

## Brea Glenbrook Club

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## BREA GLENBROOK ARCHITECTURAL GUIDELINES AND MAINTENANCE STANDARDS

### **INTRODUCTION:**

Pride of ownership leads to proper management and maintenance of Brea Glenbrook Club, which in turn bolsters our community's property values. In order to maintain a responsible and successful community, the Association's Governing Documents must be observed. Your cooperation is essential in order to accomplish these purposes, and common sense and consideration for your neighbors are the keys to its success. The Association's Board of Directors has put together this document outlining the Architectural Guidelines and Maintenance Standards for Brea Glenbrook Club. These Architectural Guidelines and Maintenance Standards supplement the Association's CC&Rs. This document is meant to provide clarification for certain provisions of the CC&Rs and can be used as a quick reference to the CC&Rs. The Board hopes you will find this document helpful.

### **ARCHITECTURAL GUIDELINES:**

Pursuant to Article V of the CC&Rs, exterior property changes must be approved by the Board of Directors in writing prior to a homeowner making the change. Failure to comply with these guidelines may cause an Architectural Application to be delayed pending submission of other information and documentation to the Architectural Committee. An incomplete application may affect the time limits for approval otherwise reserved in favor of the Architectural Committee.

#### I. Architectural Application Process

No exterior building, fence, wall, structure, additions or modifications shall be permitted until a completed Architectural Change Approval Form ("Architectural Application") and the plans and specifications (showing the nature, kind, shape, height, width, color, material and locations of the same) are submitted to the Association's Board of Directors, and approved by the Association's Architectural Committee. Homeowners are responsible for obtaining the proper permits, if any, and complying with any government ordinances.

The Architectural Application process commences with the submission of a completed Architectural Application, the plans and specifications, and any applicable fees and deposits. Board meetings are held the second Tuesday of every month (except July) at 7pm at the Glenbrook Clubhouse. Architectural Applications can be found on the Association's website. Please direct questions regarding this procedure to [nfoxhall@breaglenbrook.org](mailto:nfoxhall@breaglenbrook.org) or call the number *above*.

By way of illustration only, submissions to the Architectural Committee for approval are required for the following exterior modifications: (i) change or paint the front door; (ii) change windows; (iii) paint any part of the outside of the residence; (iv) install new garage doors; (v) install new roof; (vi) install solar panels; (vii) room additions affecting the exterior; (viii) install fences; and (ix) install walls.

The following items do not require prior architectural approval: landscaping and like-for-like replacements. Additionally, prior architectural approval is not required for paint colors that have been pre-approved by the Board. These pre-approved colors are on file at the Clubhouse or can be found on the Association's website.

For colors that have not been pre-approved, prior written approval will be required. If requesting a color that has not been pre-approved, please submit your plans for painting to the Board using the Architectural Application, and include the paint brand, color name and specifics as to which part of the structure will be painted what color. Failure to obtain prior approval for a color that has not been pre-approved may result in the need for the home to be repainted at the homeowner's expense.

## II. Neighbor Notification

It is the intent of the Architectural Committee to obtain input from the applicant's neighbors regarding any improvements which may impact the neighbor's use and enjoyment of their own property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be determinative and/or binding in any way on the Architectural Committee's decision.

A Neighbor Notification Statement (attached to the Architectural Application form) must be provided to the Architectural Committee with any Architectural Application to verify that the neighbors have been notified about the proposed improvements.

## III. Approval or Disapproval by the Architectural Committee

The Architectural Committee shall give approval or disapproval of your application within thirty (30) days from submission of a completed application (including all the required supporting information and documentation). The Board reserves the right to postpone approval of incomplete applications. The Board will notify the homeowner within 30 days if an application is determined to be incomplete. Incomplete applications will need to be re-submitted with the missing information or documents.

## IV. Appeal to Board of Directors

In accordance with California Civil Code Section 4765, any denial of a formal application for architectural modification by the Architectural Committee for the Association may be appealed by the homeowner whose submission was denied ("Appealing Owner") to the Association's Board of Directors for reconsideration.

The following requirements apply to any appeal of an architectural denial:

1. The Appealing Owner must file his/her request for appeal of an architectural denial by the Architectural Committee within thirty-five (35) days of the date the denial is placed in the mail by the Association.
2. The appeal must be made only by filling out an "Application for Appeal of Architectural Denial" form which may be obtained from the Association's office.
3. The Application for Appeal will be heard in open session by the Board of Directors at the first regularly scheduled monthly meeting, provided it is received at least ten (10) days prior to such monthly meeting. In any event, an Application for Appeal will be heard by the Board within forty-five (45) days of the Association's receipt of same.
4. The Appealing Owner is encouraged to attend the Board meeting at which the appeal is considered. If the Appealing Owner cannot attend the Board meeting, then the Appealing Owner is encouraged to provide the Board with a written description of the reasons why the Architectural Committee's decision should be overturned.
5. The Appealing Owner will be notified of the Board's decision on the appeal within fifteen (15) days of the Board meeting at which the appeal is reviewed.

## **MAINTENANCE STANDARDS:**

The Association's CC&Rs at Article VI regulates the use of the individual homeowner Lots and the improvements located on those Lots. These provisions are in place to help maintain the overall look and feel of the neighborhoods, and to maintain property values. The Board has an obligation and the responsibility to enforce the provisions of the CC&Rs, including all other Governing Documents and approved Rules and Regulations, Guidelines and Standards in a fair and equitable manner.

Generally speaking, all improvements located on the individual Lots must be maintained in good condition and repair. (CC&Rs, at Article VI, Section 7). Activities that are deemed to be noxious or offensive are not permitted within the Association, including on the individual Lots. (CC&Rs, at Article VI, Section 3). These activities includes those that become an annoyance or nuisance to the neighborhood and will be evaluated on a case-by- case basis.

Following is a list of the most common issues that has been brought to the Board's attention and is not a complete list of maintenance standards. If a homeowner believes that a home is in violation of the Association's Governing Documents, a written complaint should be submitted to the Board. The Board will review the complaint and take appropriate action as needed.

### 1. RENTALS (Amended, Art. VI, S. 1)

- a. Homes may not be leased or rented for a period of less than thirty (30) days.
- b. Homes may not be sub-leased, or used for hotel, boardinghouse or transient purposes.

### 2. FRONT AND SIDE YARD MAINTENANCE (Art. VI, S. 7)

- a. Front lawns and side yards should be maintained in such a manner as to give a neat appearance.
- b. Lawns should be maintained to avoid dead grass spots or large areas of dirt.
- c. Weeds should be promptly removed.

### 3. HILLSIDES, PARKWAYS AND SLOPES (EXCLUSIVE OF REAR YARDS) (Art. VI, S. 7; Art. VI, S. 18(a))

- a. Hillsides, parkways and slopes should be groomed and free of weeds and litter.
- b. Slopes that face toward Imperial Highway or Associated Road require flourishing plantings.

### 4. TREES AND SHRUBBERY (Art. VI, S. 7)

- a. All trees and shrubbery should be kept pruned of dead branches.
- b. All trees and shrubbery should be kept pruned off adjoining structures.
- c. Trees and shrubbery shall not, in any way, impede any thoroughfare or street signs.

### 5. PLANTERS (Art. VI, S. 7)

- a. All planters should be kept weed free.
- b. Plants within the planters should be trimmed and neatly maintained.
- c. Blocks and hardscape defining planters should be kept in good repair. Any broken blocks or stained and cracked stucco should be removed and/or repaired.

### 6. DRIVEWAYS (Art. VI, S. 7)

- a. All driveways should be kept clear of oil or other stains that are not naturally occurring or adherent in concrete.
- b. All driveways shall be kept free of weeds.

### 7. EXTERIOR PAINT AND BUILDING SURFACES (Art. VI, S. 7)

- a. Exterior paint must be kept in good repair.
- b. Blistering, peeling, faded, discolored or stained paint is not allowed.
- c. Wood pillars, trim, fascia board and beams must be kept painted and in good repair. Wood should not be cracked or rotting.

8. TRASH CONTAINERS (Art. VI, S. 8)

- a. All trash containers shall be stored behind gates so they are not visible from the street.
- b. Trash containers may be placed at the curb no earlier than 5 pm the day before trash pick-up and must be taken in the same day the trash is picked up.

9. R. V., BOAT AND VEHICLE STORAGE & PARKING (Art. VI, S. 3, 4 and 7; Amended Art. VI, S. 10)

- a. All recreation vehicles, campers, commercial vehicles, boats and trailers must be stored so that they are not visible from the street.
- b. Inoperable vehicles may not be stored on driveways or in other areas where they are visible from the street.
- c. Vehicles may not be parked on lawns or dirt.

10. MISCELLANEOUS

- a. Any landscaping that impedes, destroys, or puts into disrepair any property belonging to the Brea Glenbrook Club is not permitted. The homeowner, whose landscaping caused such disrepair or destruction, will be responsible for any and all repairs and/ or replacement of said Association property. A hearing will be noticed to address the costs associated with the repair and/or replacement of Association property.
- b. Window panes and screens must be kept in good condition. Broken window panes and screens that are torn/ripped should be promptly repaired. (Art. VI, S. 7)
- c. No window that is visible from the street shall be covered with aluminum foil, sheets, posters, newspapers or other material not intended or designed for use as a window covering. (Art. VI, S. 3 and 7)
- d. Patio covers visible from the street, walls, fences and gates must be kept in good condition. Rusted paint, wood rot or deteriorating wood should be promptly repaired. (Art. VI, S. 7)
- e. Grass clippings, woodpiles, trash and building materials that are not currently in use, must be stored in an area where they are not visible from the street. (Art. VI, S. 3 and 7)
- f. Rain gutters must be kept secured to home and in good repair. (Art. VI, S. 7)
- g. No vehicle shall be repaired or rebuilt on any Lot so that the same is visible from the street. No vehicle shall be repaired or rebuilt on any street or in any Common Area. (Art. VI, S. 3)
- h. Holiday decorations are permitted up to one month prior to the holiday and must be removed within 15 days after the holiday. All holiday decorations celebrating holidays in December, must be removed by January 15. (Art. VI, S. 3)