



December 1, 2008

Cañada Hills Community Association Homeowners

RE: DESIGN GUIDELINES FOR THE MODIFICATIONS TO THE EXTERIOR OF EXISTING HOMES.

The Design Review Committee (DRC) members wrote a set of design guidelines in 2003 to better reflect today's conditions. The original design guidelines (Development Guidelines) were written to apply to developers constructing new projects in Cañada Hills. Almost all of the available building sites have already had homes built on them.

These revised Guidelines do not replace or override the Development Guidelines or the CC&R's of the Community Association or the Villages, they are a supplement. These guidelines have been developed to give homeowners some guidance in the design of any proposed modification to existing homes. These guidelines are required to be in compliance with applicable CC&R's and have the same theme and architectural scheme as the original developer guidelines. Guidelines are needed to maintain the character, quality, property values and general appearance that our homeowners have every right to expect in our community.

The Development Guidelines paragraph C. Design Review Process states "The enforcement instrument will be the Design Review Committee and its review of all proposals for construction to ensure that such proposals conform with both the intent of the Development Guidelines as well as the philosophy of the community of Canada Hills. The committee will have the authority to interpret the guidelines in the instance where the Development Guidelines are not explicit."

In the past ten years or so there have been many questions arise as to what kinds of things the DRC would or would not approve. Nothing was written down to help the DRC or the homeowner in planning a new project or modification. In 2001 the Canada Hills Community Association Board instructed the DRC to write a set of guidelines that could be used for both DRC guidance and to give the homeowner an idea of what to expect. This 2008 revision of the 2003 Design Guidelines embodies the DRC's best interpretation of the original Development Guidelines as applied to the most common types of projects or modifications that homeowners desire. The basic objective used by the DRC was not to alter the original architectural theme, but to interpret and apply the intent of the Development Guidelines.

These guidelines are not considered "cast in brass" and are revised from time to time to take into consideration new situations and along with sub-association and individual homeowner concerns. Sub-associations and homeowners are encouraged to communicate any concerns you have to the CHCA Management Company [www.canadahillscommunity.com](http://www.canadahillscommunity.com). Any concerns will be placed on the DRC meeting agenda for consideration and/or revision to the Guidelines.

These updated guidelines are designed to give homeowners more flexibility and freedom in the design of changes or modifications to their property. Homeowners may make many modifications, where noted in the Design Guidelines, without the necessity of a formal submittal to the DRC for approval provided, that there is compliance with these revised guidelines.

There is still a two-step process for approvals. The local Sub-Association must first approve the modification prior to submittal to the DRC. Sub-associations may have their own guidelines for evaluating requests and could require approval even though submittal to DRC is not required. Sub-associations (Villages) are encouraged to prepare a set of supplemental guidelines to express their own desires and any **unique requirements**. It is also strongly recommended that each Village prepare a color pallet for all exterior colors: stucco, trim, doors, walls, fencing, etc. Sub-association Design Guidelines may be more restrictive, but not less restrictive than the Community Association Design Guidelines. Copies of any supplemental guidelines and color pallets should be forwarded to the CHCA Manager so that the DRC may refer to them when necessary. The CHCA Manager will send out a more complete explanation of the supplemental guidelines and color pallets to each sub-association.

Any project that is denied by either the DRC or Sub-association may be appealed to the Master Association Board of Directors.

Some Sub-Associations may decide that the only design review required is the one by the DRC of the Master Association. Several of them have requested that they would prefer not to require local approval. A form is available for local Villages to allow the DRC to be the sole approval authority. Any such authority may be revoked later if they so choose. **The DRC will not approve any modification that is prohibited by the local Sub-Association's CC&R's.**

The DRC holds scheduled meetings on the 3<sup>rd</sup> Tuesday of each month. Any submittal for consideration must reach the CHCA Management Company [www.canadahillscommunity.com](http://www.canadahillscommunity.com) by the 2nd Tuesday of the month. Documentation for submittal must be complete in accord with paragraph 4. a. (page 3 of the guidelines). Of particular importance is to have drawings that clearly show labeled lot lines and distances of significant features from lot lines and other structures. When locating any mechanical equipment it is important to consider the effect of noise to neighboring properties. Submittals that fail to include complete, legible, documentation will be returned and no action will be taken by the DRC until complete documentation is received.

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Paul Webster Chairman  
Design Review Committee, Cañada Hills Community Association

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Ed Cook, Chairman  
Board of Directors, Cañada Hills Community Association