an extension has been applied for and granted by the ARC. Major house construction projects may request up to a 180 calendar day completion date at the time of initial submittal. Delays beyond the initial approved time schedule will require a new MVEA ARC Application for time extension purposes and a \$150 "major construction" Application fee.

City of Mission Viejo building permit approval is the sole responsibility of each Homeowner.

C. APPLICATION FEES: No ARC application fee is required if an application is submitted prior to the commencement of contemplated improvements. However, a \$175.00 (non-refundable) fee is required for submittal of previously initiated or completed unauthorized improvements. Your late submittal check or money order made payable to: "Mission Viejo Environmental Association" must accompany your late ARC application. If the late fee is not attached, the ARC application will be deemed "incomplete", thus not able to be reviewed. (This does include exterior paint jobs started or done without Application as well, even if no color change was involved.)

A fee of \$150 shall accompany an MVEA ARC Application for an extension of time request beyond the 180 calendar days for "major construction" work. Lingering projects not completed within specified time frames, may be deemed a nuisance by the MVEA Board of Directors, and become subject to further fines, penalties, and restrictive conditions, as the Board may prescribe.

D. REQUIRED COPIES AND INFORMATION: Application to include:

- 1. MVEA Architectural Application.
- 2. Any fee as specified within this document. (No fee if an initial application.)
- 3. Two (2) copies of all plans_and specifications. When re-roofing, submit a brochure showing the color, style, and warranty information.
- 4. Neighborhood Awareness Form.
- 5. For painting The "MVEA Exterior House Painting Application Color Information Sheet".

When painting, including projects with even no color change, include paint chips indicating walls / stucco / siding color; fascia / soffit / trim color; accent / door / patio cover color. There is a spot on this form for each color chip. Homeowners are encouraged to use MVEA pre-approved colors – see MVEA website at www.mveahoa.com, or the MVEA Paint Chip Books at the local paint stores.

III. PLAN SUBMITTAL REQUIREMENTS

The following must be included, if applicable, to constitute a complete application:

A. DRAWINGS: All drawings/plans must be of size and detail to allow the ARC to adequately review and understand the proposed improvements.

PLOT PLAN:

- 1. Show lot property lines and easements accurately as to length, angle, and curve.
- 2. Show all dimensions of work to be considered, such as distances between existing improvements and property lines. Drawings should show City of MV required main building and other structure/equipment setbacks for front, rear, and side yards.
- 3. The drawings/plans must show the location of the bottom of any slope or the top of any slope.
- 4. Drawings shall, in all cases, show the nature, kind, shape, dimensions, material, color, finish and location of proposed improvements.
- 5. The plot plan must be drawn to scale. The minimum size requirement is 8 ½" x 11". Of course, for major; landscape, hardscape or construction projects, a customary "minimum" size drawing shall be 24" x 36".

B. OTHER INFORMATION REQUIRED:

- 1. Grading plans, if applicable, which show where the established drainage pattern may be altered by the proposed improvements.
- 2. Floor plans, if applicable, which show the overall dimensions and area of the improvements, and which reflect the design concept.
- 3. A description of the materials to be used, including the proposed color scheme. Attach samples.
- 4. Landscape plan and working drawings, if applicable, including a prospective plant list.
- 5. Signatures of directly adjoining property owners are required on the MVEA Neighbor Awareness Form (NAF) that accompanies your plans of proposed improvements. All plans shall be made available to the adjacent signing neighbors prior to their signing your NAF.
- 6. If proposed improvements require access over the community property for the purpose of the transporting of labor or materials, written permission for such access shall be required. Any such requests must be filed with the ARC prior to the commencement of construction.
- 7. Any other information or documentation which may be deemed necessary by the ARC in reviewing the request.
- 8. If the ARC deems the Application submittal to be incomplete, no action will be taken, other than the return of the package to the Homeowner for correction and resubmittal.

Date of Approval: May 21, 2009 Page 6 of 26

IV. <u>APPROVAL PROCESS</u>

- **A. FAILURE TO COMPLY WITH REQUIRED SUBMITTAL PROCEDURES:** Failure to comply with the submittal_requirements and procedures set forth herein shall cause the request to be deemed "not submitted."
- **B. FINAL APPROVAL BY THE ARC:** The ARC shall give final approval or disapproval of the request within sixty (60) days from the receipt of a complete application (including all the required supporting information and documentation). If for any reason the applicant does not receive a response from the ARC within the allotted 60 days, the applicant is required to notify the Association via written correspondence to the Management Company. If no notification is received by the Association within fifteen (15) days after the 60 day period has lapsed, the application shall be deemed un-approved. If notification is received by the Association within fifteen (15) days after the 60 day period has lapsed, the ARC will have fifteen (15) days to respond to the applicant.

It should be noted that in the past few years, the MVEA ARC turn around time for this approval process has been between 7 to 14 days. However, this is by no means a guarantee, and Homeowners should allow ample time prior to scheduling their workers.

C. APPEAL PROCEDURE: In the event plans and specifications submitted to the ARC are disapproved (DENIAL), the owner filing such application may appeal, in writing, to the Board of Directors. The Board of Directors must receive the appeal intent notice within fifteen (15) days following receipt by the property owner of the "denial" final decision of the ARC. Within 45 days following receipt of the request for appeal, the Board shall render its written decision. The Board may agree with the Committee and uphold the disapproval / denial, or the Board may disagree with the ARC and approve the plans with or without restrictive conditions.

If other association Homeowners are objecting to the project, then the Board shall make an effort to schedule an Appeal hearing when both pro and con Homeowners are present, so they consider both viewpoints. An Appeal decision does not need to be made by the Board at that hearing. The Board may elect to notify the parties of their Appeal decision later, but within 15 days of the hearing.

D. RIGHT TO ADOPT ADDITIONAL ARCHITECTURAL STANDARDS: The ARC may, from time to time, adopt additional, and/or amend existing, standards. Copies of such additions, and/or amendments, will be distributed to the membership, by posting on the Association website and providing "summary" notice in the next quarterly Association newsletter, or when Application review forms are requested by Homeowners, and kept on file at the Management Company office. The MVEA website is: www.mveahoa.com.

V. ARCHITECTURAL STANDARDS AND MATERIAL STANDARDS

- **A. LANDSCAPING:** Since landscaping is a design element, the same consideration should be given to the relationship of the applicant's residence to adjacent residences. Exterior changes/modifications, whether visible or not from the street or the community property requires architectural approval for the following:
 - 1. All trees, spas, pools, outdoor BBQs / fireplaces, play / swing sets, water elements, pet enclosures, any noise producing improvements (e.g., pumps, motors), and any improvements which will change or alter either the grade or drainage such that it interferes with adjoining property, whether that property be privately owned or community property.

- 2. All landscaping, plantings, and installation of permanent irrigation systems by an owner.
- 3. Trees, hedges, and shrubs, which restrict sight lines for vehicular traffic from neighboring units, shall be cut back or removed.
- 4. Each owner shall be responsible for periodic trimming and pruning of all hedges and shrubs and trees located on his lot so as to not unreasonably obstruct the view of adjacent owners.
- 5. Materials used shall conform to type, quality, character, and detailing established in existing residence.
- 6. Commencement of grading, or excavation shall not proceed until the plans showing the nature, kind, shape, height, and location of such modifications have been approved by the ARC.
- 7. Submitted landscape plans must list all prospective plants, including ground cover, vines, espaliers, shrubs, and trees.
- 8. Minor alterations to existing landscaping, such as replacement of dead turf or plants, installation of annual bedding plants/flowers, addition of up to five shrubs, routine repairs to irrigation systems do not require ARC approval.
- **B. DRAINAGE:** Any modifications to the grade or improvements as installed by the builder shall relieve MVEA of responsibility and liability for any damage resulting from said modification. Any plan to change the original grade of any lot that changes the original drainage pattern as installed by the builder must provide an alternate drainage plan.
- **C. FENCES:** The structural framing or unfinished side of a fence shall not be exposed to any street; sidewalk, community property, or neighboring lots.
 - 1. Acceptable materials for the extension, repair, or construction of fencing shall be:
 - a. Wood, painted finished to match the existing dwelling or existing fencing.
 - b. Metallic or non-metallic pickets painted to match the existing dwelling or existing fencing. Picket spacing must comply with City standards.
 - c. Masonry and/or masonry and stucco walls, if the materials conform to the type, quality, and color, consistent with the character of the community.
 - 2. Unacceptable materials for fencing shall be:
 - a. Sheet metal
 - b. Chicken wire
 - c. Metal or plastic chain link
 - d. Plastic or fiberglass panels
 - e. Plastic webbing, reeded or straw-like materials
 - f. Wood grapestake
 - g. Woven benderboard
 - 3. No double fences shall be allowed along adjoining property lines.
 - 4. Fences over 6 feet in height require a City permit.
 - 5. Rear and side Lot property line walls shall match that described in attached Exhibits 3 thru 5, which were designed by the Mission Viejo Company, and shall conform to that in the adjoining homes, especially if these block walls and / or wrought iron pickets are visible from streets, sidewalks, or other lots. Most individual "tract-supplemental" CC&Rs called for block walls to be constructed of 6" x 6" x 18" slumpstone in "Mission" color, with 8" x 6" x 18" shadow blocks, and a 4" x 8" x 16" slumpstone "Mission" colored top cap. Pilasters, centered at the adjoining property line between lots were made of the same blocks and were 24" x 24" and did not exceed 6' in height. If a half block wall was constructed it normally had ½" x ½" wrought iron flat black pickets at 4-1/2" on center spacing secured to 1" x 1" top and bottom wrought iron rails.

6. When replacing rusted-out wrought iron, it is recommended that Homeowners preserve the uniform integrity of these property line walls and wrought iron. As such, replacement wrought iron should match in size, but may be painted either black or white, whichever is the norm for that particular neighborhood. Some vinyl rail systems are available that simulate the sizes and appearance of wrought iron rails and pickets, and these may be approved on a case by case basis. Also, an acceptable wrought iron replacement which enhances views is tempered safety plate glass panels and edge mullions. These tend to be very expensive, but may be approved, again, on a case by case basis. No wood, lattice, plastic or Lexan panels shall be approved in place of wrought iron pickets or tempered safety plate glass.

D. PATIO COVERS, GAZEBOS AND OTHER STRUCTURES:

- 1. Exposed surfaces shall match or harmonize with the existing colors and materials of the main dwelling.
- 2. Unacceptable construction materials for patio and awning structures shall be:
 - a. Metal structures, unless manufactured to simulate the appearance of wood.
 - b. Plastic or synthetic webbing, reeded or straw-like materials.
 - c. Plastic panels whether flat or fluted in style
- 3. Patios/decks must be constructed of wood or Trex (or equivalent Trex-like products), concrete, vinyl to simulate the appearance of wood or other approved masonry products, such as stone, brick, slate, etc.
- **E. DRIVEWAYS AND PARKING AREAS:** Driveways and parking areas may be masonry units, concrete, textured concrete or exposed aggregate concrete. Asphalt or gravel driveways and parking areas are not permitted.

F. RV, BOAT, TRAILER, COMMERCIAL VEHICLE PROHIBITIONS:

The current CC&Rs of the MVEA in Article IV, Section 5, specifically restrict the parking of these vehicles in residential areas.

Limited Parking/Storage. Subject only to provisions of this Section 5 which expressly and specifically provide otherwise, the following may not be stored, parked or kept upon any Lot, Association Property, Common Area or street (public or private) within the Properties: any large commercial-type vehicle (including, but not limited to, any dump truck, cement truck, oil or gas truck or delivery truck), any recreational vehicle (including, but not limited to, any camper unit or mobile home, etc.), any bus, trailer, trailer coach, camp trailer, horse trailer, boat, watercraft vehicle, aircraft, mobile home, inoperable vehicle or any other similar vehicle or any vehicular equipment (mobile or otherwise). Further, vehicles of the types referenced above may not, under any circumstance, be utilized for rental habitation or otherwise be used for regular habitation or occupancy within any Lot, Association Property, Common Area or street (public or private) within the Properties.

Vehicle Repairs. No construction, repairs or restorations (hereinafter referred to cumulatively as "Repairs") of any motor vehicle, boat, trailer, aircraft or other vehicle may be conducted upon any Lot, Association Property, Common Area or street (public or private) within the Properties.

Exception: Minor Vehicle Repairs/Maintenance. The terms of this Section 5 do not prohibit minor vehicle repairs / maintenance, such as those that can be easily completed within an eight (8) hour period. Also, during this minor repair work, subject vehicle shall not be left on jacks (or similar supporting devices) overnight.

Exception: Vehicle Repairs Not Visible. The terms of this Section 5 do not prohibit Repairs conducted within a Residential Lot provided that the Repairs and the subject vehicle are not visible from any street (public or private) or other Residential Lot within the Properties (when the area is observed from 6 feet above the grade of the subject street or 6 feet above the ground level grade of the primary dwelling upon any Residential Lot).

Exception: Camper Trucks in Regular Use. The terms of this Section 5, subject to approval by the MVEA Board of Directors, do not prohibit the parking of camper trucks and similar vehicles within the Properties, provided that the subject vehicle is (i) currently licensed for roadway use, (ii) regularly used for substantive roadway transportation, (iii) parked only within the driveway of a Residential Lot within the Properties, and (iv) does not cause an unreasonably detrimental impact upon the appearance of the surrounding area of the Properties as a whole, and does not unreasonably detract from the beauty, wholesomeness and attractiveness of the community. The determination of whether or not a particular vehicle causes an unreasonable detrimental impact and/or unreasonably detracts from the beauty, wholesomeness and attractiveness of the community shall be solely that of the Board of Directors, which, in addition to the aesthetics of the vehicle itself, may also consider (and may, in its sole discretion, condition any determination upon) requirements/limitations as to the days, hours and location(s) of its parking within the Properties. For purposes of this paragraph, "regularly used" means and refers to the use of the vehicle for substantive roadway transportation one or more times within any 96-hour period (moving the subject vehicle from one parking location to another within the community without substantive roadway transportation use shall not be considered "regular use" of that vehicle).

Exception: Parking/Storage of Recreational Vehicles. The terms of this Section 5 do not prohibit the parking and/or storage of any recreational vehicle (including, but not limited to, any camper unit or mobile home), any bus, trailer, trailer coach, camp trailer, horse trailer, boat, watercraft vehicle, aircraft, mobile home, inoperable vehicle or any other similar vehicle or any vehicular equipment (hereinafter referred to collectively as "Recreational Vehicles") within any Residential Lot provided that the following criteria are met at all times during such parking/storage:

- (a) View from Streets and Other Association Lots (Substantial Concealment): The Recreational Vehicle is substantially concealed from view from all streets (public and private) within the Properties and from all other Residential Lots within the Properties. For purposes of this Section, "substantially concealed" shall mean and refer to (i) at least the bottom 6 feet of the each side of the Recreational Vehicle being entirely screened from view of all streets (public and private) within the Properties and from all other Residential Lots within the Properties, and (ii) less than 50% of each side of the Recreational Vehicle (the front, sides and rear) being visible from any street (public or private) within the Properties, and from within any Residential Lot (the visibility referenced in this paragraph is to be determined when the area is observed from 6 feet above the grade of the subject street or 6 feet above the ground level grade of the primary dwelling upon any Residential Lot); and
- (b) Visible Portions of Recreational Vehicles: The portions of any Recreational Vehicles that are visible from any streets (public or private) within the Properties and/or from within any Residential Lot (i) must not contain or bear graphics, depictions, labels, signs, multi-toned or multi-colored paint, or other characteristics that unreasonably detract or distract from the beauty, wholesomeness and attractiveness of the community, (ii) must be of a color and physical configuration that is not unreasonably detrimental to the appearance of the surrounding streets and Residential Lots and which is generally in harmony with the color of the surrounding improvements, and (iii) must not otherwise unreasonably detract or distract from the beauty, wholesomeness and attractiveness of the community as a whole. The determination as to whether or not a particular Recreational Vehicle

complies with the foregoing requirements shall be solely that of the Board of Directors, which, in addition to the aesthetics of the Recreational Vehicle itself, may also consider (and may in its sole discretion condition any such determination upon) the use of tarp vehicle covers or other similar materials to shield certain portions or aspects of the visible Recreational Vehicle from the view from the streets or other Residential Lots; and

(c) Compliance with Applicable City Requirements: The Recreational Vehicle and the manner and location where it is parked and/or stored within any Residential Lot complies with all applicable City requirements and, if requested by the Master Association, the Owner(s) of the Residential Lot upon which the Recreational Vehicle is parked/stored must, within 30 days, provide evidence of such compliance in the form of a City approval letter, or other documentation establishing such City approval. The determination as to whether or not the Owner has submitted adequate evidence of City Approval shall be solely that of the Board of Directors.

Violations – Fines and Discipline. Violations of the provisions of this Section 5 shall constitute a violation of the Master Association's Environmental Restrictions and are subject to all of the Master Association's enforcement and disciplinary rights and powers for such violations. Additionally, and without any limitation upon the Master Association's other enforcement and disciplinary rights and powers, the Master Association's Board of Directors shall also have the authority to impose a fine for each day a violation of the provisions of this Section 5 persists as follows: A fine equal to the per diem rate for the storage of the offending Recreational Vehicle, vehicle and/or equipment at a Recreational Vehicle and/or vehicle storage lot/company within a 35-mile radius of the Properties, plus 35%. The Board of Directors may, in its sole discretion, and at any time, choose any storage lot/company within the referenced radius, and once prices have been obtained from a chosen lot/company, they may be relied upon for purposes of imposing fines pursuant to this Section 5 for a period of up to 36 months without additional verification or adjustment.

Determinations of Compliance/Exceptions. The determinations as to whether or not any vehicles or Recreational Vehicles comply with the requirements for parking, storage and/or repair within the Association Project or within any given Lot shall be made only by the Master Association's Board of Directors. Any determination by the Board of Directors with respect to such matters contemplates only the conditions and circumstances at the time of the related inspection, and are subject to further and potentially differing future determinations as a result of, among other things, changed vegetation, reconfiguration of Residential Lots and/or Improvements thereon, deteriorating surfaces of vehicles/Recreational Vehicles, and/or their associated coverings, etc. If the Master Association and its Board of Directors become aware of a violation of the terms of this Section 5, the Master Association (through its Board of Directors) has the right and power to proceed with disciplinary and enforcement action with respect to that violation. However, the Master Association has no obligation to proceed with/pursue such disciplinary and/or enforcement action. A determination by the Master Association that it will not proceed with/pursue such disciplinary or enforcement action does not, in any way, impair or prejudice any existing right of any individual Owner to independently seek enforcement by/through legal action directly against the offending Owner.

Temporary Parking: Parking of a recreational vehicle or boat in front of a Homeowner's property or in the driveway thereof is permitted, provided the sidewalk is not blocked, while actively engaged in loading or unloading of said vehicle/boat, but in no event for longer than 72 hours. Loading or unloading shall mean active loading or unloading, including the performance of those activities required to prepare the vehicle/boat for either travel or storage.

G. STORAGE SHEDS/UTILITY BUILDINGS: Storage sheds and/or utility buildings are reviewed on a case by case basis. The ARC can not guarantee that any particular lot will be approved for the

installation. However, in no event shall such shed structure be visible from any street, sidewalk, or common area. For a shed to be approved, it must not be visible from the street, it must not be sited within the normal 3 foot side yard setback (7 feet if a street side yard), it should be painted to match the colors of the main dwelling, and the adjacent neighbors should not have any objection to its placement. Screening a shed from neighbor's side yard view is strongly recommended.

H. SIGNS:

- 1. All signs for the purpose of selling a residence must be professionally prepared. Signs must be only of the acceptable standard "Real Estate" type and size they shall not exceed 24" x 36" in size. All signs must conform to the requirements of the City of Mission Viejo, including purpose, size, number, etc.
- 2. No signs shall be placed in common areas.
- I. SATELLITE DISH: Satellite dishes may not be installed on any MVEA common property. The Architectural Committee will consider an application for a satellite dish or antenna on a case by case basis. Transmitting antennas are prohibited. All satellite dishes, antennas, and wiring shall be located in an inconspicuous location preferably placed on the side or rear of the house, below the roofline.
- **J. MAILBOXES:** Mailbox posts, standards and enclosures shall be subject to the control and approval of the ARC unless otherwise controlled by the U.S. Postal Service.

K. MISCELLANEOUS:

- 1. **Signatures** of directly adjoining property Owners are required on the Neighbor Awareness Form (NAF) that accompanies any plans for proposed improvements
- 2. **Decks:** No decks, which overhang onto the slope area, will be allowed.
- 3. **Glass Tinting:** Glass tinting requests will be considered by the ARC. However, mirror finishes will not be approved.
- 4. **House Numbers:** All house numbers other than those installed by the builder, are subject to review by the ARC. In no event shall numbers replacing the original numbers exceed six (6) inches in height. Acceptable materials shall include, but are not limited to, wood, ceramic tile, and metal. The ARC must also approve decorative borders.
- 5. **Lighting:** Exterior lighting must be of low illumination level. Higher levels of lighting may be approved, if they are neither directed nor placed so as to create an annoyance to the neighbors, as determined by the ARC.
- 6. **Setbacks:** It is the Homeowners responsibility to comply with all setback requirements of the City of MV when designing their improvement plans. No swimming pool, spa, water feature, fish pond, shed, stationary BBQ, stationary outdoor kitchen, fire pit, fire place, patio cover, gazebo, deck, or other permanent structure shall be sited within a 3 foot rear setback or a 3 foot side yard setback (7 feet if a street side yard). No air conditioning equipment, or pool/spa equipment shall be sited within a 3 foot rear setback or a 3 foot side setback. No tennis court, exterior stairs, deck, or balcony shall be sited within the main dwelling setback, which is 20 feet front, 10 feet rear, 7 feet street side, and 5 feet interior side. It shall be noted, that even if your project does not require a City of MV building permit, the zoning setbacks must still be followed.
- 7. **Holiday Lighting:** Holiday lighting is permitted without ARC approval from November 1 through January 31, only.
- 8. **Pools:** Plans for pools, spas, and related equipment will be considered on an individual basis. Pool support equipment (typically pumps / motors and filters) shall not be installed on any portion of any Lot unless such equipment is installed in such location and in such manner as to be obscured from the view of other persons in the Association to the greatest degree practicable.

- Also this pool/spa support equipment shall not be sited within the 3 foot rear and side yard setback which is the City of MV zoning ordinance. Pool/spa daily filtration cycles shall be set to operate between the hours of 7 AM and 10 PM.
- 9. **Playground Equipment:** basketball backboards, swings, playhouses, and other playground equipment will be considered on an individual basis, if located unobtrusively. Swing sets, playhouses, and/or other playground equipment may be required to be painted to match the main color, or the accent color, of the dwelling should they fall into disrepair, become aesthetically unacceptable, or unsightly. Playground equipment is not allowed in the front yard, or in side yards outside fence perimeters.
 - Mobile backboards are allowed, but must be stored away from street side view and must comply with MV City Code.
- 10. **Screen Doors:** Screen doors on the front door or entrances shall be reviewed by the ARC on a case by case basis. Screen doors may be required to be painted to match the color of the dwelling.
- 11. **Exterior Painting:** Any painting, including projects with no color change, of the exterior of the building, or other improvements must receive the written approval of the ARC. The MVEA Board has pre-approved about 340 colors within 6 brands of paint to make Homeowner selections easier. These colors are listed on the MVEA website at: www.mveahoa.com. Also, each of the 6 branded paint stores in the Mission Viejo area has a paint chip book at their store for Homeowner use. Please refer to the Paint Information provided in Section VIII Exhibit 2 of these ARC guidelines. Color samples (paint chips) of all paint or stains planned for exterior use are required to be submitted to the ARC, especially when they deviate from the colors currently pre-approved by the MVEA.
- 12. **Drainage and Fill:** There shall be no interference with the established drainage patterns over any lot, or community property, unless an adequate alternative provision is made for proper drainage, and is first approved by the ARC.
- 13. **Rain Gutters and Downspouts:** No rain gutters, downspouts, or scuppers to control water shed from roofs shall be installed without the approval of the ARC. Such improvements shall be primed and painted to match the color of the adjacent surface.
- 14. **Unsightly Items:** All weeds, rubbish, debris, or unsightly materials or objects of any kind shall be regularly removed from the lots and shall not be allowed to accumulate thereon. All clotheslines, refuse containers / trash cans, woodpiles, storage areas, machinery, and equipment shall be prohibited upon any lot unless obscured from view of adjoining streets, sidewalks, dwellings, or community property. Homeowners who store trash containers (or other materials) behind wrought iron gates without perforated metal screening, should take action to adequately screen those items from street view.
- 15. **Flagpoles:** The installation of free-standing flagpoles shall be subject to review by the ARC. The height of the flagpole shall not exceed 20 feet. Free-standing flagpole front and rear yard setbacks will be at the discretion of the ARC. Small flagpoles not over six (6) feet in length designed to attach to a structure (ie: wall) that display the United States flag, or "seasonal" flags are allowed without an MVEA architectural approval. Only one such flagpole will be allowed per Lot.

Homeowners are requested to follow US flag display protocols, and replace the flag when it becomes badly worn. However, if a nuisance complaint is received on a particular situation, the MVEA ARC has the right to investigate and render a decision, which may impose some use restrictions or removal, if the Board deems that particular situation to be a nuisance to the neighborhood. It shall be noted that both California Civil Code as well as Federal Code prohibit a HOA from preventing a Homeowner from displaying the United States flag. However, the same Codes do give HOA's some latitude in setting reasonable conditions.

- 16. **Window Coverings:** Only curtains, drapes, shutters, or blinds may be installed as permanent window covers. No aluminum foil, paint, newspaper, or similar covering deemed to be inappropriate for a window covering should be applied to the windows or doors of any dwelling.
- 17. **Skylights and Solar Energy Equipment:** Any skylights, or any system to accommodate solar energy equipment, must have the approval of the ARC prior to installation. All mechanical equipment exposed to the exterior, including pumps, heaters and air conditioning compressors, and solar devices, including collectors shall be subject to review and approval of the Architectural Committee. No solar heating panels or other solar energy collection equipment shall be installed on any portion of any Lot unless such equipment is installed in such location and in such manner as to be obscured from the view of other persons in the Association to the greatest degree practicable without significantly decreasing its efficiency. No person shall install any such panels or equipment without the prior written consent of the Architectural Committee, which shall have the right to reasonably restrict and determine the size, shape, color, style, materials or location of any such panels or equipment, subject to the provisions of California Civil Code Section 714, as same may be amended, from time to time. At a minimum, any solar panels are to be integrated with the roof design with the panels and frame colored to match the roof. Solar panels must be maintained in good repair and appearance.
- 18. **Umbrellas:** Umbrellas must be of a type and color that harmonize with the existing colors of the main dwelling. Umbrellas may not depict any commercial advertising or writings. Umbrellas must be properly maintained to the satisfaction of the ARC, and may not be kept when frayed, split, torn, or faded.
- 19. **Conditions Not Defined:** Any condition or material not defined within these guidelines shall become a matter of judgment on the part of the ARC.

VI. GENERAL INFORMATION

- 1. Any photos required by the ARC will not be returned to the owner.
- 2. No owner shall alter any landscaping, and/or otherwise change any community property, owned and maintained by MVEA.
- 3. Once the Homeowner has obtained all approvals necessary (MVEA ARC, and maybe Lake MV Assoc if a lake front lot, and a City of MV building permit), it shall be the Homeowner's responsibility to make sure that his/her contractors follow City of MV work guidelines for hours of operation, and keep the construction noise, and clutter to a minimum.
- 4. At no time, shall any building material or construction equipment be stored in the street, sidewalks, or community property. Any delivery of construction material or equipment must be moved to the rear yard behind the fence and out of view from community areas the same day of delivery.
- 5. Any improvements constructed by owners adjacent to common area fences must leave sufficient access to allow for normal repair or replacement of said fences. At no time shall any concrete be poured, or structures be built against common fences.
- 6. When construction work requires the use of adjoining property, the applicant shall obtain written permission from the adjoining property owner. A copy of this letter shall be filed with the MVEA Architectural Application.
- 7. All work must be performed in a manner consistent with the construction standards of the dwelling, and with the design and appearance of the community. All work considered being of an unsightly finished nature, or of lesser quality than the prevailing community standards, shall be reworked to an acceptable appearance at the owner's expense.
- 8. If written approval of the ARC is not obtained, construction shall constitute a violation of the CC&Rs, and the unauthorized improvement may have to be modified or removed at the owner's expense. No construction may commence for any exterior improvements without written approval from MVEA's ARC.

9. Once an owner receives written approval from the ARC, construction may commence, unless the City of Mission Viejo requires additional approval.

VII. ARCHITECTURAL APPLICATION FORMS

See Pages 14 thru 18

VIII. <u>EXHIBITS 1 - 5</u>

See Pages 21 thru 26

Date of Approval: May 21, 2009 Page 15 of 26

MISSION VIEJO ENVIRONMENTAL ASSOCIATION ARCHITECTURAL APPLICATION

Owner(s) Name:	
Property Address:	
Date of Submittal:/	
Increment Number:	
Estimated Duration of Construction Project (In Weeks):	
IMPROVEMENT DESCRIPTION SUMMARY	

SUBMISSION REQUIREMENTS

- 1. **Application:** Complete architectural application form.
- 2. **Plans and Specifications:** Include two (2) sets of detailed plans and/or color chips/brochures for roofing and painting, including projects with no color change.
- 3. **Neighbor Awareness Form:** Include completed Neighborhood Awareness Form (NAF) with signatures of directly adjoining property owners (each side, front or rear). All plans shall be made available to the adjacent signing neighbors prior to their signing your NAF.
- 4. Fee: No fee is required upon submittal of an application when plans are submitted prior to the commencement of contemplated improvement. However, a \$175.00 (non-refundable) fee is required for submittal of previously initiated or completed unauthorized improvements without prior MVEA ARC approval. Checks should be made payable to: Mission Viejo Environmental Association.
- 5. **Submit Application**: Send to: Mission Viejo Environmental Association

c/o Action Property Management 2603 Main Street, Suite 500 Irvine, CA 92614-4261

949-450-0202 - FAX 949-450-0303;

Or send your application to the current MVEA Management Company of record (info at www.mveahoa.com).

6. **Approval:** The Architectural Committee's decision will be transmitted to the applicant within sixty (60) days of application receipt. Upon plan approval by the Committee, owners may need to secure a building permit approval, as may be required by the City of Mission Viejo.

OWNER AGREEMENT

Owner(s) hereby agree to all the terms, conditions, and policies as stated below:

Policy Compliance: Owner(s) agree to require all contractors employed during the residence addition/improvement to abide by all the policies established by the Architectural Committee and the City including but not limited to access, hours of work (Mon-Sat, 7am-7pm), noise, cleanup, etc. It is also understood and agreed that contractors will not be allowed to work on Sundays or Federal Holidays.

Permit Requirement: Upon plan approval by the Committee, owner(s) agree to secure a building permit approval, as may be required by the City of Mission Viejo.

Date of Approval: May 21, 2009 Page 16 of 26

Work Completion: The improvements you have submitted to MVEA must be completed within (90) ninety days from the approval date. If additional time is needed to complete approved improvements, you are required to apply for an extension from the Association. The fee for an extension of time for major construction projects beyond the granted 180 calendar day limit is \$150.00. Workmanship: It is the obligation of the property owner to assure that all work performed shall be done in a good workmanship like manner equal to or better than the standards of workmanship applied to the original construction. If, in the opinion of the Architectural Committee, the workmanship performed has not been done in a good workmanship like manner, then the owner shall be responsible to make the necessary corrections within thirty (30) days from the date of notice. If these corrections are not made within thirty (30) days from the date of notice, then the improvements shall constitute an unapproved structure and the property owner shall be held in noncompliance with the Declarations of the Covenants, Conditions and Restrictions.

Drainage: Your home site was graded to drain in accordance with the County of Orange Building and Safety Department standards. When making home improvements or landscaping, do not allow your contractor to change grades or drainage without professional advice. Demand guaranteed drainage from the contractor. Property owners must maintain proper drainage from common areas, prevent drainage on to common areas, and prevent drainage on to neighbors' property.

Building and Safety Regulations: Approval of plans by the Architectural Committee does not relieve you (the property owner) of complete adherence to all the codes and regulations of the City of Mission Viejo or other governing agencies (i.e. Mission Viejo Department of Building and Safety) as well as appropriate utility companies. Please note that items which will require approval of the Building Department are as follows, but not limited to: Room additions; patio covers (footing for supports should be inspected prior to pouring slab); retaining walls with grade differential of 18 inches or more; re-roofing, swimming pools and equipment; sprinkler systems; alterations in plumbing, heating and electrical; and air conditioners.

Damage Due to Construction: If any existing public improvements or utilities are damaged or destroyed during any phase of construction to which these approved plans apply, the property owner shall, at his own expense, replace and/or repair such damage, subject to the final approval of the appropriate governing agencies and/or utilities.

Encroachment: Approval of this Architectural application in no way authorizes encroachment into the Association common areas and/or adjacent properties. It is the Owners sole responsibility to verify that proposed improvements do not expand beyond the Homeowners specific plot plan. The Association is not responsible for verifying that proposed improvements do or do not constitute an encroachment.

SIGNATURE OF OWNER(S)

Date: Phone: Do Not Write Below This Line ARCHITECTURAL REVIEW COMMITTEE APPROVAL Approved Approved with Conditions Denied
ARCHITECTURAL REVIEW COMMITTEE APPROVAL
ARCHITECTURAL REVIEW COMMITTEE APPROVAL
Approved With Conditions Denied
nature: Date:
nature: Date:

NEIGHBOR AWARENESS FORM

Community Development Department CITY OF MISSION VIEJO 200 Civic Center Mission Viejo, CA 92691 -- (949) 470-3074

Chapter 9.43, of the City of Mission Viejo Municipal code pertaining to architectural and design review provides that no person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify any structure, or install a new roof on any structure, on any property in a residential zone in the City unless the resulting construction is found to be compatible with neighborhood within which it is located.

I,	, am requesting a permit to modify my real property at	
(Number and Street Name)	M.V., C	A in the following manner: (Zip Code)
(Building permit reason)		
	signed by the PROPERTY OWNERS on either some a City of Mission Viejo building permit:	side (2), and a front or back neighbor depending upon the
PROPERTY OWNER	PROPERTY OWNER	PROPERTY OWNER
(Print name)	(Print name)	(Print name)
(Signature)	(Signature)	(Signature)
(Address)	(Address)	(Address)
(Home Phone)	(Home Phone)	(Home Phone)
(Date)	(Date)	(Date)
(Tract/Lot)	(Tract/Lot)	(Tract/Lot)

am aware of and consent to the above-described residential property improvement(s) at my neighbor's property.

Date of Approval: May 21, 2009

CHAPTER 9.43 of the Mission Viejo Municipal Code ARCHITECTURAL AND DESIGN REVIEW

9.43.005 PURPOSE AND INTENT

The regulations of this Chapter only apply to matters requiring a City Building Permit with the exception of amateur radio station antennas. The purpose of this Chapter is to preserve the natural scenic character of the City. Minimum standards are established relating to the siting and massing of either a new structure or a remodeled structure in an existing neighborhood to ensure, to the greatest extent practicable, that the resulting structures are compatible with the neighborhoods within which they are located. The intent of this Chapter is to regulate the development or redevelopment of each building site with respect to adjacent land, public or private, and existing structures so as to maximize visually pleasant relationships, ensure a bright, open neighborhood with a maximum of light and air, and avoid the unpleasant appearance of crowding one structure against another, or of one structure towering over another, insofar as is reasonable and practical. It is not the intent to restrict or regulate the right of an individual property owner to determine the type of structure or addition he or she may wish to place or modify on the parcel. It is the intent, however, to ensure that the new or modified structure does not impact adjacent property owners or the compatibility of structures in the neighborhood. The regulations in this Chapter are in addition to the other regulations/ordinances of the City, and, where in conflict, the more restrictive regulations shall apply.

9.43.010 COMPATIBILITY IN RESIDENTIAL ZONES

No person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify, any structure, or install a new roof on any structure, on any parcel in a residential zone in the City for which a building permit is required unless the resulting construction is found to be compatible with the neighborhood within which it is located. The design criteria and review processes contained in this Chapter are provided to protect and maintain the established character of all residential neighborhoods within the City.

9.43.015 OBJECTIVES

In order to maintain neighborhood compatibility, any proposal for construction within a residential zone shall comply with the following objectives:

- (a) <u>Natural Amenities</u>
 - Improvements to residential property shall respect and preserve, to the greatest extent practicable, the natural features of the land, including the existing topography and landscaping.
- (b) Neighborhood Character
 - Proposals shall be reasonably compatible with the existing neighborhood character in terms of the scale of development of surrounding residences, particularly those within 300 feet of the proposed development parcel boundaries. While many elements can contribute to the scale of a residential structure, designs should minimize the appearance of over or excessive building substantially in excess of existing structures in the neighborhood. The square footage of the structure and the total lot coverage should reflect the uncrowded character of the City and the respective neighborhood. The height of the structures shall maintain, to the extent reasonably practicable, consistency with the height of structures on neighboring parcels.
- (c) Privac
 - Design proposals shall respect to the extent reasonably practicable the existing privacy of adjacent parcels by maintaining an adequate amount of separation between the proposed structure and adjacent parcels, and the design of balconies, decks, and windows should respect the existing privacy of adjacent parcels.
- (d) <u>Views</u>
- Designs should consider, to the extent reasonably practicable, neighbor's existing views.

9.43.020 PROCESS

The following requirements shall apply to all proposals for construction of new, or modification of, or addition to existing structures, for all residential parcels.

- (a) Application
 - An application for Architectural review shall be made to the Director on forms furnished by the Director and accompanied by plans showing the effect of the proposed work upon visual relationships with other parcels, existing structures, or land adjacent to or within 300 feet of the proposed work, and any other information the Director may require. The application shall be accompanied by the required fees pursuant to Chapter 9.55 (Applications and Fees).
- (b) Review by Homeowner Association
 - An application, involving a parcel regulated in part by a homeowner association referred to in the Conditions, Covenants and Restrictions (CC&R's) for said parcel, shall be submitted to the architectural review committee of the homeowner association for review. In the event the homeowner association does not have an active or established architectural review committee, the Director shall review the application.
- (c) <u>Non-Homeowner Association Parcels</u>
 - An application for Architectural Review for a parcel which is located in an area which does not have a homeowner association identified in the CC&R's for said parcel shall be submitted to the Director for review.
- (d) Submission to Adjoining Property Owners
 - If, in the opinion of the Director, a proposed improvement would directly impact a neighboring parcel, the applicant shall submit the application for Architectural Review to the owner of the adjoining parcel for review and comment.
- (e) <u>Approvals</u>
 - In the event that an architectural review committee or its designated representative, the Director, and all adjoining property owners, in any, approve of the proposed improvement and file written consent(s) thereto within 60 days of submission, the application shall be deemed approved, and the proposed improvement can be submitted to plan check, if required. Failure to act on the proposed improvement within the 60 day period shall be deemed approved by the entity or person to whom the proposed improvement was submitted. The Director may grant an extension of time to an architectural review committee if good cause is shown and the request is made in writing. It shall be the responsibility of the applicant to submit to the Director written evidence showing the initial submittal date of plans to the architectural review committee and adjoining property owners.
- (f) Referral to Commission
 - In the event that a proposed improvement is disapproved by an architectural review committee, the Director, or any adjacent property owner, the architectural review application shall be submitted to the Commission for review and determination. The Director shall set the application for public hearing and shall give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Commission may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days after the conclusion of its hearing. The decision of the Commission shall be final unless appealed to the Council.
- (g) Appeal of Decision to Council
 - Any interested party may, within 15 days after the decision of the Commission, appeal the decision to the Council. The appeal shall be filed with the City Clerk on a form prescribed by the Council, accompanied by payment of the fee pursuant to Chapter 9.55 (Applications and Fees), and shall include the reasons for the appeal. The City Clerk shall set the appeal for public hearing and give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Council may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days of the conclusion of the hearing. The resolution shall contain the Council's findings. The City Clerk shall mail a copy of the resolution to the applicant and the decision of the Council shall be final.

MVEA Exterior House Painting Application – Color Information Sheet

Site address: Date:	
Walls / stucco / siding	<u>- color</u> Brand of paint:
Affix color chip here.	Color name:
	Color number:
	Is this on MVEA's pre-approved list?yesno
	If NO, closest pre-approved color is:
Fascia / soffits / trim -	color Brand of paint:
Affix color chip here.	
, see	Color number:
	Color number:
	Is this on MVEA's pre-approved list?yesno
	If NO, closest pre-approved color is:
Accent / door / patio co	over - color Brand of paint:
Affix color chip here.	Color name:
	Color number:
	Is this on MVEA's pre-approved list?yesno
	If NO, closest pre-approved color is:
* * * * * * * * * D	o not write below this line. * * * * * * * * * * *
Approved Appro	oved with conditions Denied (please resubmit)
Conditions / Comments:	

EXHIBIT 1 – MVEA PRE-APPROVED PAINT COLORS

MVEA pre-approved paint colors are now available and downloadable on the MVEA website at www.mveahoa.com, or hard copy list by calling the Management Company. Also, each paint store in the MV area (Vista, Dunn-Edwards, Benjamin Moore, Frazee, Sherwin-Williams, and Behr at Home Depot) has an MVEA Paint Manual with color chips at their respective store.

Date of Approval: May 21, 2009 Page 21 of 26

EXHIBIT 2 – MVEA EXTERIOR HOUSE PAINTING INFORMATION

(Two pages)

General:

Thank you for your interest in improving your home, by doing so you are not only improving the quality of your life but you are also contributing to the continued improvement of the Community.

The goal of the Association's Architectural Review Committee (ARC) is to maintain a pleasing aesthetic quality within our Association that protects Home Equity and avoids drastic exterior colors that may be objectionable to the Homeowners. All exterior house painting projects require an Association architectural application approval whether the color remains the same or is changed.

How to apply:

Prior to starting your paint project please fill out and submit an MVEA Architectural Application Form and "Color Information Sheet" and include your sample paint color chips. There is no fee for Applications filed prior to commencement of work. All application forms are available to download from the Association's website at www.mveahoa.com. If you do not have access to a computer please contact Action Property Management at 949-450-0202 and request that the application forms be mailed to you.

Please have your colors selected and submit your application at least two weeks prior to arranging the start date with your painter. The normal application approval time is 7 to 10 days.

Failure to fill out the MVEA Architectural Applications may result in your project not being approved and the Association requiring your house to be repainted as well as paying a \$175 Application fee.

Pre-approved Brands and Colors:

To expedite the approval process there are about 339 pre-approved colors on the MVEA color palette. The Architectural Review Committee (ARC) has pre-approved six paint manufacturers: Behr, Benjamin Moore, Dunn-Edwards, Frazee, Sherwin-Williams, and Vista. If you wish to use another brand of paint please select colors that match the ARC pre-approved color palette.

For your convenience, each of the above paint suppliers in the Mission Viejo area have the MVEA preapproved colors on hand. The Vista Paint store on Alicia and Muirlands have also posted pre-approved MVEA color boards on their wall. With the exception of Home Depot, MVEA has arranged for Association Homeowners to receive a community discount.

The MVEA Pre-approved Color list:

You may also download a Microsoft ® Excel Spreadsheet of all pre-approved MVEA colors and code numbers. Due to tint and color settings varying from computer to computer, color samples on-line are impractical. The majority of the MVEA colors are from stock paint chip samples that are available at all six retail stores in or close to Mission Viejo. (At a MVEA Board action taken on March 20, 2008, some colors were deleted, and a few previously approved "body" colors were restricted to "trim" use only. These changes are reflected in the 3-20-08 file posted on the Association website.)

On the MVEA pre-approved color spreadsheet there are terms used such as "walls" and "trim". If a color is approved for walls, it means that color may be used on the body surfaces of your home, such as, siding, stucco, etc. These "wall" colors can also be used on trim or accents such as, gates, fences, doors and widow boxes. However, if a color is approved for trim, it means that this color is restricted for use on trim features only and may not be used as a "body" or wall color. Trim colors are acceptable on fascia boards, soffits, patio covers, or accents such as, gates, fences, doors and widow boxes. To simplify the process the MVEA Color Information Sheet has areas for your color chips to be affixed to a particular wall or trim category.

Date of Approval: May 21, 2009 Page 22 of 26

Paint Stores:

For your convenience, listed below are the addresses and phone numbers of the closest Association approved paint supplier. Each of these stores has an MVEA Exterior Paint Book containing their preapproved paint color chips, names and code numbers. Ask their sales staff to let you see the MVEA Paint Book.

Behr Paints - Any Home Depot store, or closest

The Home Depot Store hours: Also at Home Depot stores: 27952 Hillcrest M-F 6:00 AM to 10:00 PM Lake Forest – El Toro Road Mission Viejo, CA 92692 Sat 6:00 AM to 10:00 PM Lake Forest – Lake Forest Rd. Sun 7:00 AM to 9:00 PM

Benjamin Moore Paintsat...

Homestead Paint Store hours:

23854 Via Fabricante M – F 6:30 AM to 5:00 PM Mission Viejo, CA 92691 Sat 8:00 AM to 3:00 PM 949-768-7788 Sun Closed Sundays

Dunn-Edwards Paint Company

30102 Santa Margarita Parkway, #A Store hours: Also at Lake Forest store.

Frazee Paint & Wallcovering

25800 Jeronimo Road, #702 Store hours:

Sherwin-Williams Company

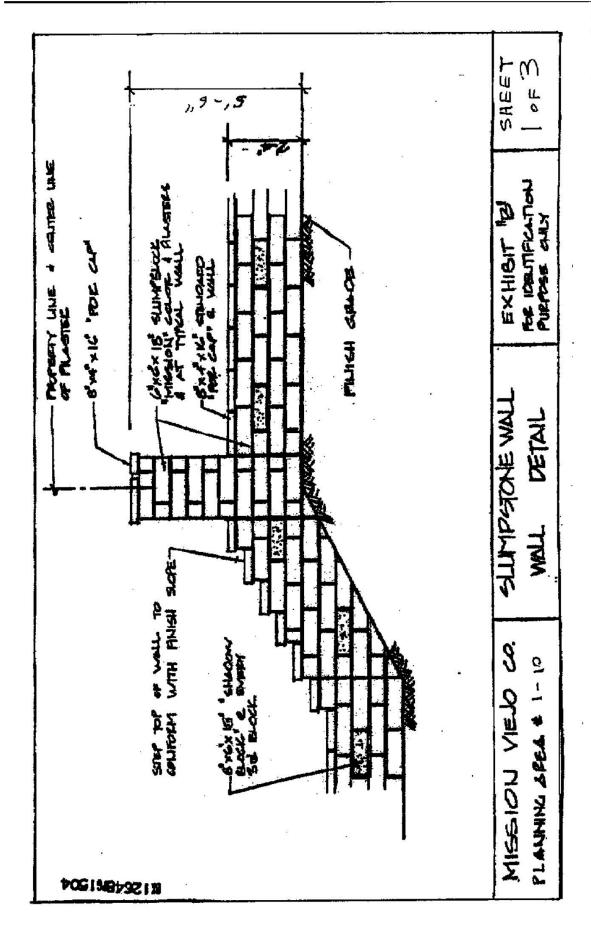
22500 Muirlands, Suite C Store hours:

Vista Paint Company

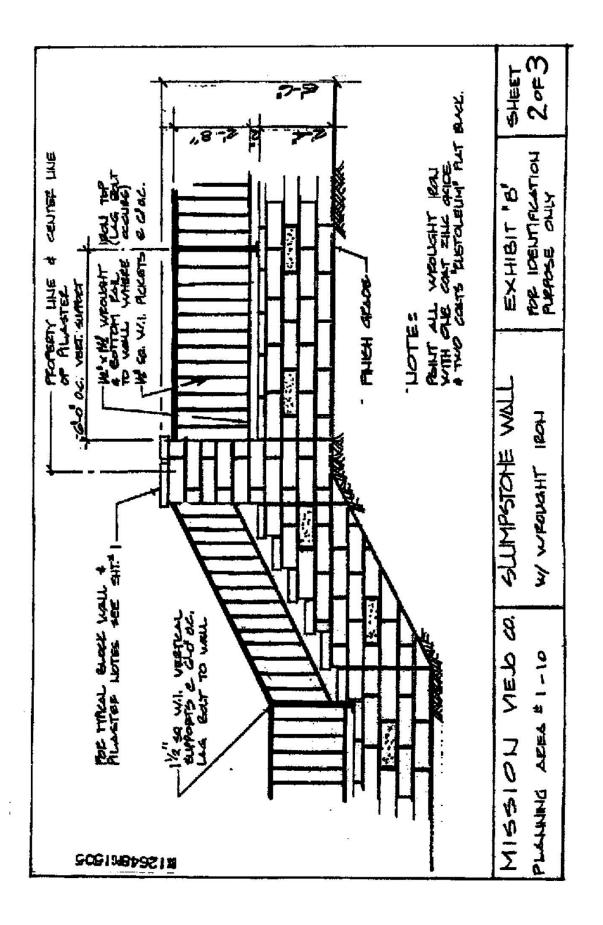
24164 Alicia Parkway (at Muirlands) Store hours:

MVEA Paint Info.doc......04-21-08 FRF

EXHIBIT 3 MVEA ARC GUIDELINE



MVEA ARC GUIDELINE - EXHIBIT 4



MVEA ARC GUIDELINE - EXHIBIT 5

