

## SEA COUNTRY - THE VILLAGES COMMUNITY ASSOCIATION

### ARCHITECTURAL GUIDELINES AND PROCEDURES

These Architectural Guidelines are designed with the goal of maintaining the aesthetic beauty of the community and to protect and maintain the property values of the community. Exterior improvements to your Lot must be approved by the Architectural Committee (AC) prior to beginning any construction activity. Improvements include, but are not limited to, any alteration, removal, relocation, repainting, demolition, addition, installation, modification or reconstruction of any Improvements, including landscaping, in the Properties, until the plans and specifications showing the nature, kind, shape, height, width, color, materials and location of the same shall have been submitted to the AC and approved in writing by the AC. If you are unsure if your project requires approval by the AC, please contact the Committee via Bali Management and they will let you know if the modification requires approval.

Please review these "Guidelines" prior to completing your application form to ensure your submission is complete. If at any time you have any questions regarding the review process, please contact our management representative at (310) 294-5370. Once a submission is deemed complete, it will be sent to the AC for review and action.

### PURPOSE AND POLICIES

The Architectural Committee shall approve plans and specifications submitted for its approval only if it deems that the construction, alterations, or additions contemplated in the locations indicated will not be detrimental to the appearance of the surrounding area of the Properties as a whole, will not unreasonably restrict or impair an Owner's use of his property, as determined solely by the AC, or will not unreasonably interfere with an Owner's privacy, as determined solely by the AC, that the appearance of any structure affected will be in harmony with the surrounding structures, that the construction will not detract from the beauty, wholesomeness or attractiveness of the Association Maintenance Areas or the enjoyment by the Members, and that the upkeep and maintenance will not become a burden on the Association.

Any change not specifically addressed or outlined in these Guidelines will become a matter of reasonable discretion on the part of the AC. In the event of a conflict between this document and the Covenants, Conditions and Restrictions (CC&R's), the CC&R's shall control.

### COMMITTEE ROLE

Scope: All exterior alterations, additions or changes to any structure or to the landscape adjacent to any lot, must be submitted to the AC for approval prior to any installation or commencement of construction.

The above mentioned changes, alterations and additions include, but are not limited to, walls, arbors, decks, gazebos, fences, pools, spas, landscaping – where the planting can grow above the fence line or is a climbing plant which will grow on any party fence or building wall, hardscape – including built-in planters, fire pits, room additions, buildings, patios, balconies, solar systems, roof replacement, exterior painting, window or door replacement, exterior repairs, antennae, etc.

Of note, fruit trees are NOT permitted in front yards.

Failure: Work commenced before architectural plan approval is subject to removal at the cost of the homeowner if subsequently deemed unacceptable by the AC.

Deviation: If landscape or any Improvements (hereinafter collectively referred to as "Improvements") have been constructed or installed in a manner which deviates from the plans that were approved, the AC must review and determine if the change is allowed.

Emergency Repairs: In the event that your home requires emergency repairs which would require an architectural application, you must report the emergency repair as soon as reasonably possible by contacting Bali Management at 310-294-5370 or via email to [balimgmt@aol.com](mailto:balimgmt@aol.com) and must also submit an Architectural Application for review and approval as soon as reasonably possible, but at least within 3 business days of the emergency.

**SUBMISSION OF YOUR ARCHITECTURAL APPLICATION:** Please mail your Architectural Review Application and attachments to the Architectural Committee as follows:

Sea Country - The Villages Community Association  
c/o Bali Management Group  
385 Van Ness Avenue #105  
Torrance, CA 90501

When Should I Submit My Architectural Application?

The Covenants, Conditions and Restrictions (CC&R's) require the Architectural Committee to respond to all written requests within thirty (30) days of their receipt. We therefore recommend that you submit your complete application at least forty-five (45) days prior to scheduled commencement of construction to allow the AC ample time to complete their review. In the event the AC does not respond in writing within thirty (30) days of receiving the completed application, the plans are deemed to be approved.

Appeal: Decisions of the AC are final. In the event plans submitted to the AC are disapproved, the submitting party may appeal this decision in writing by utilization of Internal Dispute Resolution within thirty (30) days of receiving final notice from the AC. Please contact Bali Management should you need assistance with this process.

Submittal To The City/County: Upon obtaining the written approval from the AC, the Owner shall thereafter submit plans and specifications to the City/County if the proposed Improvements require the issuance of a building permit or other City/County approval. SEA COUNTRY-THE VILLAGES COMMUNITY ASSOCIATION will not be responsible for actions taken by governmental agencies.

Notice of Completion:

After completing installation, please submit a completed "Notice of Completion Form" (NOC) to the Management Office. All installations must be completed within six (6) months of plan approval.

Upon the AC's receipt of the NOC form, the Committee shall have sixty (60) days to inspect those improvements completed upon the Owner's property and shall notify the Owner in writing of failure to comply within thirty (30) days from the inspection, specifying the particulars of noncompliance, if any.

The Owner shall remedy such noncompliance or remove the same within a period of not more than forty-five (45) days from the date that notice of the Architectural Committee ruling is given to the Owner. If the AC fails to notify the Owner of any noncompliance with previously submitted and approved plans within one hundred and eighty (180) days after receipt of the NOC form, the Improvements shall be deemed to be in accordance with the approved plans.

What Should My Plan Include:

1. Plot Plan:
  - a. Show all dimensions on work to be considered, distances between existing and proposed work and distances between proposed work and property lines, setback lines and slopes.
  - b. When proposed improvements involve changing existing grades by more than 1'-0" or changing existing drainage, show contours or spot elevations, flow lines, finish grades and proposed drainage systems. Drawings for proposed improvements changing existing drainage shall be prepared by a registered civil engineer or licensed landscape architect.
2. Landscape Plan: (may be included as part of Plot Plan)
  - a. Include proposed walkways and other hardscape, planting areas including plant names if the maximum height at maturity will exceed the top of fence line, decks, fences and walls, stairs, trellises, arbors, gazebos, spas, ponds, fountains, built in barbecues, fire pits, play equipment, front yard ornamental rock installations, apparatus and yard lighting.
  - b. For proposed fences and walls, drawings shall note materials, colors and heights. Heights shall be noted in relation to the immediate ground elevations.
  - c. Sprinkler and drainage devices should also be noted on plans.
  - d. Note – owners of adjacent rear yards have the right to cut back any plants or tree limbs which overhang or encroach their yards. Root structures of any plantings may not be allowed to damage any party fence or encroach any neighbor's lot.
3. Exterior Elevations:
  - a. Provide exterior elevations of all proposed structures including trellises, gazebos, and shade structures. When the proposed improvement is attached to the existing home, show the existing elevation in relation to the proposed improvement.

- b. Note all finish materials, colors and textures of proposed work. Specifically note if proposed finishes and material do not match existing finishes and materials.
  - c. If the proposed finish materials or colors are to be different than those of the existing structure, a color and material board or swatches must be included clearly depicting the materials/finishes/color of the proposed work.
  - d. Gutters and downspouts also require AC review and application submission prior to installation and/or replacement.
4. Fees:
- a. There is a non-refundable application fee in the amount of \$100.00 for the initial plan check and up to two re-checks (3 reviews) for any project, which requires a building permit, and \$25.00 for subsequent supplemental reviews. The check must be remitted with the Architectural Application, if required.
  - b. Owners are responsible for any damage caused by their contractor/repairman or any subcontractors hired to perform work at their home. Contractor information, including applicable license and insurance, must be provided prior to commencement of work.

No outbuilding, tent, shack, shed, trailer, trash dumpster or other temporary structure exceeding the height of the wall or fence enclosing the Lot and visible from neighboring lots or common area is permitted on the property, unless in connection with construction activities, and with the prior written approval by the AC.

Alterations of any common area, including community walls, by any homeowner or tenant are prohibited without the express written permission of the Architectural Control Committee.

#### MAINTENANCE AND REPAIRS

Each homeowner has the primary obligation to adequately maintain, paint, repair and replace the exterior of his/her home and garage, yard, and any patio included within the property subject to approval by the Architectural Control Committee. Front yards shall be reasonably maintained with a neat appearance at all times. Outdoor furniture visible from other Lots or Common Area must be adequately maintained. Visible furniture in a state of disrepair, (i.e. torn cushions, rusting frames, faded or torn umbrellas), is prohibited.

No structural alterations to any building or changes visible from the exterior of the home, screening or additional enclosure of patios, balconies or porches shall be made by any homeowner without the prior written consent of the Architectural Control Committee.

#### FRONT AND REAR YARDS

There shall be no exterior fires except barbecue fires contained within receptacles therefore and fire pits in the enclosed yard designed in such a manner that they do not create a fire hazard, subject to AC approval. Gas fire heaters shall be stack-less or low profile in configuration.

Flowerpots, planters or other articles are not permitted on exterior walls except as approved in writing by the Architectural Control Committee.

No tree, shrub or planting of any kind shall be allowed to overhang or otherwise encroach upon any sidewalk or other pedestrian way from ground level to a height of ten (10) feet without the prior approval of the AC.

Nothing may be stored in rear yards that is visible from the common areas or extends above the fence line including bicycles, ladders, children's toys, trash, boxes, etc.

Any fence shared by two homeowners is a Party Fence and should be maintained by both homeowners. Any modifications to any Party Fence shall be subject to approval by the Architectural Control Committee. Nothing shall be affixed to any common area or Party fence.

All pool/spa accessory equipment shall (a) screened from the view of any adjoining Lot, Common Area and from the public view from any public or private street; with acceptable fence or wall material; (b) be located or sound attenuated per local codes; (c) setback a minimum of ten (10) feet from rear and side property lines; and (d) conform to all laws and regulations of applicable Public Agencies.

Exterior lighting, both in rear and front, must be low voltage (12v). Higher voltage lighting may be approved if it is not directed or if it is placed so that it does not create an annoyance to the neighbors as determined by the AC.

There shall be no interference with or modification of the established drainage pattern over any part of the Properties so as to affect any real property inside or outside of the Properties. Each Owner shall maintain proper drainage over the Owner's respective Lot. Failure to maintain proper drainage could cause major problems including undermining the foundation of the residential dwelling and/or neighboring residential dwellings. The Owner shall be fully liable and responsible for any and all damage caused by such Owner's failure to maintain proper drainage.

Patio sunshade, arbors and trellis structures shall be of wood construction only, with the exception of vertical supports, which may be of stucco or masonry. The patio cover must be painted to match the trim of the building, white or the color of the exterior stucco. The structure must be consistent and complement the existing architectural features of the home. Patio covers must not exceed the maximum height of ten (10) feet. You must provide a sample of material to be used and product specifications.

Window air-conditioning units are not permitted.

Window Coverings and Tinting: Curtains, drapes, shutters or blinds may be installed as window covers. No window shall be covered with aluminum foil; sheets, newspapers or similar material not designed for an intended use as a window cover.

Glass tinting requests will be considered by the AC, provided, however, mirror finishes are prohibited.

NOTE: Most failures of dual-glazed windows are due to "moisture" condensation that can be traced to the presence of tinted film on the inside of the glass. The deflection caused by the tinted film creates heat build-up and consequent expansion within the airspace of the dual lot and destroys the seal. Water vapor is thus admitted and condenses between the planes. In addition, cracking of the window panes may occur.

Any homeowner seeking to make alterations under the authority of statutes pertaining to certain alterations for persons who are blind, visually handicapped, deaf or physically disabled shall submit his/her proposal to the Architectural Control Committee.

No individual cable, radio or television antennas shall be installed on or upon the exterior of any home except for legally exempt satellite dishes. No satellite dish is to be installed on the roof at any time as stated in the governing documents. Satellite dish (up to 40 inches in size) may be installed on the side or back of the house, where the reception is the best. Satellite dish needs to be installed so as to minimize its visibility from the front of the house/street, and still receive good reception. Any exceptions to the above specifications must be applied for, in writing, to the Architectural Control Committee at the Bali Management office prior to any installation. All exterior Antennae that are visible (fully or partially) from any common area or other lot, or that have a diameter exceeding the measurement allowed by California and federal laws, must be approved by the AC.

Exterior lighting, both in rear and front, must be low voltage (12v). Higher voltage lighting may be approved if it is not directed or if it is placed so that it does not create an annoyance to the neighbors as determined by the AC.

Rooftop appliances or installations, including solar panels, are not permitted without prior written approval from the AC.

No gutters, down spouts or scuppers to control water shed from roofs shall be installed without prior approval of the AC. Such improvements shall be primed and painted to match the surface color of the residential dwelling.

#### GENERAL GUIDELINES:

##### Hours of Operation

All operations shall be carried on between the hours of 7:00 a.m. and 5:00 p.m. on Monday – Friday and 9:00 a.m. to 4:00 p.m. on Saturdays. Work may not be conducted on Sundays or holidays. In the event City/County ordinances are more restrictive, the City/County ordinances shall prevail.

#### Streets and Walkways:

No construction debris or materials such as sand or bricks may be permitted to remain on the streets or walkways. All items of such nature must be stored on the owner's property. In the event that any materials are delivered and deposited on the streets or common areas, the owner will be held responsible for the costs involved in cleaning and/or restoring the common area, streets and walkways. The Committee reserves the right to clean the streets and bill the owner for costs.

#### **PORTABLE BASKETBALL GOALS and COURT RULES:**

1. Portable basketball goals and courts (playing area or surface) may not be used in any of the common areas without the prior written approval of the Board of Directors.
2. Portable basketball courts (including the playing area, rim (goal), backboard, mounting post, frame, and base) are not permitted to overhang or be on the common area (including streets and sidewalks) at any time. Only the homeowner's driveway is permitted to be used as the basketball court (the driveway may serve as the playing surface). At no time is a basketball game to inhibit or restrict the safe flow of sidewalk or street traffic.
3. When a portable basketball court is not in use, the basketball goal must be moved and stored as close to the homeowner's house and as far away from the common area as possible.
4. Hours of permitted play/use of the portable basketball courts are from 8:00 A.M. to 10:00 P.M. only.
5. Violations of these rules will result in imposition of a \$50.00 fine for each cited offense. Repeated violations of these rules, non-payment of fines for rule violations, and or the determination by the Board of a nuisance may result in an order from the Board of Director's for the removal of the basketball goal and court from Sea Country at the homeowner's expense.

#### **PARKING GUIDELINES:**

1. All homeowners are required to provide license and vehicle information for all cars belonging to the residents of the home. Failure to do so within 30 days of the first entry of such vehicle into Sea County The Villages will result in a \$25.00 fine.
2. On street sweeping days, no vehicles may be parked on the streets. Automatic \$75.00 fine.
3. All residents are required to display the decal issued by the Association in the lower left front corner of the windshield when inside Sea County The Villages.
4. Homeowners who own more than five vehicles may request permission to park a 5<sup>th</sup> vehicle to be parked in one of the Special Zones. The fee is \$150.00 per year per vehicle.

5. Visitors and guests must park in the designated green visitor parking. Guests may park maximum of 72 hours unless permission is obtained for extended period. Guest vehicles parked longer than 72 hours are subject to tow and fines. Parking lines have been added to green curbs to optimize space. Each owner is provided with one (1) guest placard allowing overnight guest parking on green curbs for up to three (3) days per calendar month. The three (3) day limit applies per household, not per vehicle, and resets monthly.

Vehicles without valid HOA stickers or guest parking placards parked on green curbs between 8:00 PM and 8:00 AM must have the address of the host and date of visit on the front windshield. All violating vehicles will be warned or towed at the owner's expense if violations persist.

The written address and date of visit on the windshield is valid for a specific day only and the said vehicle is not allowed to continue to park at the same parking space for more than 24 hours.

Vehicles with guest placards exceeding the three-day monthly limit will also be cited, and the homeowner will be fined if violations persist.

Resident vehicles with resident stickers parked on the Green Curb without prior permit shall be cited and the Homeowner fined.

6. Reserved Parking Spaces HOA stickers or placards do not permit parking in spaces reserved for other homeowners. Vehicles parked in reserved spaces without authorization may be fined and/or towed at the owner's expense. Homeowners are responsible for informing their visitors, contractors, and guests of the community's parking rules. If a guest or contractor parks in another homeowner's reserved space, the hosting homeowner will be cited and fined, in addition to the offending vehicle being subject to towing.
7. Mobile homes, motor homes, commercial trucks, trailers and boats are not permitted to park anywhere within Sea County The Villages except as specifically authorized by Section 8.5 (e) of the CC&R's. In addition to or in lieu of a fine, such vehicles may be towed at the owner's expense.
8. No vehicle shall be parked for the purpose of displaying such vehicle for sale or other commercial activity, including for lease, hire or advertising. A homeowner may have a "for sale" sign in his or her own vehicle as long as the vehicle is in regular use and not parked for the express purpose of selling the vehicle.
9. No vehicle shall be parked anywhere within the Community for the purpose of repair or maintenance except for emergency repairs. No service of vehicles shall be performed within the Community, except to the extent basic maintenance can be performed within the garage without creating a nuisance, and only to the vehicles owned and operated by the homeowner or tenant.
10. No individual vehicle, including guest vehicles, shall use an on-street parking space for more than 72 continuous hours without the specific written permission of the Board.

11. Trailers, campers, mobile homes, commercial vehicles, trucks (other than standard size pickups or vans), boats or any similar vehicles shall not be permitted to remain upon any area within the Community other than on a temporary basis (less than 24 hours) unless it can be stored within an enclosed garage.
12. Parking is prohibited on all aprons or landscape areas within the Community.
13. Inoperable or unsightly vehicles may not be parked or otherwise maintained on the common area without the Board's written consent.
14. Residents are reminded to reduce vehicle speed limits when entering or exiting the property through the security gate.
15. Parking on red-painted curbs is strictly prohibited. Violations will result in citations, and towing at the owner's expense.

#### **QUIET HOURS FOR PARTIES AND GATHERINGS:**

To address concerns from HOA members, quiet hours will be enforced for parties and gatherings:

1. Sunday through Thursday (excluding certain holidays): Outdoor activities, including loud music, must end by 10:00 PM. Friday and Saturday: Outdoor activities must end by 12:00 AM. Beyond these hours, parties should be held indoors, and loud music is prohibited. Repeat violations will incur doubled fines.

#### **SCHEDULE OF FINES:**

First Violation:	\$0-\$250.00
Second Violation:	\$50.00 - \$350.00
Third Violation:	\$100.00 - \$450.00
Fourth Violation:	\$250.00 +