

**SINGLE FAMILY
RESIDENCE
DESIGN REVIEW
MANUAL**

**RECONSTRUCTION, NEW CONSTRUCTION,
ADDITIONS, REMODELS, LANDSCAPING, ETC.**

Revised 2017

TABLE OF CONTENTS

	Page
Introduction	3
1.0 Procedures.....	4
2.0 Application Procedures Single Family Residence	6
2.1 Conceptual Review.....	6
2.2 Preliminary Review.....	6
2.3 Final Review	7
2.4 Architectural Review Fee Schedule.....	8
3.0 Design Objectives and Guidelines	9
3.1 Architectural Design.....	9
3.2 Site Design	10
3.3 Landscape Design	11
4.0 Rules.....	12
4.1 Design Rules	12
4.2 Accessory Dwelling Units	14
4.3 Landscape and Exterior Design Rules	14
4.4 Accessory Structure Design Rules.....	15
4.5 Construction Rules.....	15
4.6 Fencing and Approved Standards.....	15
4.7 Sign Rules	16
4.8 Solar Unit Rules	17
4.9 Sports Apparatus Rules.....	18
4.10 Landscape Modifications to Existing Residences	18
4.11 Variance Policy.....	19
5.0 Plant Matrix	20
6.0 Application forms.....	21
6.1 Preliminary Review Application	22
6.2 Preliminary Submittal Checklist	23
6.3 Final Review Application	25
6.4 Final Submittal Checklist.....	26
6.5 Notice of Completion	28
6.6 Exterior Modification	29
6.7 Submittal Checklist For Exterior Modification	30

DESIGN REVIEW MANUAL

INTRODUCTION

Thomas Lake Harris recognized the unique qualities of this landscape and in 1875 he purchased the property to establish Fountaingrove, the first commune in California. His "Brotherhood of New Life" established a dairy and sheep raising operation and later a major vineyard and winery. Although many changes have occurred over the years, the natural physical character of the site remains essentially unchanged.

As a landform, Fountaingrove is complex and diverse. General topography, change in altitude, vegetative groupings, and plant communities all contribute to this complexity and diversity. Although much of our native vegetation has been lost to the fire, it will recover in time with good stewardship. The opportunity for a richly rewarding living experience is here, but along with this opportunity is the responsibility for protecting the unique natural qualities of the site and helping assure the recovery of Fountaingrove's complex, diverse character.

The design guidelines and rules offered in this document have been developed in an effort to maintain and compliment the natural physical character of Fountaingrove, to help recover the natural beauty, and to achieve a consistent level of review by the Architectural Control Committee. The result desired is a cohesive residential community consisting of structures, which are compatible both in materials and color and in proper proportion to individual site features.

The Architectural Control Committee exists to offer assistance and design guidance rather than design solutions. Early examination of the guidelines and rules for architectural, site and landscape design prior to the development of design concepts will provide the greatest benefit from the design review process. All development shall conform to Section 6.4 of the Master Declaration of Covenants, Conditions, and Restrictions of Fountaingrove Ranch (CC&R's).

We sincerely request careful attention to the rules stipulated, as these are, an extension of the CC&R'S and as such are enforceable under the penalty sections of those documents. These documents govern over all Subdivision and Sub Association within the Fountaingrove Ranch. Additional restrictions adopted by a Sub Association may supplement, but shall not contradict the Fountaingrove Ranch Master Associations' governing documents.

1.0 PROCEDURES

The Architectural Control Committee is appointed by the Board of Directors as specified in the (CC&R's).

The Committee's responsibilities and authority are outlined in the CC&R'S. The rules and guidelines are established by the Committee and approved by the Board of Directors. These rules and guidelines as such are enforceable under the penalty section of the CC&R'S. To ensure conformance to the rules as to working hours, site clean up, conformance to approved plans, or other specified requirements/conditions etc., the Board may, from time to time, establish "conformance deposit". No such deposit will be required for reconstruction of homes lost in the fires of October 2017.

Because the Fountaingrove Ranch is a planned community, there is a policy statement and open space maintenance plan developed by the City of Santa Rosa, which must be followed. While the Committee assumes no responsibility for the enforcement of these policies or building codes, use restrictions, and other development conditions imposed by the City of Santa Rosa, stamped approval by the Committee must be obtained prior to submittal to the City of Santa Rosa Building Department for processing. The Committee meets on the second Tuesday of each month at 9:30 a.m. and at other times as necessary to perform its prescribed duties.

Reconstruction of Substantially the Same Design

A member may reconstruct a damaged or destroyed home in substantial conformity with the homes appearance immediately prior to the destruction, with mandatory building code upgrades required by the City of Santa Rosa without obtaining approval of the Committee. Owners rebuilding in substantial conformity with the homes appearance immediately prior to the destruction must notify the Association that they will be doing such reconstruction and the estimated time construction will commence and be completed. Notice should be given to the Association manager in writing at least 15 days prior to starting any work.

Reconstruction of a Different Design / New Construction

A member seeking to reconstruct their home in a manner that is not substantially the same appearance as the home immediately prior to the destruction, may request preliminary review before expending significant resources of complete plans. Submittals for preliminary review must be received ten (10) working days prior to the next scheduled meeting.

Upon receipt of a completed Preliminary Review Application Form and all required information and fees, the application will be reviewed by our professional consultants who will prepare a written report for the Committee concerning the application. Upon review of the report by the Committee, the proposal may be discussed with the applicant. A follow up letter will be sent to the applicant outlining the issues, if any, needing to be addressed.

Preliminary Review is not approval to build. Once preliminary review is obtained, the member must submit for final review and approval before commencing construction.

Submittals for final review and stamping must be received five (5) working days before the next scheduled meeting. If a special meeting (outside of regularly scheduled meeting) is requested, a formal request and proposed submittal must be received at least five (5) working days before the meeting date.

Upon receipt of a Final Review Application Form and conformance deposit, our consultants will do a final review and issue a written report to the Committee. The Committee will then review the report and vote, and if approved, the plans will be stamped and signed. When further review is necessary due to final review denial, a revised set of plans must be submitted with a subsequent review fee.

Upon completion of the project, a site inspection will be performed by a representative(s) of the Committee. The project will be deemed complete when a "Notice of Completion" form (see Section 6.5) with a copy of the "Evidence of City Approval" from the City of Santa Rosa is submitted for a refund of the conformance deposit.

Exterior Modifications

Submittals for any modifications, i.e. remodels, pools, fencing, decks, landscaping, painting, etc. must be received ten (10) working days before the next scheduled meeting. Upon receipt of an Exterior Modification Application Form, our consultants will do a review and issue a written report to the Committee. The Committee will then review the report and vote, and if approved, the plans will be stamped and signed. When further review is necessary, a revised set of plans must be submitted.

Architectural Control Committee approval will be effective for a period of one year from the date of the approval. All approved work shall be completed within one year of the commencement of the project.

Temporary Residences

If allowed by the City of Santa Rosa, an Owner may temporarily reside in a Recreational Vehicle during reconstruction of a home after the October 2017 fires until completion of the home on that lot or December 31, 2019, whichever occurs first. Recreational Vehicle ("RV") means a motor home, travel trailer, truck camper, or camping trailer that is (1) self-contained and designed of human habitation, (2) self-propelled, truck mounted, or permanently towable on California roads, and (3) licensed with the DMV. Mobile homes, modular homes, and tiny houses are not permitted. The RV must be connected to an approved sewage disposal system and electric service. The person residing in the RV must be a current owner of the Lot on which it is placed. The RV cannot be parked in any easement areas or on Common Area.

2.0 APPLICATION PROCEDURES

There are three steps (1 optional, 2 required) in the Committee's process to review plans for construction. Approval by the Committee shall be based on the following procedures:

2.1 CONCEPTUAL REVIEW (Optional)

Conceptual Review is optional and not considered a formal application. It is intended for applicants that are proposing to build, remodel etc. to review their conceptual ideas before proceeding with a preliminary review and its specific requirements. The conceptual meeting will be a discussion only; no written response will be issued. Conceptual plans may be taken from existing topographic maps used for the subdivision design.

2.2 PRELIMINARY REVIEW

Note: All submittals require 4 copies of the plans and supporting documents, except for lots in Skyfarm. Lots in Skyfarm must submit 5 copies. See Preliminary Review 6.2 Submittal Checklist for additional requirements.

Preliminary Review is intended to provide a review of the design before substantial time and money have been spent refining details for construction drawings. The submittal for Preliminary Review should communicate to the Committee the **important site characteristics and performance requirements which shape the building design and how the design responds to these considerations and including consideration of:**

- Compatibility of proposed structure's form, materials, and color with the neighborhood character and natural site conditions.
- Conformity of proposed design to objectives, guidelines, and rules expressed in this document.

Submittal requirements for Preliminary Review include the following:

- Complete preliminary review application with all required information provided. (No review will be scheduled without a complete application) See Preliminary Review 6.2 Submittal Checklist.
- Site Analysis/Site Plan
 1. Applicant is required to base the topography on a complete field survey.
 2. Existing and proposed contours must be shown at 2' intervals or less. Additional requirements may be required for unique site situations.
 3. Finished elevations of top of curb and back of sidewalk must be shown.
 4. Locate trees, rock outcroppings and other natural features.
 5. Existing Utilities.

Floor Plan

- Exterior Elevations
- Arborist report for any tree when grading or construction activity is within 10 feet of the drip

line.

Note: Preliminary Review drawings (except one copy of the total submission retained by the Committee) will be returned to the applicant with a written comment from the Committee.

2.3. FINAL REVIEW

Note: All submittals require 4 copies of the plans and supporting documents, except for lots in Skyfarm. Lots in Skyfarm must submit 5 copies. See 6.4 Final Review Submittal Checklist for additional requirements.

Final Review constitutes the Fountaingrove Ranch Architectural Control Committee stamp of approval required under the CC&R's before plans can be submitted to the City of Santa Rosa for a building permit. At this time, the Committee will review the construction-drawing package to ensure that these drawings conform to the conditions and rules of the Preliminary Review. A minimum of four (4) sets of the approved plans will be marked with the Committee's approval stamp. Three copies of approved conditions are returned to the applicant for submission to the City. Note: The fourth copy is retained for the Fountaingrove Ranch Master Association files.

Submittal requirements for Final Review include the following:

- Complete final review application with all required information provided. (No review will be scheduled without a complete application) See Final Review 6.4 Submittal Checklist.
- Construction Drawings
- Color and Material Samples
- Landscaping

An approved landscape plan is required. There are two options by which a landscaping plan may be submitted:

1. Submit completed landscaping plan with final house plans. No additional fee is required, as this falls under the normal review process and is covered by the initial fee.
2. Submit landscaping plan separate from the architectural plans. As this option requires an additional review, the exterior major modification fee would apply.

Front yard and rear yard landscaping is required for all lots. The project shall not be deemed complete until the approved landscape plan has been installed.

Applicants have six (6) months from the completion of the residence to install the approved landscaping.

Submittal requirements for either Landscape review include the following:

- Any site improvements not shown on the architectural plans (i.e. hardscape, retaining walls or structures).

- Arborist report required for any tree(s) impacted by the proposed construction/improvement. Tree is impacted if there is construction activity within 10' of the drip line of the tree. An arborist report shall be prepared by a qualified arborist, certified by the International Society of Arboriculture.

For each tree requiring analysis the following information shall be provided: tree name (botanical and common), tree diameter, current vigor of the tree including overall health, presence of disease, and age relative to expected life expectancy (young or old), basic information as to the growing conditions (in a grove or a single tree, growing in a serpentine outcropping or open grassland) and structural condition of the tree (if a deficiency exists, can it be mitigated?).

Arborist report shall state the probable impacts of the proposed construction/improvement. The report should take into account the type of construction employed as well as the proximity of the work to the tree. The report shall supply specific mitigation measures including protective fencing, mulch requirements, pruning guidelines, and post construction measures.

The site plan shall indicate all trees in the vicinity of the proposed work. All trees shall be numbered to correspond to the arborist report. The drip line of each tree shall be accurately and clearly shown. Each tree shall be clearly labeled indicating if it is to be saved or removed.

- Location of all proposed plant materials indicating botanical name, common name, quantity and installation size.
- Statement of proposed irrigation or irrigation plan.
- Lighting (if proposed).
- Fencing location and details (if proposed).
- Pertinent details.
- Mitigation trees as required in tree replacement calculations must be shown.

2.4 ARCHITECTURAL REVIEW FEE SCHEDULE

Deposit and Fees are waived for reconstruction of homes damaged or destroyed in the October 2017 fires.

Conformance Deposit	.80¢ per sq. ft. (total living area)
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Deposit will be placed in an interest bearing account and is refundable (including interest). Refund of this deposit is subject to conformance of all rules set forth herein and upon receipt of a "Evidence of City Approval" issued by the City of Santa Rosa, a "Notice of Completion and

Request for Refund of Conformance Deposit" (See Section 6.5), and after an inspection ensuring all work is completed in accordance to Architectural Control Committee approved plans, including **approved** landscaping.

No monetary penalty will be imposed over and above the actual costs to remedy the non-compliance.

Initial Residential Construction Review Process \$1,000

Includes one conceptual review (optional), one preliminary review and one final review if held within 6 months of preliminary review. Also includes one site inspection upon receipt of "Notice of Completion and Request for Refund of Conformance Deposit".

If landscaping is submitted **separate** from the architectural plans, the major exterior modification fee would apply and be due upon submittal.

Subsequent Review & Additional Site Inspections \$400

If submittal requires more than the normal review process as noted above.

Special Committee Meeting \$500

Exterior Major Modification - i.e. hardscapes, decks, pools, major landscape modifications, landscape plans submitted separate from architectural plans, etc. \$200

*** If further clarification is needed, contact Gigi LaFontaine, LaFontaine Management at 575-5171.

3.0 SINGLE FAMILY RESIDENCE - DESIGN OBJECTIVES & GUIDELINES

3.1 ARCHITECTURAL DESIGN

1. TO PROMOTE STRUCTURES THAT ARE THOUGHTFULLY DESIGNED TO THEIR SPECIFIC SITES AND THE IMMEDIATE ENVIRONMENT.

A. "Stock Plans" or designs taken from another location should be modified to fit the particular lot and neighborhood, and to assure homes of similar appearance are not located adjacent to each other.

B. Architectural styles should conform with the intent of the guidelines, as

explained in the introduction, and the characteristic of the neighborhood in which the lot is located.

2. TO ENCOURAGE ARCHITECTURE WHICH IS INTEGRATED WITH THE LANDSCAPE AND WHICH DOES NOT VISUALLY DOMINATE OR DISRUPT IT.

- A. Exterior colors and materials should harmonize with the natural setting. Highly reflective colors and surfaces are prohibited. Colors should be taken from the color palette established by the Committee. Bright colors may be considered for accent on a limited basis.
- B. Structures should be fitted to the land. Structures on steeper slopes should be "stepped" to avoid large vertical planes.
- C. A smooth natural transition should be maintained between proposed development and adjacent/open space areas.

3. TO PROMOTE DESIGN CONTINUITY WITHIN NEIGHBORHOODS.

- A. There shall be an architectural continuity between all building elevations including a consistent use of colors, materials and detailing. "False" or "decorative" facade treatments wherein one or more unrelated materials is placed on the building should be avoided.
- B. Structures in a neighborhood should draw from a common set of design elements, forms and materials for that neighborhood to achieve an architectural continuity.
- C. Driveway gates may be considered on an individual basis. Gates shall not be constructed within the front yard setback line, except on larger lots or flag lots where alternate locations may be considered. Driveway gates shall also comply with all requirements of the Fire Department.

3.2 SITE DESIGN

The primary design objectives include, without limitation:

1. TO RETAIN THE NATURAL HILLSIDE CHARACTER OF THE SITE.

2. TO PROMOTE CAREFUL DESIGN WITH RESPECT TO NEIGHBORING SITES.

- A. Structure siting and site design should take advantage of available views, while respecting neighbors' views and privacy.
- B. All facilities shall be custom-designed to fit the site, preserving natural contours and vegetation or as otherwise approved by the Committee.

- C. Retention of hillside character is a primary objective of the PC District, and grading operations shall be kept to a minimum and designed to blend into the natural contours of the site. "Re-contouring" of the site wherein large quantities of earthwork may be involved in grading, is not permitted.
- D. Flat "padding" of residential lots or building pads is prohibited. Residences shall be customized to fit the site utilizing split-level or multi-story designs that reduce the grading impacts. **Note: With Architectural Control Committee approvals in specific areas of a site, flat pad grading may be allowed, due to special circumstances supported by topographic and soils information and which does not have a negative impact on neighboring properties or common open areas. A variance request is required.**
- E. Building height limits shall be adhered to as prescribed in the applicable use permit. However, the extent, scale and massing of buildings may necessitate lower buildings, or "breaks" in buildings so as to permit the natural hill backdrop to be visible.

3.3 LANDSCAPE DESIGN

The primary landscape design objectives include, without limitation:

1. **TO PROMOTE LANDSCAPE DESIGNS WHICH COMPLIMENT THE NATURAL VEGETATION AND SIGNIFICANT SITE FEATURES AND CONTRIBUTE TO OVERALL SITE UNITY.**
Areas which are separated from the natural open space by streets, structures, or other development may utilize more commonly used ornamental plant materials which are horticulturally suitable for Fountain Grove.
2. **TO ENCOURAGE THE SELECTION OF PLANT MATERIALS HORTICULTURALLY SUITED TO THE SITE AND COMPATIBLE WITH NATIVE VEGETATION.**
 - A. Generally native plants, naturalized plants, selected cultivars of native plants, or compatible ornamentals are recommended.
 - B. Plant materials not included in the plant matrix should be limited in the overall landscape theme and architectural design.
 - C. Low-water using plants are encouraged.

City of Santa Rosa Water Efficient Landscape Ordinance may apply and require landscape designs to meet water efficiency standards.

3. **TO MAINTAIN MINIMAL RISK OF WILD FIRE HAZARDS.**
 - A. Plant materials that possess minimum burn characteristics should be selected.

APPROVED LANDSCAPE DESIGN PLAN MUST BE INSTALLED WITHIN SIX (6) MONTHS UPON COMPLETION OF INITIAL RESIDENTIAL CONSTRUCTION.

4.0 SINGLE FAMILY RESIDENCE RULES

4.1 DESIGN RULES

- (1) Site coverage by the dwelling shall not exceed 50% of the area of the lot, or as further restricted City of Santa Rosa Use Permits.
- (2) Stucco, stone, brick or real wood are strongly encouraged for exterior siding materials.
 - A. Plain face plywood, T1-11 and similar panel products **are not** acceptable exterior siding materials.
 - B. Plywood with board and batten design and certain types of composite lap siding may be accepted by the Committee on a case-by-case basis. The Committee may request actual material samples.
 - C. All exposed metal must be painted to match adjacent surfaces.
- (3) Standards for portable building or accessory buildings are the same as for permanent buildings. Detached metal buildings are not acceptable.
- (4) Mechanical equipment (excluding solar energy systems) on the roof or ground must be screened from view of neighboring property. Operational noise must be reduced as to not intrude on neighboring residences.
- (5) Satellite dishes (under the purview of the Federal Communications Commission), solar panels, collectors or other equipment shall be integrated into the design of the structure. Exposed supports, conduits, and piping must be painted to match the surface of structure adjacent to the item so as to minimize visibility.
- (6) Refuse containers, woodpiles and utility meters shall be screened from view of neighboring property and the street.
- (7) Exterior lighting when used shall be designed such that the source of light is shielded so that no portion of the lighting encroaches on adjacent properties.
- (8) All utilities shall be underground.
- (9) Existing significant trees with a trunk diameter of 4" or more or a combination of multiple

trunks having a total diameter of 8" or more (measured at 4.5' above grade) to be retained, shall be protected with barriers around the trunk to avoid damage by heavy equipment. Grading within the drip line of a tree, if permitted by the terms of the building permit, should be minimal and trenching should be avoided. When any construction activity and/or grading is proposed within 10 feet of the drip line of a tree, an arborist report is required.

- (10) Structures to be built shall be sited and designed to retain, incorporate, and blend with the natural vegetation and landform of the site and to assure adequate space for light, air and privacy for both on and off site.
- (11) The mass and bulk of proposed structures shall be proportioned and appropriately detailed to achieve an unimposing profile on the site (also see height restrictions).
- (12) Structures on any given site shall be architecturally consistent in design and shall use similar materials, colors and textures.
- (13) Existing vegetation and rock out-croppings, where possible, shall be retained and incorporated into overall site design.
- (14) Grading shall be kept to a minimum and shall utilize slope rounding and contour grading techniques that blend smoothly with the natural terrain and respect the established drainage pattern of the site. Grading shall only be permitted on driveways, garage and under floor areas, with minor contour grading within 15' of these areas.
- (15) Grading for landscaping, structures, pools, etc. is subject to Architectural Control Committee approval.
- (16) Extensive use of retaining walls to accommodate the structure or associated improvements on a site is prohibited.
- (17) Careful consideration is to be given to protecting site features and minimizing quantity of paving while providing safe and efficient ingress and egress from the site.
- (18) Structures, trees and plantings shall be sited to provide for good solar orientation. The proposed improvement shall be in substantial conformance with the established pattern of development in the immediate environs. Proposed improvement shall not unreasonably impair the view or solar access of other portions of the Project.
- (19) Objectionable views, such as service and storage areas, shall be screened from view of neighboring properties and are prohibited in front yards.
- (20) Decks: An outside area that is 5' or less above finish grade. Decks shall be architecturally compatible with the residence, conform to the contours and shall not exceed 5' above natural grade. Screening is required when over 3' above finish grade.

Balconies: An outside area that is over 5' above finish grade. Balconies shall be integrated into the overall architecture of the residence. Supports shall be integral elements of the exterior so that

framing, seismic bracing, etc. are not visible.

4.2 ACCESSORY DWELLING UNITS

- (1) Accessory Dwelling Units (granny units) are allowed where the proposed Unit would be harmonious with existing Improvements (on the lot where they are proposed and Improvements on neighboring Lots), and with the natural topography.
- (2) In determining whether or not to approve an Accessory Dwelling Unit, the ACC may consider parking available on the lot where the Unit would be built, any history of parking congestion around the Lot where Unit would be built, and how the Unit will affect neighbors' views and the character of the neighborhood.
- (3) Accessory Dwelling Units must meet all City of Santa Rosa codes and requirements.

4.3 LANDSCAPE AND EXTERIOR DESIGN RULES

- (1) Indiscriminate tree removal shall not be permitted. Where a Tree Exhibit has been approved using the City of Santa Rosa guidelines as part of the approval process, all trees so designated **MUST BE RETAINED**. Failure to do so will require corrective measures including replacement with three (3) thirty-six (36) inch box specimens of the tree that was removed, or as otherwise determined by the Architectural Control Committee. On site mitigation is preferred, however where other circumstances preclude the planting of additional trees, mitigation fees shall apply and be payable to the Fountaingrove Ranch Master Association tree bank. All tree protection measures and the arborist reports shall be followed. Failure to do so may result in a charge adjust in the conformance deposit and the Committee may require an updated arborist report which shall reflect the affect of such failure upon the condition and long term health of the trees.
- (2) All disturbed areas shall be protected from erosion during construction.
- (3) Existing drainage swales and structures shall be incorporated into the site design. Concentrated drainage flows from roof downspout or driveways shall not be discharged across property lines.
- (4) Maximum cripple wall height shall be five (5) feet, measured from finished exterior grade to finished floor.
- (5) Areas, which are adjacent to natural open space, shall be landscaped with plant materials, which blend closely with the native vegetation to provide an appearance of low visual contrast.
- (6) Hardscape, paving, and patios shall be designed as an extension of the building architecture with grade changes related to the general topography of the site.
- (7) All fencing (if any) shall conform to the fencing rules and must be approved by the Architectural Control Committee.
- (8) Selected plant materials should be horticulturally suitable for use at Fountaingrove. (See plant

matrix for suggestions.)

- (9) Fire management guidelines contained in the Open Space Management Plan shall be followed.

4.4 ACCESSORY STRUCTURE DESIGN RULES

- (1) Solid walls and fencing attached to structures and not connecting with fencing or adjacent property shall be designed as an extension of the architecture of the structure and approval must be obtained by the Architectural Control Committee.
- (2) Swimming pools may be permitted subject to all applicable regulations of the City of Santa Rosa and approval by the Architectural Control Committee.
- (3) Underside of any exterior decking 3' or more above grade shall be appropriately screened from view and architecturally compatible. Screening must be shown on proposed plan.
- (4) Mailbox design must be indicated on final plans and may not be removed or altered in any manner. Mailbox standards are available through Property Management. Mailbox replacement is the responsibility of the individual owner, not the Homeowners' Associations.

4.5 CONSTRUCTION RULES

- (1) All **operations and construction** shall be in accordance with the City of Santa Rosa use permits. City noise ordinances apply to construction activities.
- (2) No loud radios or audio systems on construction sites.
- (3) Dogs at construction sites must be on a leash hand-held by a person capable of controlling the animal or securely kenneled. Dogs may not run loose on construction sites.
- (4) All rubbish, debris and/or unsightly material or objects of any kind shall be regularly removed from the construction site and shall not be allowed to accumulate thereon. Removal must be made weekly and shall not be allowed to accumulate within public right-of-ways or on Common Area.

4.6 FENCING RULES AND APPROVED STANDARDS

In order to maintain the natural beauty of the Fountaingrove Ranch and to preserve the continuous integration of the Fountaingrove Golf Course into the residential areas, fencing is not appropriate when the proposed fence interrupts the open feeling of the Fountaingrove Ranch.

On lots that are directly adjacent to or border on the golf course, no fencing is allowed within 15' of the rear property line. City of Santa Rosa Use Permit provisions may also apply to specific subdivisions.

1. Open wire fencing conforming to the approved standard design or other open type fencing must be used in most areas within and along lot lines where fencing is desired, subject to approval by the Committee.
2. In general, solid wood fencing is prohibited for Fountaingrove. The Architectural Control Committee maintains a set of master maps which indicate those areas where solid wood fencing may be allowed for limited privacy or screening of service areas with approval of the Committee.

There is a standard design for solid wood fencing for residential areas at Fountaingrove. The design and location of all solid wood fencing must be approved.

3. Solid walls and fencing designed as an extension of the architecture of a residence may be appropriate to enclose limited areas within the building setback lines. Wrought iron fencing may be used in lieu of wood fencing with the approval of the Committee.
4. Additional privacy may be obtained from open wire fencing by planting evergreen or deciduous vines along the fence.
5. Consideration should be given to beginning or terminating fences at natural features such as rock outcrops or trees where these opportunities exist.
6. "Back-on" fencing for new developments where rear yards front on streets shall be designed as part of a complete landscape treatment for such areas. Wood and/or stone materials are appropriate for such fences.
7. Fences on golf course lots constructed with metal poles supporting golf ball screen material are prohibited.

See pages 17A, 17B, 17C, 17D and 17E for the Fountaingrove Ranch approved fencing standards.

4.7 SIGN RULES

The standard guidelines for signs placed on lot developments or homes indicating the property is for sale or under construction is as follows:

Sale of constructed home or vacant lot - One standard real estate office sign. Approximate size of main board - 2'6" x 2'6". Sign may also have information boards below main board.

Sale of home under construction - One sign (possibly advertising builder, lender, sub contractors, etc.) not to exceed 16 square feet (4 x 4, 3 x 5, etc.) **and** one standard real estate office sign of approximate size 2'6" x 2'6". The construction sign (16 square feet) may not be placed on the property until the building permit is obtained.

4.8 SOLAR UNIT RULES

- (1) Solar units **NOT** on the roof must be maintained and concealed from neighboring view by a fence or screening vegetation of sufficient height to accomplish same may be appropriate.
- (2) Solar units **NOT** on the roof must be placed in rear yard below fence line
- (3) Solar units on a roof must be within the wall line of the structure. However, the Architectural Control Committee may require more roof area between solar unit and roof edge if the roof overhang is minimal.
- (4) Solar unit must be installed as close to the roof surface as possible.
- (5) All wires, conduit, and lines must be concealed or painted to match the adjacent surface so as to minimize visibility. The method of installation must be shown and detailed on the plans submitted to the Committee.
- (6) Panel material must be dark in color.
- (7) The Architectural Control Committee may ask for alternative combinations in smaller groupings when large areas of grouped solar panels are found not to be aesthetically satisfactory.

A variance will be granted where compliance with 1 through 7 above will result in the cost of the system being increased by more than 10% or the efficiency of the system decreased more than 10%. To obtain a variance, owner must submit a signed statement from the company providing the system stating (1) which requirement will increase the cost or reduce efficiency, (2) how much the cost would increase or the efficiency be reduced by compliance, and (3) why compliance would increase the cost or reduce the efficiency.

- (8) Sample of proposed solar unit must be submitted with application.
- (9) Professionally drawn construction details, which apply to specific installations, must be provided. They must be drawn to scale and must clearly show elevations, assembly, the attachment to the roof structure and proposed location on the lot or building.
- (10) Calculations must be provided verifying the number and/or area of panels required.
- (11) Photographs must be submitted showing the location of the proposed solar unit and their visibility from neighboring structures, street or streets.

4.9 SPORTS APPARATUS RULES

The installation of fixed sports apparatus on any building is prohibited. These include basketball standards, hoops or backboards. No permanent pole mounted standards are allowed in front yards.

Portable sports apparatus, such as portable basketball hoops, are allowed under the following conditions:

1. Apparatus must be stored out of sight when not in actual use.
2. Specific Architectural Control Committee approvals must be obtained for storage of portable standards outside of the garage.

The Board of Directors reserves the right to require removal of a portable sports apparatus if the apparatus creates a nuisance, such as traffic congestion, noisy night games, and documented complaints from neighbors.

Note: Sport courts, pools, etc. are considered major modifications and require full Architectural Control Committee review and approval.

4.10 LANDSCAPE MODIFICATIONS TO EXISTING RESIDENCES

Any modifications to front yard landscaping on all lots and rear yard for golf course lots, must be approved by the Committee. Any rear yard alterations involving hardscapes, structures, grading, impact on existing trees and/or plant material in excess of 6' at maturity shall require approval of the Committee. Impact on existing trees (construction activity within ten feet of the drip line) requires an arborist report. The plans must clearly indicate existing trees and hardscape to remain or to be removed, as well as the proposed planting and hardscape elements. The plans must include pertinent notes, details, and statement of proposed irrigation method (or irrigation plan) for the landscaping. All lighting and fencing proposed must be shown on the plans, including relevant details.

The removal of existing trees over 4" in diameter or a combination of multiple trunks with a total diameter over 8" in diameter, as measured 4.5' above grade is prohibited, without prior approval of the Committee. Any tree removed without Committee approval must be mitigated by planting two #15 trees for each six inches of trunk diameter, of the removed tree. The trees must be the same species as the removed tree, or as otherwise approved by the Committee.

Since indiscriminate tree removal is prohibited, the applicant must demonstrate a need for tree removal (i.e. tree diseased beyond reclamation, tree causing structural damage, tree creating a hazard). The applicant must provide an Arborist Report to support the need for tree removal.

Note: Refer back to Section 2.3 Final Review - Landscaping for information required in an arborist report.

The City of Santa Rosa Tree Protection Ordinance shall also apply.

4.11 VARIANCE POLICY

The purpose of a variance is to allow relief in certain situations from full compliance of the regulations of the Design Review Manual, where, by reason of the unusual shape of a parcel of property; or by reason of exceptional topographic conditions or other extraordinary situations or conditions the regulations of the Design Review Manual cannot reasonably be met.

A request for a variance shall be made in writing by the property owner to the Committee and be accompanied by such maps, drawings, data and other information as may be necessary or required by the Committee to demonstrate that the conditions set forth in this policy apply to the subject property. The applicant has the burden of providing the facts necessary to establish the existence of such conditions.

A variance may be granted only when all of the following conditions are found to exist:

- (1) That there are peculiar and unusual physical conditions existing on or applicable to the subject property which are sufficient to cause a hardship, and that such conditions are not common to all or most of the properties in the immediate area.
- (2) That a hardship peculiar to the subject property does exist by reason of such conditions, and the hardship was not created by any act of a current or prior owner of the property. In this context; personal, family or financial difficulties, loss of prospective profits, and existing violations of the Design Review Manual or legal nonconforming uses or structures existing on neighboring properties shall not be deemed hardships justifying a variance; and
- (3) That the variance will not be of substantial detriment to adjacent properties and will not be in conflict with the purposes and intent of the Design Review Manual.

The granting of a prior variance shall not set a precedent for granting a future variance for the same lot or owner or for any other lot or owner, and each application shall be considered on its individual merits.

If a variance is denied or revoked, no application for the same or a substantially similar variance on the same site shall be filed within one year of the denial, unless it can be shown that there has been a change in the property or its environs which substantially affects a condition upon which a variance is based.

SINGLE FAMILY RESIDENCE

5.0 PLANT MATRIX

6.0 APPLICATION FORMS

**SINGLE FAMILY RESIDENCE
6.1 PRELIMINARY REVIEW APPLICATION**

For questions, or directions please contact Gigi LaFontaine (707) 575-5171. Otherwise, please return this application along with your complete set of plans to:

Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite C
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Telephone Number & Complete Address:

Builder Name, Telephone Number & Complete Address:

Architect/Owner(s) Representative Name & Telephone Number Address:

Site inspections, with prior reasonable notice, may occur during construction as prescribed in Section 12.4.4 of the Fountaingrove Ranch CC&R'S.

Signature of Owner or Authorized Agent: _____

SINGLE FAMILY RESIDENCE
6.2 PRELIMINARY REVIEW - SUBMITTAL CHECKLIST

REVIEW FEE - Check should be made payable to Fountaingrove Ranch Master Association. Review fees are waived for reconstruction of homes damaged or destroyed in the October 2017 fires. **Note: Any submittals without the review fee will be deemed incomplete, returned to the applicant and no review will be scheduled.**

SITE ANALYSIS - SITE PLAN (Note: Scale to be NO LESS than 1"=10') Analyze the existing site conditions and indicate all development proposed for the site.

North arrow and scale

Property lines, set backs and easements fully dimensioned.

Existing and finish contours at 2' intervals or less. Additional information may be required for unique site situations.

Location of neighboring structures (existing or proposed).

Location of natural features including rock outcrops and existing trees with a trunk diameter of 4" or more. Note species, elevation at base of trunk and whether saved or removed. Check for conformance with individual project tree preservation plans, if any.

Consideration given to solar orientation, shading and views (both on & off-site).

Location of driveway, walkways, patios, decks, retaining walls, fencing, pools and water features (illustrated sufficiently) to communicate the design.

Demonstrate compliance with design objectives.

Conceptual grading plan

Arborist Report - Including tree protective measures for existing trees to remain.

FLOOR PLAN

Room identification, window and exterior door locations

Indicate finish floor elevations throughout house

EXTERIOR ELEVATIONS - Show elevations of all sides of proposed structures. Also includes:

Dimensioned height of all structures

Existing ground and finish grade adjacent to structure

Materials, colors and finishes (optional)

CONCEPTUAL LANDSCAPE PLAN - Indicate concept and location of landscape elements.

Also to include:

Any site improvements not shown on site plan

Lawn areas and planting areas with intended planting types and forms noted

Lighting (if applicable)

Statement of proposed irrigation method

FOR STAFF USE ONLY:

Application is Deemed:

Complete

Incomplete (as noted) / Resubmit

Date: _____

By: _____

Property Management

**SINGLE FAMILY RESIDENCE
6.3 FINAL REVIEW APPLICATION**

For questions or directions, please contact LaFontaine Management at 707. 575-5171.
Otherwise, please return this application along with your complete set of plans to:

Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite C
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Telephone Number & Complete Address:

Builder Name, Telephone Number & Complete Address:

Architect/Owner(s) Representative Name & Telephone Number Address:

Site inspections, with prior reasonable notice, may occur during construction as prescribed in Section 12.4.4 of the Fountaingrove Ranch CC&R'S.

Signature of Owner or Authorized Agent: _____

SINGLE FAMILY RESIDENCES
6.4 FINAL REVIEW - SUBMITTAL CHECKLIST

- CONFORMANCE DEPOSIT** - Check should be made payable to Fountaingrove Ranch Master Association.
- CONSTRUCTION DRAWINGS** - 4 copies must be submitted. Note: Lots within Skyfarm require submission of 5 copies.
- SITE PLAN** - Include all information shown on preliminary submittal plus the following:
 - Utilities (service point, routing of underground lines for water, sewer, electricity, gas, cable T.V.)
 - Provisions for drainage including concentrated drainage from building downspout and paved areas.
 - Proposed driveway gradient.
 - Tree Mitigation Calculations.
- FLOOR PLANS**
- EXTERIOR ELEVATIONS** - Also to include:
 - Exterior material and color schedule.
- COLOR & MATERIAL SAMPLES** - Also to include:
 - Samples of all exterior materials with the proposed color and finish applied to each and keyed to a print of the exterior elevations.
 - Specific colors/materials defined on the plans.
- COMPLETE LANDSCAPE PLAN** - (Option 1 or Option 2 as referred to in Section 2.3 under Landscaping) also to include the following:

Note: Landscaping and tree mitigation is to be completed within six (6) months of completion of residence.

 - Location of all proposed plant materials indicating botanical name, common name, quantity and size.
 - Planting and staking details for all trees and shrubs.

- Any pertinent landscape notes.
- Statement of proposed irrigation method or irrigation plan.
- Lighting (if proposed).
- Fencing location, type and details (if any).
- Mitigation Trees.
- Front yard required.
- Rear yard required for all owner built homes. Optional, but encouraged for builder speculation homes (built by developer with the sole intent to be sold), except on golf course lots.
- Location of existing and proposed structures, paths, etc.
- North arrow and scale.
- Name of plan preparer.

FOR STAFF USE ONLY:

Application is Deemed:

- Complete
- Incomplete (as noted) / Resubmit

Date: _____ By: Property Management

**6.5 NOTICE OF COMPLETION
AND REQUEST FOR REFUND OF CONFORMANCE DEPOSIT**

Owner must fill out and return this portion to the Architectural Control Committee upon completion of construction and Landscaping.

Construction at _____ has been completed in conformance with the approved plans. Attached is a copy of the “Evidence of Final Approval” from the City of Santa Rosa. Please schedule final inspection to facilitate refund of my conformance deposit.

OWNER NAME & SIGNATURE

DATE

6.6 EXTERIOR MODIFICATIONS

FENCING, LANDSCAPE IMPROVEMENTS, ADDITIONS, REMODELS, POOLS, DECKS, PAINTING, ETC.

For questions or directions, please contact LaFontaine Management at 707.575.5171. Otherwise, please return this application along with your complete set of plans to:

Architectural Control Committee
c/o LaFontaine Management Services
1221 Farmers Lane, Suite C
Santa Rosa, CA 95405

Subdivision Name and Lot #: _____

Lot Owner(s) Name, Telephone Number & Complete Address:

Builder Name, Telephone Number & Complete Address:

Architect/Owner(s) Representative Name & Telephone Number Address:

Signature of Owner or Authorized Agent: _____

SINGLE FAMILY RESIDENCE
6.7 SUBMITTAL CHECKLIST FOR EXTERIOR MODIFICATIONS

FENCING, LANDSCAPE IMPROVEMENTS, ADDITIONS, REMODELS, POOLS, DECKS, ETC.

Please submit 4 copies for preliminary and/or final review. Projects with minor impacts may only require final review. Note: Additions/remodels within Skyfarm require submission of 5 copies.

SITE ANALYSIS/SITE PLAN - Indicate location of proposed addition/remodel on site plan of property, highlighting proposed improvements vs. existing improvements. Clearly show grading, walls, screening, etc., proposed in conjunction with proposed decks, pools, patios, etc. Show height, location, and type of existing and proposed fencing.

Indicate colors and materials of proposed improvements.

Indicate trees to be saved or removed. Provide arborist report for any construction activity proposed within 10' of drip line of trees to be saved.

EXTERIOR ELEVATIONS - Indicate elevations of structure that will be impacted by the proposed addition.

Indicate all colors and materials of proposed improvements.

Please Note: Approval of additions on re-models must conform to the City of Santa Rosa use permit restrictions, as well as the Fountaingrove Ranch Master Homeowners' Association Design Rules and Guidelines. For second dwelling units: refer to the City of Santa Rosa informational packet.