

**Report to the Board of Directors of the Homeowners Association of Los Verdes Park #1
Structural Architecture Committee (SAC)
Meeting of the Board, June 2010**

The Structural Architecture Committee (SAC) of the Los Verdes Park #1 Homeowners Association met on April 19, 2010, at 7:00 in the Bud Oliver Center (members present: Jon Rohrbough (chair), Sarah Flickinger, and Hal Severn); and on May 24, 2010, at 7:00 in the Bud Oliver Center (members present: Jon Rohrbough (chair), Hal Severn, Carl MacMahon, and Vicente Del Rio).

Committee members are Jon Rohrbough (chair), Carl MacMahon (Board liaison), Sarah Flickinger, Vicente Del Rio, and Hal Severn.

1. 2009 Walkthrough: The homeowner maintenance letters have been mailed. We received 19 responses from homeowners regarding the walkthrough (see attached table). Most were easily-answered questions, and the SAC is following-up. The following issues require Board action:

Board Action Needed

- a) **10HI009** Suggestion that the HOA paint the mailboxes for the sake of uniformity, and charge homeowners a small fee. SAC Recommendation: The HOA should not increase its responsibilities or the dues.
- b) **10HI012** Request that the Board overturn the 2009 Walkthrough requirement to paint a wall vent to match the stucco. (See attached email from homeowner.) SAC Recommendation: The members present reaffirmed the Walkthrough requirement with a vote of 2 to 1.
- c) **10HI013** Request that the Board overturn the 2009 Walkthrough requirement to paint cables to match the stucco. (See attached email from homeowner; same as for #b above.) SAC Recommendation: The members present reaffirmed the Walkthrough requirement with a vote of 2 to 1.

2. Replacement plastic panels for light fixtures: It is no longer possible to obtain diamond-etched replacement panels for the original exterior residential light fixtures locally. The SAC recommends that we procure and provide non-etched clear plastic replacement panels for the original exterior residential light fixtures. (Homeowners are free to replace the existing light fixtures as another option, using established procedures. The SAC will also recommend that homeowners use motion-sensing fixtures when replacing existing fixtures.)

Board Action Needed

Approve clear, non-etched replacement panels for the original exterior residential light fixtures.

3. Complaint re: the barbeque near the playground: The SAC received a complaint about the barbeque that has been placed in the common area. We don't know who placed the table and barbeque there. According to CC&R Article 5.1(a), all improvements in the common areas must undergo the public hearing process established in CC&R Article 5.6. In the meantime, the barbeque should be removed. The committee also noted that the barbeque is a potential fire hazard, maintenance responsibility, and source of pollutants (ash).

Board Action Needed

Schedule a public hearing to receive public comment on the placement of a picnic table and barbeque in the common area.

4. Old applications for improvement still on the books: Between 1998 and 2006, the SAC received about 30 applications for improvement for which there is no record whether the applications were approved. Most of the projects have been constructed, and there is no record whether they received

final inspections or acceptance by the SAC. We will review the list of open (historic) improvement files, and propose that each file should be either a) administratively closed (approved/accepted); or b) enforced as instances of non-compliance.

Board Action Needed

Approve the SAC's plan regarding open (historic) improvement files.

5. Unit #58 application for improvements: We received an Application for Improvements from the new owner of Unit #58. The proposed improvements are as follows:

- A new front door;
- Adding decorative elements to the front gate; and
- Adding two skylights.

The owner asked us to expedite approval for the front door as doors were on sale at a local retailer. Upon review of the proposed door, the SAC found it to be consistent with current design guidelines and the character and style of the Park, and found that a public hearing on the door is unnecessary, and approved her request. (The proposed door is a French door style with glass panels, painted brown, and will be inside the private entry courtyard.)

The SAC will hold a Public Hearing on Monday, June 28, at 7:00 p.m. in the Bud Oliver Center to consider the application to add decorative elements to the front gate and two skylights on Unit #58. According to the Los Verdes Park 1 (LVP1) CC&Rs, any and all members of the LVP1 HOA may appear before the Committee to comment on the proposed improvements. Interested parties may submit a request to review the details of the proposed improvement by contacting architecture@losverdespark1.com.

6. Unit #67 application for improvement: We received an Application for Improvements from the owner of Unit #67. The project description is as follows:

Remove the existing rear fence and construct new fence aligned with the fence behind units 65 and 66 at the approximate property line. The new fence will be redwood with pressure-treated posts set in concrete, and painted to match the house trim. There will be a new gate opening onto the rear common area. The only contact with the neighbor's fence will be the latch of the new gate (see plans for details). The diagonal lattice will be removed from the existing fence that will remain, and replaced with horizontal slats to match the new fence style.

The SAC will hold a Public Hearing on Monday, May 24, at 7:00 p.m. in the Bud Oliver Center to consider the application to move the rear fence at Unit #67. According to the Los Verdes Park 1 (LVP1) CC&Rs, any and all members of the LVP1 HOA may appear before the Committee to comment on the proposed improvements. Interested parties may submit a request to review the details of the proposed improvement by contacting architecture@losverdespark1.com.

7. Revision of LVP1 Application for Improvements: The revised Application will be uploaded to the website by June 10, 2010.
8. SAC email box: The SAC now has its own email address. Messages to the SAC may be sent to architecture@losverdespark1.com.
9. Fence between Units 26 and 27: The owner of unit #27 states that her neighbor in unit #26 has broken the fence between the units and that she has not heard back on requests that the owner of #26 repair the fence. **The SAC refers this issue to the Board.**

10. Review of design guidelines for fences: We discussed revisions to the current fence construction design guidelines, including additional styles and materials. We will present draft revised design guidelines to the Board for review at a future Board meeting.
11. Walkthrough of Common Areas and Association responsibilities: We will include the common areas in the next Park walkthrough. We will also note repair/maintenance needs on residences that HOA responsibility. In the meantime, SAC members will be alert to repair needs in the common areas and act accordingly.
12. Loading documents onto the website: The Design Guidelines for Garage Doors and Satellite Dishes, and Design Guidelines for Mailbox Posts will be uploaded to the website by June 10, 2010
13. Issues related to applications for improvement: We addressed the following issues:
 - Do we require proof that the homeowner has obtained a building permit?
 - ➔ This has not been a requirement historically, and we don't think it should be one now.
 - Under what circumstances do improvements shift maintenance responsibility to the homeowner?
 - ➔ Maintenance responsibilities in the Park are unclear. The CC&Rs state that improvements become the homeowner's maintenance responsibility, but it is unclear what changes are included in this rule and which are excluded (remain under HOA responsibility for maintenance). In addition the current approach creates numerous "holes" in the HOA's maintenance umbrella, and record-keeping of homeowner improvements does not provide a reliable record of the "holes." The SAC listed the following (non-exclusive) possibilities for remedying this difficulty:
 - a) Develop a set of rules/guidelines that clearly defines the boundaries between homeowner and HOA maintenance responsibilities, and how/when the responsibility shifts.
 - b) Keep better records.
 - c) Shift all maintenance responsibilities to homeowners.
 - d) Increase the HOA's maintenance responsibilities to decrease the number of "holes."
 - e) Develop a procedure whereby a homeowner improvement can be approved and accepted by the Board under the HOA's maintenance responsibility umbrella.
14. Streamlining the repair process: The current process by which homeowners or tenants request and receive needed repairs seems to be that they call Farrell Smyth, and Sonia sends a maintenance person who fixes the problem immediately if it the repair is less than \$500, or goes to the Board if the repair exceeds \$500. Someone must also determine whether the needed repair is the HOA's or the owner's responsibility. This procedure can take too long and should be streamlined. The SAC will develop a proposal to streamline the process.
15. Unit #89 complaint: We received a complaint from the owner of unit #89 that ductwork on the roof of unit #90 is unsightly and should be obstructed by a trellis. It is unclear whether the ductwork was approved under the procedures established in the CC&Rs. We will ask the owner of unit #89 to take photos of the problem and submit them to the SAC for review.
16. Ownership transfers: SAC members will perform "walkthrough" inspections around residences when they are sold to identify any issues that are out of compliance and/or in need of repair. We will work out a system whereby Farrell Smyth notifies us of pending sales.

CURRENT IMPROVEMENT PROJECTS

ID #	Unit	Description	Application	Status
09IP01	2	Construct rear fence	AWC (12/20/09)	Construction not yet begun
10IP01	52	Skylights, front door, & front gate	REC (4/19/10)	Front door approved
10IP04	67	Move rear fence	REC (5/22/10)	Under review

AWC = Approved with Conditions
 REC = Received
 INC = Incomplete application

CURRENT COMPLAINTS/VIOLATIONS

ID #	Unit	Description	Letter Sent	Resolution
10V001	25	Satellite dish improperly installed	No	Properly installed (3/22/10)
10V002	62	Satellite dish improperly installed	Email (5/18/10)	
10V003	90	Complaint by #89 about visibility of ductwork		

The next regularly scheduled meeting of the SAC is Monday, June 28, at 7:00 p.m. in the Bud Oliver Center.

Current Design Standards

Design Element	Revision
No more than 8' from house	
Solid portion 4' high	
Optional 2' trellis (no specified style)	
5" or 6" wide boards	
Redwood or cedar boards	
4 x 4 posts	
2 x 4 stringers	
Posts & stringers of pressure treated wood	
Posts, stringers, and braces hidden from common area	
Gates to match construction	
Gates braced and latched on the inside	
Painted dark brown	
Obtain paint from Aggson's Paint and Glass	
Do not attach to houses	

Discussion Points

1. Do we prefer rigidly defined options, general design guidelines, or "case-by-case" approach?
2. What are the universal design elements, and what is open to homeowner choice?
3. What is the "standard configuration" that is always acceptable?
4. How much visual diversity do we want (compared with visual uniformity)?
5. What are the "acceptable design possibilities"?
6. What design elements or construction possibilities do we want to be sure we allow for?
7. How prescriptive do we want to be about elements that only affect maintenance frequency?
8. What is the desired (or acceptable) rate of change in design standards and visual diversity?
9. How will the Board and homeowners react to the changes we're contemplating?

Potential Design Elements

Materials	Styles	Finishes
Pressure treated framing	Solid	Stain
Solid wood	Trellis (top)	Paint
Cedar/redwood	Trellis (whole fence)	Earth tones
Vinyl	Picket	Natural wood colors
Aluminum	Combination of the above	Complimentary to house color
Plywood	Stucco	Match house color
OSB	Wrought iron (rods or decorative)	Match trim color
Fiberglass	corrugated	Match roof tile color
Wrought iron	4' high	Dark green
Stucco	6' high	
Brick	Other heights	
Block		Location
Planter boxes		Maximum 8' from house
Hedges		Property line (reasonably established)
		Even with neighbors