

UCA

UNIVERSITY COMMUNITY ASSOCIATION

RULES and GUIDELINES

Approved 2021

Revised 2025

TABLE OF CONTENTS

I. INTRODUCTION	5
II. ARCHITECTURAL MODIFICATIONS AND REMODELS	5
III. OVERVIEW: HOME MODIFICATION REQUIREMENTS	5
IV. HOME MODIFICATION APPLICATION SUBMITTAL PROCESS	6
V. RESPONSIBILITIES OF THE HOMEOWNER	6
VI. RESPONSIBILITIES OF THE ASSOCIATION	7
VII. SUPPORTING DOCUMENTATION REQUIREMENTS FOR STRUCTURAL MODIFICATION	7
VIII. ARCHITECTURAL MODIFICATION RULES & GUIDELINES	
A. DESIGN RULES AND MODIFICATION RULES	10
B. SPECIFIC DESIGN AND MODIFICATION RULES	11
1. Accessory Dwelling Units	11
2. Air Conditioners	17
3. Ancillary Structures: Sheds, Playhouses	17
4. Electric Vehicle Charging Stations	17
5. Fences & Walls	17
6. Garage Doors	19
7. Gates	19
8. Mailboxes (Chancellor Homes only)	19
9. Mechanical Equipment	19
10. Painting, Exterior	20
11. Patio Covers, Arbors, Gazebos	20
12. Pools & Spas	20
13. Roofing	20
14. Satellite Dishes & Antennae	20
15. Skylights	21
16. Solar Energy Equipment	21
17. Statuary, Fountains, Ornamental Sculptures, & other Exterior Decorative Objects	21
18. Windows & Doors	21
19. Window Treatments	21
C. PAINTING RULES & GUIDELINES	
1. General Painting Rules & Guidelines	22

2. Item Specific Painting Rules & Guidelines	22
3. Chimneys	22
4. Front, Rear, Side & Screen Doors	23
5. Garage Doors	23
6. Gutters & Drainpipes	23
7. Mailboxes	23
8. Patio Covers	23
9. Reconditioning / Replacing Roof Materials	23
10. Siding Colors	23
11. Solar, Mechanical Equipment, Enclosures & Other Structures	23
12. Stucco & Masonry Walls	24
13. Trim/Fascia & Roof Flashing	24
14. Windows & Balconies	24
15. Wood Fences & Gates	24
16. Wrought Iron Fences and Gates	24
IX. LANDSCAPE RULES & GUIDELINES	
A. General Rules & Guidelines	25
B. Drainage	25
C. Artificial Turf	25
X. HOMEOWNER RULES AND GUIDELINES	
A. Basketball Backboards & Hoops	26
B. Destruction of Property	26
C. Driveway and Garage Use	26
D. Dogs/Pets	26
E. Parking in Common Area	26
F. Trash/Waste Containers	27
G. Trucks, RVs, Campers, Trailers, Watercraft and Aircraft Parking	27
XI. REGULATIONS FOR USE OF GROUNDS & FACILITIES	
A. GENERAL USE REGULATIONS	
1. Greenbelts & Pathways	28
2. Signs and Banners	28
3. Traffic Regulations	28
XII. USE OF FACILITIES AND AMENITIES	
A. Electronic Key Fobs	28

B. Swimming Pool Facilities	29
C. Tot Lots and Playgrounds	30
D. Tennis Courts	30
E. Pickleball Court	30
F. Volleyball Court	31
G. Clubhouse Usage	
1. Specific Rules and Guidelines	31
2. Fees & Deposit	32
3. Access & General Rules	32
XIII. ENFORCEMENT	
A. Violations	34
B. Violation Inspection Criteria	34
C. Violation Notification & Appeal to Remedy	34
D. Schedule of Fines	35
XIV. APPENDICES	
A. Home Modification Application	
B. <i>Neighbor Notification</i> form	
C. Submittal Checklist for Home Modification Approval	
D. Paint Color Application	
E. Approved Exterior Paint Palettes	45
F. Color Palette Assignments by Street	52
G. UCA Community Center Procedures / Rules and Regulations	53
H. Reserving Owner/Resident Responsibility and Checklist	54

I. INTRODUCTION

University Community Association (UCA) was established to provide services to homeowners in the planned community of homes in Village I, Village II, and the Chancellor Homes in University Park, Irvine California, and for the purpose of protecting the value, desirability and attractiveness of the community.

The UCA Board of Directors is delegated and assigned the powers of administering and enforcing compliance with UCA's Covenants, Conditions & Restrictions (CC&Rs) and Rules and Guidelines (Rules).

It is the responsibility of the Board of Directors to review homeowners' proposals for modifications to their property to assure that those changes will continue the harmony of external design that was established in the original plan for the community. By setting rules and approving proposed property changes, the Board of Directors does not intend to stifle creativity but assure the continuity of character of the community that helps preserve or improve its appearance and property values and afford the uniform application of those Rules to all residents.

For certain applications, the Board of Directors may consult with an outside professional, such as an architect, landscape architect, engineer or attorney. In addition, the Board of Directors may create a Home Modification Review Committee (HMRC) to review these applications and submit their recommendations to the Board. These Rules may be changed by a vote of Board of Directors following homeowner notification of the proposed changes. It is the responsibility of the homeowner to check with the UCA office to be sure that they have the current edition of these Rules before undertaking any project covered by the provisions of this document.

II. ARCHITECTURAL MODIFICATIONS AND REMODELS

A. OVERVIEW: HOME MODIFICATION APPLICATION REQUIREMENTS

Approval shall be based, among other things, on adequacy of site dimensions; conformity and harmony of external design with neighboring structures; effect of location and use of improvements on neighboring property, improvements, operations and uses; relation of topography, grade and finished ground elevation of the property being imposed to that of neighboring property; proper facing of main elevations with respect to nearby streets; preservation of aesthetic beauty; conformity of the plans and specifications to the purposes and general plan and intent of these Rules and Guidelines.

1. Board of Directors Meeting
 - a) The Board of Directors meets monthly.
 - b) Completed applications must be submitted to the UCA office ten (10) days before the General Board of Directors Meeting. The date of this deadline is posted in the monthly newsletter. Since a lengthy process is required for approval of an application, there are no exceptions to this deadline.
 - c) The UCA office reviews the application for completeness and provides a dated acknowledgment of its receipt. Incomplete applications will be returned for necessary revisions and resubmittal.
 - d) UCA is required to process a completed application within thirty (30) days following the homeowner's receipt of UCA's date-stamped acknowledgment.
2. Approval from the Board of Directors (or its designated agent) **must be obtained**, and written notification of approval must be received from UCA **prior** to beginning any additions, expansions and/or modifications to homes that meet any of the following criteria:
 - a) All structural, size, and cosmetic changes to the exterior of structures, including but not limited to, painting, room additions, doors, windows, balconies, changes to eaves or fascia,

entry and garage doors, patio covers, awnings, other structures and changes to roofing materials.

- b) All visible changes to the hardscaping of the property including, but not limited to, walkways, planters, driveways, fences, walls, gates, water features, swimming pools and spas.
- c) All visible changes to the landscaping of the property when any of the following materials are used, including but not limited to, concrete, rock, stone, wood and any other non-plant material including artificial turf.
- d) All exterior mechanical equipment installations or changes including, but not limited to, air conditioners, solar panels, spa/swimming pool equipment, waterfall pumps, antennas and satellite dish installations.

B. HOME MODIFICATION APPLICATION PROCESS

The necessary submittal forms and checklists are described below and are included with these Rules as Appendices A, B and C. These forms may also be obtained from the UCA office or on-line.

1. Complete Home Modification Application - see Appendix A
 - a) Applicant must complete, sign and submit the application to the UCA office ten (10) days prior to the monthly UCA General Board of Directors meeting (2nd Wednesday of each month).
 - b) Complete *Neighbor Notification* – see Appendix B
 1. Any neighbors that are, or may be, affected by a home modification must be notified. For example: property sharing a lot line, property directly across street, if the projected improvement visibly impacts or is a possible noise and or, construction debris nuisance impacting upon any adjacent neighbor's property.
 - c) Submit photograph(s) of residence
 - d) Submit completed Submittal Checklist for Home Modification Approval – see Appendix C

****For home expansions, additions and remodel applications only.***

C. RESPONSIBILITIES OF THE HOMEOWNER

1. After notification of approval from the UCA office, it is the homeowner's responsibility to:
 - a) Obtain necessary building permits required by the City of Irvine and submit a copy of the same to the UCA office prior to beginning construction.
 - b) Return all changes required by the City of Irvine to the Board of Directors for review prior to beginning construction.
 - c) See that work progresses in an orderly fashion with a minimum disruption or inconvenience to the neighborhood.
 - d) See that the work performed is in strict compliance with the specifications and drawings.
 - e) Restore any damaged UCA property (e.g., streets, driveways, turf, sprinklers, etc) to their former condition.
 - f) Contact the UCA office upon completion of construction. Include photos of the completed project.
2. If an approved project is not completed within ninety (90) days after approval by the Board of Directors, homeowner must apply for an extension to the UCA office.
3. Approved plans are considered invalid if the project has not been commenced within 90 days of approval. The homeowner must submit a new application.

4. Once construction has started, all improvement must be completed within one (1) year of approval.
5. Failure to obtain the necessary approvals prior to construction may constitute a violation of the CC&Rs and these Rules and may result in a fine being levied against the property.

Please note that approval and/or inspection of any project by UCA does not waive the necessity of obtaining all required City and County permits/inspections. In turn, obtaining City or County permits/inspections does not waive the need for approval/inspection by UCA.

D. RESPONSIBILITIES OF THE ASSOCIATION

As stated in the Introduction to this document, it is the responsibility of the Board of Directors to ensure that UCA's rules are always maintained. The extent of modifications and/or improvements is governed by UCA's CC&Rs and Rules established by the Board of Directors.

To discharge the above responsibilities, the Association reserves the right to require that the rules be met. Failure to remedy sub-standard conditions or unauthorized work within a reasonable time is considered cause for the Association to correct or to remove the condition **at the owner's expense**.

1. Where modifications are made without Board approval, the policy of the Board is:
 - a) To take whatever action is necessary to ensure the homeowner conforms to the CC&Rs and the provisions of these Rules, including removal of accomplished work if necessary.
 - b) To charge the homeowner for all costs incurred, including legal, for enforcement of the CC&Rs, By-Laws and Home Modification Rules and Guidelines.
2. Architectural and Design Review
 - a) On certain applications, the Board of Directors may submit the homeowner's completed application to an architect and/or a Home Modification Review Committee (HMRC) for review. The architect and/or Committee will make a recommendation to the Board of Directors as to whether the project conforms to UCA's CC&Rs and the Home Modification Rules and Guidelines. Any association committee meeting, including a HMRC meeting, is open to homeowners.
 - b) Should the decision of the Board of Directors on a homeowner's application be contested, either the owner-applicant or the protester may appeal to the Board of Directors in writing. The appeal will be placed as a regular item of new business on the agenda of the next regularly scheduled monthly meeting. The decision of the Board on appeal is final.
 - c) Filing Building Permit, Notification of Project Completion
 1. Each homeowner is required to deliver a copy of any required building permit(s) for their project to the UCA office before construction begins and to notify the office promptly upon completion, cancellation, or postponement of the project.
 - d) Inspection
 1. UCA will inspect the project after completion to ensure that it conforms to the approved application. Periodic inspections during construction may also be performed.

E. SUPPORTING DOCUMENTATION REQUIREMENTS FOR STRUCTURAL MODIFICATION

1. Home Expansions/Remodels
 - a) Plans - Number of plans required.
 1. Homeowner/applicant must submit (two) full-size sets of dated architectural drawings and one (1) electronic copy of dated drawings.
 2. one (1) printed copy and the electronic copy shall be retained by UCA. One (1) approved

full-size copy shall be returned to the applicant. The applicant is responsible for having an approved copy of the plan available and in good condition on the job site.

b) Site Plan/Plot Plan

1. Indicate: legal description, address, name of homeowner/applicant, north arrow, scale of drawings (e.g., 1/8" equals one foot) and brief description of work.
2. Show a site plan (top view) of the lot drawn to scale with dimensions.
3. Show all buildings, fences and other improvements, existing and proposed, drawn to scale with dimensions. Clearly differentiate between existing and proposed improvements.
4. Show all locations and dimensions of work proposed, including distances between proposed work and property lines.
5. Show all visible changes to the hardscaping of the property including, but not limited to, walkways, planters, driveways, fences, walls, gates, water features.
6. Show all proposed landscape modifications or other details affected.

c) Floor Plan (may be combined with the plot plan)

1. Show the dimensions of all walls, columns, openings, balconies, decks, and any feature that will affect the exterior design of the existing building and the proposed work or any existing improvement.
2. Note square footage of area under roof of existing and proposed improvements.
3. Note all items on the exterior that cannot be indicated on the elevation drawings.

d) Elevations

1. Indicate all exterior elevations of existing buildings and new proposed work, as they relate to existing buildings or structures. Photographs should be provided to show the relationship between the proposed work and the existing structure.
2. If any differences exist between the proposed project and the photograph, an elevation drawing must be submitted. It is not necessary to have an architect produce the drawings, but they must be neat, legible, and drawn to scale with dimensions indicated.
3. The elevations should clearly label all materials and finishes for both the existing structure and the proposed modifications.

e) Specifications

1. List all materials and finishes to be used, (manufacturer specifications may also be included).
2. Describe all uncommon materials as to weight, thickness, etc.
3. State method of installation or application of materials.
4. Show size, dimension and shape of all fence materials for existing and new fences/walls.
5. Submit a completed *Paint Color Application* - see Appendix D.

f) Roof Plan (may be omitted if existing roof is not affected and no new roof is proposed)

1. Show plan of all existing and proposed new roofs with pitches and overhang dimensions noted.
2. Show materials of all existing and new roofs.

g) Perspective, Isometric or Rendering

This 3D view can help the Board of Directors understand the proposal more easily or if dimensions and materials are shown, these can replace the elevations but is not mandatory.

h) Tract map

Include copy of tract map showing the location of the home within the community.

i) Neighbor Notification

A Neighbor Notification form must be completed and signed by all impacted neighbors, to verify the neighbors have been notified of the proposed improvements and have reviewed the modification plans.

j) Submittal Fees

The submission fee for all applications, except those solely for ADUs or Jr ADUs is \$250. Additional fees may be required should the Board of Directors need to bring in an outside consultant to assist with the review. Typically, most standard Board of Directors submittals do not require an outside consultant. If the Board of Directors determines that the application cannot be meaningfully reviewed without a professional, such as a consulting architect, landscape architect, engineer or attorney, the application will be deemed incomplete until the Applicant has tendered the necessary fees. The applicant may then resubmit the application with the applicable fees and any additional information requested, to the UCA office.

ARCHITECTURAL MODIFICATION RULES AND GUIDELINES

All home modifications are subject to obtaining a City of Irvine building permit, if required, and a copy of which must be submitted to the UCA office prior to the start of construction and subject to compliance with all rules, regulations and provisions in UCA's governing documents and the Home Modification Rules and Guidelines. All work must conform to City of Irvine ordinances and meet professional workmanship standards.

A. Design and Modification Rules and Guidelines

This section applies to all changes to the exterior dimensions of any home in UCA. It is meant to insure the conformity and harmony of external design of all homes with those of the community. The following are those factors that are considered in determining project compatibility for exterior remodeling.

1. Size
 - a) The total square footage lot coverage ratios of the proposed home after improvements should not be significantly larger than the neighborhood average or as specified by the Rules herein.
 - b) Maximum lot coverage including *ground floor living area*, garage and "California Rooms", shall not exceed 50% of each building site, per City of Irvine Gross Lot Size.
2. Mass
 - a) New construction, whether remodel or addition, should not make the home appear more massive or bulkier than the neighboring properties. Second floor additions should be stepped back from the first story and incorporate other articulation techniques to visually reduce massing.
3. Floor Area Ratio (FAR)
 - a) FAR is the relationship of the total square footage of the structures, (including living area, garage and "California Rooms") and the total lot area. It is intended to control the mass of the home in relation to the lot.
 - b) Maximum FAR shall not exceed (80%) eighty percent of the City of Irvine Gross Lot Size.
4. Setbacks
 - a) Minimum setback requirements for front yards, side yards and rear yards are governed by the City and County codes and are on file with the City of Irvine Building Department
 - b) For corner lots that have two street-facing sides, the street facing setbacks shall be that of the original structure or that of the City setback requirements, whichever is more restrictive.
 - c) Second story additions over a garage, balconies and decks, must have a minimum of a three (3) foot setback, measured from the front of the garage (unless an original balcony is being enclosed).
 - d) No owner shall partition or further subdivide their residential lot.
 - e) Remodels and additions that create smaller setbacks will be reviewed based on their total square footage, floor area ratio and the existing view, privacy and access to light of neighboring properties.
5. Architectural Design
 - a) All additions and remodels should choose an architectural style that respects the predominant massing, scale and articulation consistent with the architectural style of the

community.

b) Height

- i. Building height shall not exceed 32 feet.
- ii. Third stories are not permissible.

c) Workmanship

- i. All work must be performed in a manner consistent with the standards of the general dwelling construction and appearance of the community.
- ii. Any work considered by the Board of Directors as being of a substandard or of lesser quality than the prevailing community standards, will be required to be completed or re-worked to an acceptable standard as determined by the Board of Directors.

d) Changes During Construction

- i. Any changes made to the initial Board of Directors-approved project require submittal of a new application for approval by the Board of Directors.
- ii. Approval of the proposed changes is required prior commencing construction or installation of the proposed changes.
- iii. Changes undertaken without approval shall be subject to mitigation or removal by the non-complying homeowner at their cost.

B. Specific Design and Modification Rules

1. Accessory Dwelling Units (ADUs)

a) Definitions:

- i. An Accessory Dwelling Unit (ADU) is defined as an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It must include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling and must have an independent exterior entrance, separate from the existing principal residence.
- ii. A Junior Accessory Dwelling Unit (JADU) is a residential dwelling unit that is no more than 500 square feet in area, contained entirely within an existing single-family residence. A JADU must have an outside entrance and separate cooking facilities but may share bathroom facilities with the main house on the lot.

b) ADUs and JADUs are only permitted in planned unit development properties and single-family home neighborhoods.

c) The application must be approved by the Design Review Committee prior to any ADU or JADU installation.

d) Approval of any project by the Design Review Committee does not waive the necessity of obtaining the required City permits. Obtaining City permits does not waive the need for approval by the Design Review Committee prior to construction.

e) ADUs may not be sold separately from the primary residence and only one ADU is allowed per lot. The maximum total floor space area of an attached ADU shall not exceed 50 percent of

the proposed or existing primary dwelling living area. The total area of floorspace for a detached ADU shall not exceed 1,200 square feet.

- f) ADUs must be designed to match with the existing main dwelling and other adjacent homes. ADUs and JADUs will be approved with respect to architectural considerations, which the Committee, in its discretion, will deem appropriate.
- g) ADUs shall be constructed, located, and screened to minimize the impact on any existing adjacent and/or neighboring structure or common area. ADUs may not be located closer to the front property line than the front-most building wall of the principal dwelling unit or inside yard easement areas.
- h) ADUs shall match the architectural characteristics of the principal dwelling unit and neighborhood in style, colors, and materials (examples: matching design, roofing materials, siding, stucco, windows, doors, etc.). ADUs must be planned to minimize the proposed mass on all elevations. Elevations that are determined to propose an unacceptable massing effect may be required to incorporate alternative architectural styles, provided that such alternatives are compatible with and blend with the existing architecture.
- i) The minimum front setback requirement for all first story ADUs and JADUs is five (5) feet behind the face of the garage wall or other building structure closest to the front property line. The minimum front setback requirement for all second story ADUs and JADUs is two (2) feet behind the first story wall below. The minimum side and rear setback requirement from the property line or fence to the ADU must comply with all City and Association requirements and must be a minimum setback of four (4) feet from the property line or fence.
- j) The minimum setback from the face of the street curb to the face of the garage wall shall not be reduced.
- k) To the extent possible, the ADU or JADU should be screened from view from the adjacent streets, public sidewalks, trails, paseos, walkways, greenbelts, parks, and surrounding properties by fences, hedges or other appropriate plant materials. Such visual mitigation shall be designed so the ADU or JADU is screened from view, as much as possible, upon installation.
- l) The slope of the ADU roof shall match with the existing principal dwelling unit roof slope and step height for the roof. The material, color, and texture of any new ADU roof shall be identical to the existing main dwelling roof. All proposed projections through the roof must be noted on the drawings.
- m) Exterior stairs and doors on any ADU or JADU shall be screened and minimized from view to the extent possible.
- n) Detached ADUs may not exceed one-story and a height of sixteen (16) feet from existing adjacent grade or the height of the principal dwelling unit, whichever is less, unless the ADU is constructed above an existing or new detached garage.

- o) If the ADU or JADU is constructed above the principal dwelling unit or garage, all windows and doors shall be designed to minimize any material impacts onto the adjacent properties. Such impacts may include, but are not limited to, window placement with direct alignment with adjacent properties' windows, and with the ADU's or JADU's windows and doors located facing toward the existing on-site residence.
- p) The Applicant is responsible to ensure the original graded direction of surface water and drainage flow is not disturbed or altered to adversely affect neighboring properties.
- q) Either the primary residence or the JADU must be occupied by the Owner of the subject property. No ADU or JADU shall be rented or advertised as a short-term rental. All rentals of an ADU or JADU must be for a period of at least thirty (30) consecutive days.
- r) These rules for ADUs and JADUs are intended to be compliant with California statutory law. To the extent that any of these rules are determined to conflict with such law, the statutory law shall control.

ADU Guidelines based on Characteristics

I. Room Additions / Accessory Buildings / Structures

A. Architectural Styles

- 1. Any structural changes or room additions proposed must match the architectural style of the home. Different architectural styles may not be combined.
- 2. Glass block is not permitted in any improvement.
- 3. Free standing canvas structures are not permitted.

B. Architectural Character

The following design information provides the architectural guidance that must be adhered to when planning a room addition.

- 1. Building Height
 - a. Primary residential structures shall have a maximum of two stories. The maximum building heights of all improvements shall be consistent with agency regulations.
 - i. If the CC&R's permit accessory type structures, any / all accessory buildings are limited in height to a maximum of one story. In cases where accessory buildings are located within a sloped area of any lot, the maximum building height is one story measured from finished grade. Under no circumstance shall the height of these buildings exceed the highest roof line height of the primary residential structure.

- ii. Chimneys may extend to a maximum of 2' above the roof line if necessary to comply with Uniform Building Code Requirements.

2. Authenticity

To establish an authentic character and maintain a high-quality image, all architectural massing, elements, details, color and materials shall be appropriate to your home.

C. Architectural Massing

1. Variety in the street scene and adjacent views will be enhanced by providing a variety of architectural massing forms. The intent is to “soften” the views within and surrounding the neighborhood. Single story homes or elements at corner locations create appropriately stepped transitions and help to establish pedestrian scale.
2. Stepped two-to-one story plans reduce the proximity between adjacent second stories and help to buffer the relationship between new and existing homes.
3. Existing single-story elements cannot be altered. “Single story edges” or additional side or rear building setbacks shall not be altered.
4. Single story edges are defined as homes within a step-down from two stories to one story or with the second story pushed 5' back from the first story edge.

D. Elevations

1. Front Elevations: Adjacent and facing residences cannot be built with the same elevation, however floor plans with different elevation designs and color applications are permitted.
2. Side and Rear Elevations: All side and rear elevations shall exhibit a high-quality level of articulation.

E. Architectural Criteria

1. Lot Coverage: The maximum lot coverage for single story homes is 60% of the total area of the lot. The maximum lot coverage for two story homes is 50% of the total area of the lot. These maximums are determined by the primary structure's number of stories and calculated as a total of all buildings / structures on each lot.
2. Where 75% or more of the total square footage of the home is on a first story level, total lot coverage will be allowed at a maximum of 60%.
3. Where 25% or more of the total square footage of the home is on a second story level, total lot coverage will be allowed at a maximum of 50%.

4. All buildings or structures that have a solid or overhead element, are included as part of this lot coverage calculation. Open trellis or patio covers or uncovered interior courtyard space is not included.

F. Accessory Buildings

Any and all accessory buildings shall maintain a minimum setback of 6' from the primary residence and 5' from the rear and side lot lines and shall meet all other minimum setback requirements defined by the City/County and Fire Department. Such building must meet all minimum setbacks as defined for front, side and rear yards and must be integrated with and complementary to the primary residential architecture.

II. Stand-Alone Accessory Structures & Second Kitchen Units

Subject to City Code and applicable provisions in the Specific Plan for the Project, stand-alone accessory structures (e.g., studios, pool/houses) and second kitchen units are generally permitted. Second Kitchen Units may function as independent living quarters from the main residence and must maintain the appearance of being an integral part of the main residence. Please refer to the City Municipal Code for regulations regarding second kitchen units. Stand-alone accessory structures or second kitchen units should be unobtrusive and blend with the site and the main residence. Stand-alone accessory structures or second kitchen units may not be placed in a location where they are a dominant component of the view from the street frontage or public viewpoints or an adjoining residence.

ADU GENERAL COMPLIANCE STANDARDS

A. Compliance Standards:

1. All ADUs and JADUs must meet applicable health and safety standards and requirements imposed by state and local permitting authorities.
2. All ADUs and JADUs, and appurtenant installations or construction shall be completed so as not to materially harm or damage common elements of the Association, or any other individual Lot; void any warranties held by the Association or other Owners; encroach into building setback requirements established by the Association, unless a setback variance is granted; encroach closer to the front Lot line than any part of the existing primary residence on the Lot; and/or impair the waterproofing, structural, acoustic and fire separation integrity of a building or structure.
3. All portions of an ADU or JADU shall be designed and constructed in a manner which does not jeopardize the safety or soundness of any structure and/or the safety of any person within the community.
4. All portions of an ADU or JADU, including any plumbing, electrical conduits, disconnect boxes, and any other associated components, shall be secured/installed in a manner which does not jeopardize the aesthetic, acoustic or fire integrity of the community.

5. The Owner constructing the ADU and/or JADU shall be responsible for any damage to building elements, Lot interiors or personal property caused by such construction/installations, even if the Association has primary maintenance responsibility for such elements under the governing documents of the Association.

B. Construction Compliance

1. Additions, ADUs and JADUs must be designed and constructed in compliance with all City of Irvine, State of California and Federal ordinances, regulations, and laws.
2. Construction shall only be by a licensed and properly insured contractor. **Contractor shall obtain any and all necessary permits and Owner shall provide copies of same to the Association.** Proof of a contractor's license and insurance must be provided to the Association prior to construction.
3. Prior to construction, the contractor shall have insurance coverage that meets the following minimum requirements:
4. Workers' Compensation with minimum coverage required by California law accompanied by a waiver of subrogation;
5. Contractor's General Liability for which the Association shall be a certificate holder and naming the Association and [Management] as an additional insured on a separate endorsement page, providing minimum coverage of one million dollars (\$1,000,000.00) per occurrence, and including "completed operations" coverage; and
6. Automobile Insurance providing minimum coverage of one million dollars (\$1,000,000.00) per accident; and
7. The contractor must, prior to installation, provide to the Association copies of certificates of insurance for the above policies and endorsements which name the Owner and the Association as additional insureds.
8. Notice of Completion. Contractor must file a written notice, signed, and verified by the Owner or his agent, stating the date of completion, the name and address of the installing Owner, a description of the site, and the name of the Contractor in the format prescribed by *Civil Code* Section 8182, upon completion of all necessary work to complete construction of the ADU or JADU.
9. To ensure the safety of individuals and allow safe access to the Association, ADUs and JADUs shall not obstruct access to or from any Lot, walkway, or ingress or egress into any area of the community.
10. Notwithstanding anything else herein to the contrary, the ADU shall not impair any easement set forth in the CC&Rs, including, without limitation, the Association's landscaping and maintenance easements. The ADU shall not interfere with the Association's landscaping and maintenance obligations described in the CC&Rs.

11. Only one ADU shall be constructed per Lot.
12. Only one JADU shall be constructed per lot.
13. In approving the construction of any ADU or JADU, the Board is entitled to rely upon the representation of the Owner, or their contractor, that the ADU or JADU, prior to obtaining City Permits, fully complies with the safety criteria set forth in these Guidelines. Should the Board later determine that the ADU or JADU is not in conformance with such criteria, the Board may require the Owner to modify same so that it is in compliance.

B. Air Conditioners

- a. Installation of a new air conditioning unit or change of location for an existing unit requires an application along with the following documents:
 - i. Drawing showing size and dimensions of the unit.
 - ii. A photograph or drawing indicating the proposed location of the unit.
 - iii. A photograph or drawing indicating the proposed location of the refrigerant line and any additional equipment related to the A/C unit.
 - iv. Manufacturers' cut sheets for the proposed equipment.
- b. **Roof-mounted air conditioners are not permitted** if visible from the street or common areas.
 - i. Existing roof mounted air conditioners may be grandfathered in if not being replaced or moved to a different location and
 - ii. Existing grandfathered air conditioners must be screened if visible from the street or common areas.
- c. Through-wall or window air conditioners are not permitted.
- d. All service connections including but not limited to pipes, tubing, vents, electrical, refrigerant lines;
 - i. should be run within the structure whenever possible. (This is not only preferable visually; it will also make the installation less prone to damage).
 - ii. if visible from the street or common areas, service connections must be painted to match the adjacent surface, (see *Painting Rules and Guidelines*).
- e. Any Installation of a new air conditioning unit or change of location for an existing unit requires a City of Irvine permit.
- f. **Air Conditioning unit-screening**
 - i. Screen must be architecturally compatible with the residence.
 - ii. Screens must cover the entire unit from view, have header and side frames,
 - iii. Show dimensions and materials of all screening in relation to the unit.
 - iv. Screens visible from the street or common areas must be painted to match the adjacent surface, (see *Painting Rules and Guidelines*).
 - v. Photograph or drawing of proposed A/C unit screening. The screening must comply with the equipment manufacturer's recommendations for free air flow around the unit.
 - vi. The screening must comply with the required minimum clear access around the perimeter of the structure.

C. Ancillary Structures

- a. Ancillary structures, including but not limited to, playhouses and storage sheds, require approval. A photo or drawing of dimensions and materials must accompany application.
- b. When the ancillary structure is pre-manufactured, a copy of the manufacturer's cut sheet for the structure should be submitted with the application.
- c. Play structures should be constructed and located to minimize the impact on the adjacent neighbors' privacy or the common areas.
- d. Play structures shall blend with the architectural characteristics of the dwelling and neighborhood.
- e. Play structures shall comply with the side yard and rear yard setback requirements.
- f. No play structures are permitted within the front yard if visible from streets or common areas.
- g. Storage sheds shall not be visible from streets or common areas.

D. Electric Vehicles Charging Station

- a. Electric Charging stations required by electric cars
 - i. may not be mounted anywhere on the exterior façade of a residence that is visible from the common area or adjoining properties
 - ii. should never be mounted on a common fence or wall between two properties.
- b. All installations must be in compliance with Irvine Building and Safety Code.

E. Fences and Walls

- a. All fence and wall modifications require prior Approval.
- b. The owners of individual lots may construct and install fences and/or walls on the perimeter of each said lot within the tracts other than where solid walls are already situated, provided that said fences and/or walls shall be composed only of overlapped wood slats, slump stone, stucco or brick.
- c. Approval is required for any material not specifically mentioned as an approved material. The height of any such fence or wall must be at least five (5) feet from the adjacent finished grade and shall not exceed six (6) feet from the adjacent finished grade.
- d. Fencing and walls on the rear or side yards adjacent to greenbelts may be removed completely, subject to approval.
- e. No fence, wall or hedge exceeding three (3) feet in height shall be erected or permitted between street and front setback.
- f. All original block walls and fences located on the exterior of lots fronting on perimeter streets and/or collector streets shall not be changed or modified by the owners or occupants of said lots.
- g. Any new fence or wall installation on the property lines shared with Michelson Drive, must be of 4" slump stone or stucco construction.
- h. All fences and walls constructed on any part of a lot other than on the perimeter of a lot shall be composed of the same materials as the fences on the perimeter of the lot.

- i. Wood Fences:
 - i. Must be left natural or stained according to the *Painting Rules and Guidelines*.
 - ii. Structural framing or unfinished side of a fence shall not be visible from the street, common areas or neighboring lot.
 - iii. Vertical wood fences may be constructed of 1" x 4" or 1"x 6" **overlapped** vertical slats.
 - iv. Vertical wood fences must have a 2" x 4" top header board. The header must form a continuous level line across the top of the fence.
 - v. Horizontal slat fencing need not be overlapped.
 - vi. Both vertical and horizontal supporting posts should be 4" x 4" and should be the full height of the fence.
- j. Masonry and Slump Stone Walls:
 - i. Four (4") inch slump stone, "La Paz" color, with un-tinted mortar shall be used.
 - ii. Common slump stone walls between neighbors' yards, where the wall cannot be viewed from street or common areas may be of six (6) inch slump stone, if both homeowners agree.
- k. Wrought Iron Fences:
 - i. The maximum clear opening between wrought iron bars shall not be greater than four (4) inches or whichever dimension has been adopted by the Irvine City building department.
 - ii. Wrought iron must be painted in accordance with the *Painting Rules and Guidelines*.
 - iii. Wrought iron may be used in combination with wood, slump stone, or stucco walls.

F. Garage Doors

- a. All replacement garage doors require approval.
- b. All wooden garage doors must be painted in conformance with *Painting Rules and Guidelines*.
- c. Garage doors must be compatible with the architectural style of the residence.

G. Gates

- a. Approval is needed for any changes in front, rear and side yards visible from the street or common areas.
- b. All gates should conform to design standards consistent with the architectural style and materials of the home.
- c. All gates should be painted in conformance with *Painting Rules and Guidelines*.
- d. Gates shall not be taller than the adjacent fence or wall.

H. Mailboxes - Chancellor Homes only

- a. All mailbox installations must have UCA approval
- b. Mailboxes must be post-mounted and meet all Postal regulations for installation.
- c. Mailboxes must be painted or finished in accordance with the *Painting Rules and Guidelines* and kept in good condition.

I. Mechanical Equipment

- a. Mechanical equipment includes, but is not limited to, swimming pool and spa equipment, water softeners, and waterfall pumps.
- b. All equipment must be located a reasonable distance from neighboring property lines.
- c. All equipment must be screened from view of neighbors, adjacent streets, public sidewalks and common areas.
- d. Equipment may need to be enclosed to mitigate a noise factor.

J. Miscellaneous

- a. All clothes lines refuse containers, woodpiles, storage areas, machinery and equipment must not be visible from public view.
- b. No open carport may be used for storage of any item other than a vehicle.
- c. No balcony may be used as a storage area. d. Holiday Decorations and Lighting
 - i. For the holidays that occur during November and December of each year, holiday decorations and/or lighting may be displayed starting November 1st and must be removed must be removed by January 31st
 - ii. For other seasonal holidays, decorations may be display one week before the holiday and must be removed one week after the holiday.

K. Painting

- i. Exterior painting must have UCA approval.
- ii. Complete and submit a *Paint Color Application* - Appendix D. Refer to *Painting Rules and Guidelines* in this document when repainting a home or changing paint color.

L. Patio Structures, Arbors, Gazebos, Awnings

- a. All items in this section require prior Approval.
- b. All structures and window and door overhangs/awnings need to conform to design standards consistent with the color and architectural style of the home.
- c. Maximum height of patio structures, arbors, gazebos is nine feet (9'). These heights may be varied to align with architectural features of the dwelling.
- d. Height and placement of structures in this section shall not obstruct a neighbor's view. Having the permission of the affected neighbor(s) is not a substitute for Board of Directors application approval.
- e. Patio structures, arbors, gazebos must be painted in accordance with *Painting Rules and Guidelines*. No objects such as urns, pots, planters, etc., are to be placed on top of the patio cover. All such adornments should be located under, around, or be suspended from the structure.
- f. A partial list of unacceptable materials for structures and overhangs/awnings include metal, fiberglass, corrugated plastic, plastic webbing, reed or straw-like materials.

M. Pools & Spas

- a. Drainage and pool and spa construction must conform to development grading and drainage requirements and comply with the codes and regulations of the City of Irvine and County of Orange.
- b. All necessary City and County permits shall be obtained by the homeowner prior

to construction.

- c. Pools and spa may not be drained onto neighbors' property.

N. Roofing

- a. All roof replacement requires an application and must be approved prior to installation.
- b. Roofing materials for replacement of Mansard roofs must match the roofing colors of the original Mansard roofs of the community.
- c. Roofs on room additions should match roofing materials on the home as closely as possible.
- d. Replacement of individual shingles or roof tiles and/or tile roofs that are pressure/steam cleaned, should match the existing shingles or tiles as closely as possible.
- e. The color of roof diverters, roof vents, attic fans and similar roof accessories must be painted to match the roof color.

O. Satellite Dishes and Antennas

- a. While antennae or satellite dishes are subject to federal or state law exemptions, a *Home Modification Application* – Appendix A must be submitted by a homeowner describing the location and placement of the antenna or satellite dish.
- b. Homeowners should attempt to install the antenna or satellite dish in a location which is least likely to be visible to the common areas and/or neighbors' property.
- c. Cables and/or wiring servicing these installations shall be painted in accordance with the *Painting Rules and Guidelines*.

P. Skylights

- a. Skylight frames may be bronze, aluminum or painted to match the adjoining roof surface.

Q. Solar Energy Equipment

- a. In accordance with California Civil Code, homeowners may install a solar energy system.
- b. Prior to installation, homeowner must submit a *Home Modification Application* – Appendix A describing the design and location of the solar energy system.
- c. Solar energy installations should be designed to blend with the existing structure. A profile as low as possible should be maintained. (Prefinished frames are preferable)
- d. Piping should go through the roof of the dwelling when possible. Piping on the face of the roof or dwelling must not be visible from the street or common areas.

R. Statuary, Fountains, Ornamental Sculptures and other Exterior Decorative Objects

- a. Installation of any statuary, fountains, ornamental sculptures or other exterior decorative objects greater than 18" in height require an application and must be approved prior to installation.
- b. Items in this section, if not visible from the street or common areas, do not require an application.

- c. Rear yard, side yard and/or courtyard installations must not exceed the height of the perimeter fence/wall.

S. Windows and Doors

- a. Changes to windows and door frames require approved by the Board of Directors.
- b. Wooden window frames, French doors, sliding doors, screen doors, bay windows, and balconies, must be painted in accordance with the *Painting Rules and Guidelines*.
- c. Factory-applied finishes must be consistent with the *Painting Rules and Guidelines*.

T. Window Treatments

- a. Only curtains, drapes, shutters or blinds may be installed as permanent window covers if visible from the street or common areas.
- b. Covering material, including but not limited to, sheets, blankets, aluminum foil, and newspaper or similar materials are is not allowed.
- c. Reflective films or graphics are not permitted.

PAINING RULES AND GUIDELINES

In accordance with Article VIII, Section 13 of the CC&Rs, University Community Association adopted new paint colors in 1989. These colors and guidelines have since been modified and amended in August 1992, April 1993, June 1994, October 2002 and August 2021. The deadline to paint with new colors shall be September 30, 2026. All structures on a homeowner's property must be painted in accordance to the Rules and Guidelines outlined on the following pages.

Available Paint Palettes for all homes are assigned by street address, (refer to UCA's current Color Assignment by Street list).

Up to four paint colors may be used on each home: a primary stucco/siding color, a secondary stucco/siding color, a trim/facing color, and a front door color. Paint must be applied in accordance with the rules in this document. All colors must be selected from the same color scheme of the assigned paint palette.

Note: It is not acceptable to have only one color on the entire house

I. General Painting Rules and Guidelines

- A. All exterior paints must be selected from the currently approved Paint Palettes.
- B. A *Paint Color Application* - Appendix D must be submitted to the UCA office and approved before painting may begin.
- C. By September 30, 2026, all homes in UCA must be painted with the colors adopted in August 2021 and may be "touched up" thereafter with these colors until this policy is changed.
- D. A homeowner is responsible for painting the entire home. With attached homes, it is sometimes difficult to determine which shared exterior walls to paint. The general rule is "if you own it, you paint. For example, if the wall of a garage continues into the courtyard or driveway of a neighbor, it is the responsibility of the person who owns the garage to paint that wall.
- E. Each Palette contains several Schemes which offer two stucco/siding colors and two trim/fascia colors each. The homeowner may select one Scheme within the assigned Palette. The stucco, (siding if applicable), fascia, trim and door color must all be selected from the same Scheme, **with the following exceptions:**
 1. If adjoining town homes have a continuous facade or fascia and the point where the properties meet is ***on a single plane***, both owners must use identical colors for the entire facade or fascia. In some cases, the facade or fascia is on a single plane only on the front of the garages; in other cases, the entire front or rear of the homes themselves have a two-story facade on the same plane.
 2. The stucco, brick, or slump stone surfaces must be painted with the same colors on both houses if ***on the same plane***, however, each owner's garage door may be a different color.
 3. Stucco walls on the sidewalks in front of town homes that belong jointly to adjoining property owners must be painted a single color on surfaces visible from the street.
 4. The intent of these rule exceptions is to avoid using different stucco or trim/accent colors on surfaces that are on the same plane at the point where the properties meet.

II. Item Specific Painting Rules and Guidelines

A. Chimneys

1. Brick chimneys may be painted the stucco/siding color of the selected Scheme or left

unpainted.

B. Front, Rear, Side and Screen Doors

1. Front entry wood doors may be:
 - a. stained a natural wood color,
 - b. painted any stucco/siding or trim/fascia color of the selected Scheme,
 - c. or painted a color from the assigned Palette's Door Color options.
2. Rear and side wood doors, if clearly visible from outside the property, must be painted the stucco/siding color or the trim/fascia color from the selected Scheme.
3. Screen doors and door trim must be painted or stained to match the door or the stucco/siding color or trim/fascia color.

C. Garage Doors

1. Wood garage doors may be painted either of the two chosen stucco/siding color(s) of the selected Scheme, or the chosen fascia/trim color of the selected Scheme.
2. Factory-painted white, off-white or almond colors are acceptable for roll-up doors. These doors
3. may also be painted either of the two chosen stucco/siding color(s) of the selected Scheme, or the chosen fascia/trim color of the selected Scheme.
4. The wood trim around the garage door may be painted either the selected stucco/siding color or the trim/fascia color of the selected Scheme.

D. Gutters and Drainpipes

1. Gutters must be painted the same color as the surface to which they are attached. Similarly, drainpipes attached to buildings must be painted the same color as the surface to which they are attached.

E. Mailboxes

1. Mailboxes may be:
 - a. black, brown or white (factory standard),
 - b. or painted the chosen stucco/siding, or trim/fascia color of the selected Scheme.

F. Patio Covers

1. Horizontal and vertical surfaces of wooden patio covers may be painted the stucco/siding color of the selected Scheme color, white, or left natural, or stained a natural wood color.

G. Reconditioning / Replacing Roof materials

1. When reconditioning clay tiled roofs or replacing individual tiles, a color as closely matching the original as possible must be used. Any greater color tone change will require an application to be approved by UCA.
2. When replacing individual shingles, a color as closely matching the original as possible must be used. Any greater color tone change will require an application to be approved by UCA.

H. Siding Colors

1. Homes with wood siding may paint the siding and stucco with the same stucco/siding color, or with a combination of both stucco/siding colors in the selected Scheme.

I. Solar and Mechanical Equipment and Enclosures & Other Structures

1. Mechanical equipment, solar energy equipment (excluding solar cells), A/C units, and equipment enclosures if visible from the street or common areas must be painted to match the adjacent surface.

2. Structures such as playhouses and sheds must:
 - a. be painted the stucco/siding or trim/fascia color of the selected Scheme,
 - b. left natural, or
 - c. stained a natural wood color.

J. Stucco or Masonry Walls

1. Stucco walls must be painted the approved stucco/siding color of the home.
2. All stucco walls with visible cracks in walls must be repaired and repainted.

K. Trim/Fascia and Roof Flashing

1. Mansard Roofs

- a. Fascia above shingles or tiles, and the roof flashing must be painted the UCA color assigned for that roof material and color.
 - i. Red Roof (tile) approved color: **DET453 Majolica Earthenware** RL#750
 - ii. Brown Roof (shingle) approved color: **DET630 Renwick Brown** RL#927
- b. Fascia below shingles or tiles can be painted the selected Trim/Fascia color, or painted the UCA color assigned for that roof material and color.

2. All other Roof Types

- a. All metal flashing must be painted to match the fascia/trim near or on the roof, or to match the roof tone if there is no fascia.

3. **Windows & Balconies**

- a. Wooden window frames, including French doors, sliding doors, bay windows, and wooden balconies may be painted to match the stucco/siding or trim/fascia color of the selected Scheme
 - i. The exterior surface may not be left natural.
 - ii. Pre-finished windows of a color acceptable to UCA need not be painted.
- b. Metal/wrought iron balcony rails may be painted:
 - i. the stucco/siding or trim/fascia color of the selected Scheme.
 - ii. black, or
 - iii. white.

4. **Wood Fences and Gates**

- a. Front yard wooden entry gates set in a slump stone wall must be painted the stucco/siding or trim/fascia color of the selected Scheme, left natural, or stained a natural wood color.
- b. Side and rear yard wooden gates, used with slump stone or wooden fences, should be left natural, or stained a natural wood color.
- c. Wooden fences should be left natural or stained a natural wood color.

5. **Wrought Iron Fences and Gates**

- a. Front yard wrought iron fences and gates may be painted.
 - i. the stucco/siding or trim/fascia color of the selected Scheme
 - ii. black, or
 - iii. white.

LANDSCAPE RULES and GUIDELINES

I. GENERAL RULES AND GUIDELINES

- A. All landscaping must present an attractive appearance for the property and include a reasonable combination of lawn and/or groundcover, shrubs and trees.
- B. Bare earth must be covered with landscaping or a combination of landscaping and hardscaping, (pavers, cement, bricks, rocks, etc.).
- C. Shrubs, trees, or other landscaping with thorns which may be considered hazardous (e.g., rose, Natal plum, cactus), should not be planted adjacent to sidewalks.

II. MODIFICATION AND MAINTENANCE - for all yards visible from the street or common areas:

- A. Landscaping, including but not limited to, trees, shrubs, groundcover, flowers and turf is maintained without weeds, fallen leaves/branches or dead plant material.
- B. Turf is kept mowed and edged, maintained without brown or dead turf.
- C. Trees and shrubs are maintained and are aesthetically scaled to the house.
- D. Plants, trees and shrubs are routinely trimmed to prevent interference with pedestrian and/or vehicular traffic.

III. DRAINAGE

- A. Drainage must be appropriately maintained to avoid impacting on neighboring property, including common areas.
- B. Drain outlets and the grade of concrete and/or soil shall not drain or slope into neighboring properties.

IV. ARTIFICIAL TURF

- A. Artificial turf requires the submittal of a *Home Modification Application* – Appendix A and approval before installation.
- B. Turf must be installed per manufacturer's specifications (e.g., filling, compaction, grading, sloping for drainage, etc.).

HOMEOWNER RULES AND GUIDELINES

I. RULES AND GUIDELINES

A. Basketball Backboards and Hoops

1. Basketball backboards/hoops may not be attached to a garage or outside wall of a home.
2. Free standing portable basketball units in good condition are acceptable but must be placed in such a manner that they do not block sidewalks and pedestrian walkways. When not in use, free standing portable basketball unit must be stored on owner's property and may not be left on the sidewalk or street.

B. Destruction of Property / Vandalism

1. Persons responsible for destroying and/or vandalizing any Association property must pay for such damage as well as any court costs, if necessary.
2. Owners are responsible for damage caused by their family members, tenants, residents, guests and invitees.

C. Driveway and Garage Use

1. No owner, lessee resident, or guest shall conduct repairs or restorations on any motor vehicle, boat, trailer, or other vehicle upon any Lot or upon the Common Area, except wholly within the Owner/occupant's garage.
2. No vehicle (or parts thereof) which is in a wrecked, dismantled, or inoperative condition, shall be parked or placed on any property within the Association for more than five (5) days, unless within an enclosed garage.
3. No garage door shall be permitted to remain open for other than a temporary purpose and for a limited period of time not to exceed 8 consecutive hours.
4. All oil spots and debris must be promptly cleaned up from driveways.

D. Dogs / Pets

1. Dogs must be on a leash. "No person owning or having charge of any dog shall permit the same to run at large any place within the City unless such dog is restrained by a substantial leash, not to exceed six (6) feet in length, and is in the charge of a person competent to restrain such dog." (City Ordinance SEC. IV.E-701)
2. Clean up after your pet. "It shall be unlawful for any animal to commit any nuisance by leaving its excreta on any public property." (City Ordinance SEC. IV.E-710) Pet owners must clean up after their pets. Violations may be reported by calling Irvine Animal Services (949) 724-7740.

E. Parking in Common Areas

1. No vehicle shall be parked in any Common Area parking lot for more than fifteen (15) consecutive days. After fifteen (15) consecutive days, the unauthorized vehicle will be ticketed, and the responsible Lot Owner cited by the Association. The vehicle must then be removed within twenty-four (24) hours. If the vehicle is not removed from the Common Area parking lot within twenty-four (24) hours, the vehicle will be towed away at the vehicle owner's expense.
2. No parking in front of a driveway.
3. No parking on or over a sidewalk.
4. Vehicles not in operative condition and/or without a current registration may be towed away, at the vehicle owner's expense, twenty-four (24) hours after notification.
5. Vehicles parked in common areas designated as permit only parking, must always display a

valid parking permit. Vehicles not displaying a parking permit are subject to immediate towing, at the vehicle owner's expense, without notification.

6. The term "consecutive" as used herein includes moving of a vehicle from one Common Area parking lot to another Common Area parking lot. The term "notification" as used herein shall be defined as either a letter from the Association to the vehicle's owner or by a parking notice/ticket placed on the vehicle by the Association.
7. The term "operative condition" as used herein shall be defined as vehicles that can be driven legally on California streets and highways immediately upon starting the vehicle. Examples of vehicles not in operative condition shall include, but are not limited to, those having an expired registration, flat tires, covered vehicles, or lack of essential parts of the transmission, axles, or engine.

F. Trash / Waste Containers

1. Waste containers must not be put out sooner than the night before collection and taken back in by the night after collection.
2. All waste containers may not be stored on, or visible from the street or common areas.
3. Dumping of any household appliances, furniture or bulk items on owners' property, common areas and/or streets is prohibited.

G. Trucks, RVs, Campers, Trailers, Watercraft and Aircraft Parking

1. No trucks, recreational vehicles, campers, trailers, watercraft, aircraft or other similar types of vehicles and related equipment shall be parked, placed, or maintained on any lot or common area, (except for a temporary purpose not to exceed 12 hours).
2. Any vehicle and/or related equipment shall not exceed 20 feet in length or 7 feet in overall width.

REGULATIONS FOR USE OF GROUNDS AND FACILITIES

I. GENERAL USE REGULATIONS

A. Greenbelts and Pathways

1. Bicycles and scooters (standard or motorized) should only be ridden on pathways.
2. Permission must be obtained from the UCA office before a construction or service vehicle may use common area property to gain access to a home. This is to prevent damage to irrigation systems, sidewalks, and landscaping.

B. Signs and Banners

1. Only one "For Sale" or "For Lease" sign per property, no larger than 18" X 24", is permitted.
2. Sign can be mounted on a 48" (maximum) stake. No yard posts are allowed.
3. During an open house, a sign reading "Open House" may be substituted.
4. No other commercial signs may be placed on a lot or in the common area.
5. Non-commercial flags and banners must be less than 15 square feet in size; signs and posters must be less than 9 square feet.
6. These non-commercial flags, banners, signs or posters may be displayed from the yard, a window, a door or balcony or an outside wall of the owner's Lot.
7. No flags, banners, posters or signs may be painted on an architectural surface.
8. No flags, banners, posters or signs may be made of flora, balloons, lights, roofing, siding, paving materials, or other similar building, landscaping or decorative components.

C. Traffic Regulations

Traffic within the Association is governed by the California Vehicle Code and the City of Irvine. Some specific regulations UCA residents need to comply with include:

1. No parking in front of a driveway. (CVC 21113(e))
2. No parking on or over a sidewalk. (CVC 21113(f)) (City Ordinance Sec. 6-3-501)
3. No parking within 15 feet of a fire hydrant. (CVC 22514)
4. No parking of a vehicle over 84" wide on the street (except for immediate loading or unloading). (City Resolution 1007-2)
5. Detached trailers may not be parked on the street. (City Resolution 1007-3)
6. No parking of vehicles on a public street with a "For Sale" sign. (City Resolution 1007-4)
7. No vehicle shall be left on city streets for more than 72 hours. (City Ordinance Sec 6-3-574)

II. USE OF FACILITIES AND AMENITIES

The University Community Association common facilities are exclusively for use by Owners/residents and their guests, subject to the Governing Documents, including these Rules. These include four pools, tennis courts, pickleball court, volleyball court, tot lots and greenbelts.

A. Key Fobs

1. The electronic key fob system operates the gate locks at the pool facilities, court facilities and pool restrooms and is required for admittance to and use of the pool facilities and court facilities.
2. New owners are may purchase up to two (2) key fobs per property upon close of escrow of the property. Any key fob not returned upon sale or lease of the property will be deactivated.
3. Fobs may be purchased for a cost of \$75.00 each upon receipt of payment, a complete application form and agreement, and compliance with the UCA Rules. Only owners on title may purchase a key fob. Key fobs may be purchased from the UCA Management Office at

4530 Sandburg Way, Irvine California 92612. Key fobs are non-refundable

4. If a key fob is lost or stolen or there is a change in home ownership, the key fob will be deactivated. If only one key fob has been lost, the owner must present the key fob still in their possession to the management staff for verification.
5. Property owners that rent/lease out their properties must submit a complete application form and agreement, a Delegation of Use form signed by the owner, and a copy of a current tenant lease to transfer their fobs to their tenants. Those owners shall no longer be able to use the association's facilities. Those property owners that violate this rule may be subject to having their fobs deactivated.
6. Residents/tenants must be in possession of their key fob at all times when using any of the association facilities. Additionally, they must present their key fob to an authorized association representative, (e.g., management staff, patrol officer). Residents who do not have their key fob in their possession when using the facilities, who fail to present their key fob upon request by an association representative, or whose key fob is determined to be invalid or suspended may be removed from the facility.

B. **Swimming Pool Facilities**

1. Schedule of Pool Closures

The pool facility schedule of operation is determined by the Board of Directors and is printed in the UCA newsletter and posted on both the pool bulletin boards and UCA website.

2. Pool Facility Rules

Persons not abiding by these rules shall be asked to do so by any authorized association representative, (e.g., management staff, patrol officer) contracted by UCA to enforce Rules. In the event violators fail to comply, the violators will be asked to leave the pool area.

NOTE: If no lifeguard is on duty, signs are posted saying all persons under the age of 14 must be accompanied by an adult (18 or over) at all times within the pool/spa areas.

The pool rules include the following:

- a. Key fobs are required for entrance and use of the pool facilities.
- b. All guests / visitors must be accompanied by a resident of the community.
- c. Pets, bicycles, skateboards, scooters, and other vehicles are prohibited in pool facilities.
- d. Shower before entering pool or spa.
- e. Proper swimwear is required.
- f. No glass containers are allowed in pool facilities.
- g. Incontinent people must wear swim diapers while in the pool or spa.
- h. Large floatation devices are not allowed in pool or spas.
- i. Climbing on or over pool fences or buildings
- j. Running on pool decks
- k. Diving
- l. Shoulder riding, pushing or horseplay
- m. Loud, boisterous, rude conduct or vulgarity
- n. Marring or destruction of property
- o. Littering
- p. Nudity or indecency
- q. Smoking or vaping any substance

3. Spas Rules
 - a. Persons under 14 years of age must be accompanied by an adult at all times.
 - b. No submerged heads, jumping, pushing or splashing in spas.
 - c. All other pool facility rules also apply to spas.
4. Commercial Use Restrictions
 - a. The use of any UCA pool facility for any commercial activity (e.g, lessons, classes, tournaments, etc.) is prohibited without written permission from the UCA Manager.
5. Private Pool Functions
 - a. No function shall be held in the pool area without the prior written approval of the UCA Manager. A “function” is defined as a gathering of twelve (12) or more persons
 - b. Pool facilities cannot be reserved for private parties.
 - c. The right and enjoyment of all residents must be respected.

C. Tot Lots and Playgrounds

UCA maintains seven playgrounds for recreational purposes. All persons using these facilities exercise common sense rules of courtesy and safety. Users pick up any litter.

D. Tennis Courts

There are two tennis courts adjacent to the Pavilion pool facility available for use by UCA Owners, residents and their guests.

1. Hours - Tennis court hours are 8:00 A.M. until dusk.
2. Court Rules
 - a. Key fobs are required for entrance and use of the courts.
 - b. Tennis courts are available on a “first come, first served” basis.
 - c. Tennis shoes or rubber shoes only
 - d. Courts are for tennis play only, no skateboards, bicycles, roller skates, scooters, motorized vehicles or animals allowed.
 - e. The use of the courts for any commercial activity (lessons, classes, tournaments, etc.) is prohibited without written permission from the UCA Manager.
3. Time Limits
 - a. The maximum playing time is one hour if players are waiting.
 - b. Players who have used up their allotted time when other players arrive are expected to relinquish the courts immediately.

E. Pickleball Court

There is one pickle ball court adjacent to the McGuffey pool facility available for use by UCA Owners, residents and their guests.

1. Hours - Pickleball court hours are 8:00 A.M. until dusk.
2. Court Rules
 - a. Key fobs are required for entrance and use of the court.
 - b. Pickleball courts are available on a “first come, first served” basis.
 - c. Tennis shoes or rubber shoes only.
 - d. Courts are for pickleball play only, no skateboards, bicycles, roller skates, scooters, motorized vehicles or animals allowed.
 - e. v. The use of the courts for any commercial activity (lessons, classes, tournaments, etc.) is prohibited without written permission from the UCA Manager.

3. Time Limits
 - a. The maximum playing time is one hour if players are waiting.
 - b. Players who have used up their allotted time when other players arrive are expected to relinquish the courts immediately.

F. Volleyball Court

There is a sand volleyball court adjacent to the McGuffey pool facility available for use by UCA Owners, residents and their guests.

1. Hours - Volleyball court hours are 8:00 A.M. until dusk.
2. Court Rules
 - a. The use of the volleyball court for any commercial activity (lessons, classes, tournaments, etc.) is prohibited without written permission from the UCA Manager.
 - b. Do not pull or hang on net.
 - c. Time Limits
 - i. The maximum playing time is one hour if players are waiting.

III. USE OF CLUBHOUSE / COMMUNITY CENTER

The UCA Community Center occupies the main room of the first floor of the Association building located at 4530 Sandburg Way. Its amenities include a large meeting area with tables, chairs, television, restrooms, full kitchen with refrigerator, stove, microwave and patio with picnic tables and BBQ Grill.

The Center is available for use by UCA owner/resident and their guests for purposes of entertainment, relaxation, education and as a place for private and public meetings and for campaign purposes during annual election of Board Members. It is not available for use by profit-making enterprises. The Community Center is available by an approved reservation only. A written application, rental fee (if appropriate) and deposit are required. The upstairs office and small downstairs room are not available for general owner/resident use or for election purposes.

A. Specific Rules and Guidelines

Following are the specific rules, regulations and restrictions for the Community Center as adopted by the Board of Directors:

1. A University Community Association (UCA) owner/resident ONLY may rent the Community Center. Rental application and checks MUST be from a UCA owner/resident. Renters must show proof of residency.
2. THE UCA OWNER/RESIDENT MUST BE PRESENT AT ALL TIMES DURING THE PERIOD THE FACILITY IS IN USE UNDER ALL RESERVATIONS.
3. **HOURS AVAILABLE:** Sun-Thurs: 8:00 A.M.- 11:00 P.M. - Fri & Sat: 8:00 A.M. – 12:00 A.M.
4. A reservation is not considered firm until completed application, refundable security deposit and rental fee (if applicable) have been received and application approved by UCA Office.
5. Homeowners / Residents must provide insurance for any clubhouse rental that can come in the form of a single-event liability insurance or one-day event insurance with minimum coverage of \$500,000, or \$1,000,000 if alcohol will be served. The policies must name “University Community Association” and “Professional Community Management – An Associa Company” as additionally insured
6. Association functions have priority for reserving the facility and your reservation could be re-scheduled.

7. The use of the Community Center may be restricted at the discretion of the Board of Directors for violation of Association rules or abuse of the facility, recreational facilities or common areas.
8. Homeowners may not arrange with another homeowner to request use of the facility. All reservations or changes must be approved by the Association Manager.
9. If a UCA owner becomes delinquent in assessment payments and has privileges suspended after making a reservation, the event and the reservation will be cancelled and the fees refunded.
10. Multiple reservations within a 30-day period require Board of Directors' approval. A written request must be submitted one week prior to the BOD meeting held on the 2nd Wednesday of every month.
11. NO SMOKING is allowed inside the facility.
12. When the Community Center is reserved for the use of persons under the age of 18 years old: one parent/guardian per ten persons under the age of 18 years must be in attendance at all times.
13. If persons under 18 years are un-supervised by adults at any time during an event, the function will be immediately terminated with forfeiture of the total deposit.
14. Consumption of alcohol by persons under 21 years old or use of any controlled substance by anyone present at the event will result in immediate termination of the event with a forfeiture of the total deposit.

B. Fees and Security Deposit

1. A rental fee will be waived for non-profit organizations and campaign purpose reservations **for two hours usage only**; however, anything beyond two hours will be charged on a per-event basis. This rental fee waiver "no-charge" rate applies Monday through Thursday only for Non-Profit Organizations and Sunday through Saturday for campaign purposes.
2. Non-profit organizations must provide tax identification number or other proof of non-profit status.
3. A \$300 security deposit is required and refundable as per rules and regulations.
4. Reservations for campaign purposes must be shared equally with anyone requesting to reserve the facility and is not firm until 15 days prior.
5. **RENTAL RATE of \$200.00** per event, plus **\$300 SECURITY DEPOSIT** are required. Provide two separate checks payable to UCA (both checks will be deposited). Rental Fee will be refunded provided reservation is cancelled within 14 days prior to event.
6. Non-profit Organizations **rental fee is waived** for 2 hours use Monday through Thursday *only*, and Sunday through Saturday only for Campaign purposes; however, \$300 Security Deposit is required.
7. **Security Deposit refund** is subject to compliance with the rules and restrictions stated and/or any cost incurred for the following: a) Damage to the facility and/or its contents; b) Inadequate clean-up and/or trash removal; c) Failure to return the facility key or; d) Contents missing from the facility.

C. Community Center Key: The staff is not responsible to provide a key after hours or on the weekend. Arranging for a key pick up is the responsibility of the applicant.

- a. **PICK-UP** by 4 P.M., the day of or day prior to the weekday event & weekend events to pick up by Noon on THURSDAY (except Holidays).
- b. **RETURN** by the next business day and Weekend events to return the following Monday.
2. Due to fire and insurance regulations, the number of persons (including hired staff) inside the facility at any given time cannot exceed **60 persons**.

3. **No electrical cords** are to be used outside the facility
4. Reserving owner/resident **must be in attendance** at all times and will be responsible for control during the event. This includes: Guest behavior, damages caused by persons attending the event, clean up, trash removal and complete lock-up.
5. Common courtesy for surrounding neighbors should prevail. At no time shall the **noise level** exceed the legally allowed amount as set by the City of Irvine. Live bands, amplifiers or sound systems must remain inside the building.
6. **Decorations:** NOTHING is to be taped or attached to windows, doors, ceilings or walls (inside or out). Decorations, other than table decorations, must be approved by the Association Manager.
7. **No open flames** permitted (candles, torches, fire pits) with exception of BBQ Grill.
8. In the event of **glass door and/or window breakage**, it will be the RESPONSIBILITY OF THE OWNER/RESIDENT TO SECURE A BOARD-UP SERVICE in order to protect the facility from vandalism, animals or weather damage. Owner/Resident is to notify the Manager via the on-call number posted at the facility.
9. All **furniture**, if rearranged for the event must be returned to its original storage area. Furniture MUST NOT BE REMOVED FROM THE PREMISES.
10. All **clean up and trash removal** must be done by the time stated on the reservation form. Remember that others may be using the facility after you. All trash and outdoor smoking waste must be removed from premises and placed in the large dumpster. Do not leave trash in outside trash receptacle.
11. **Set-up and clean-up** will occur during reserved hours only and must be completed by 11:00 P.M. weekdays and 12:00 A.M. Friday through Sunday. UCA is not responsible for goods, equipment, food, or personal belongings left on the premises.
12. **Park** in marked stalls only. No double-parking in the lot. No parking on the walkway or sidewalk. Do not park in residential parking.

ENFORCEMENT

The Board of Directors (Board) of University Community Association (UCA) has the authority to establish a system of fines and penalties to enforce provisions of its Governing Documents, which include the CC&Rs, Bylaws and Rules.

Enforcement of UCA's Governing Documents, is an important function of the Board. The Board takes this obligation very seriously as the enforcement of the Governing Documents protects the community's property values and ensures that the community remains an attractive and desirable place to live. As such, violations of the Governing Documents are addressed by the Board as quickly as reasonably possible. Owners who are in violation may find themselves facing a hearing, having to pay fines, or even facing litigation.

The following policy sets forth the process by which the Board will consider action when an owner violates the Governing Documents. While the Board would prefer to resolve matters informally, there may be times when more formal proceedings or even litigation are necessary to obtain an owner's compliance and protect the other members of the association who voluntarily comply. Should litigation be required, the association will seek to recover all legal fees and costs it incurs in pursuing the matter.

VIOLATIONS

I. VIOLATION INSPECTION CRITERIA

Compliance with UCA's governing documents is monitored by UCA management through regular site inspections or reviews of written reports of violations by other owners.

II. INFORMING HOMEOWNERS OF VIOLATION AND APPEAL TO REMEDY

- A. **Courtesy Notice:** If a violation(s) is found, the management office may send a courtesy notice to the homeowner advising the nature of the violation and a time limit to resolve the violation. Failure to comply with the request to remedy the violation, or respond to the management office or the Board of Directors, may result in notice to attend a Hearing where fines, or other disciplinary action may be imposed.
- B. **Notification of Hearing:** A notice, requesting the owner's appearance on a specified date to be heard by the Board of Directors, shall be given at least fourteen (14) days prior to the hearing. The notice will state the date, time, and place of the hearing, the nature of the alleged violation or damage.
- C. **Hearing:** The hearing shall be held before the Board of Directors in Executive Session. Additionally, the following protocol shall be observed:
 1. The accused owner may submit written information to the management office prior to the hearing.
 2. At the hearing, the member shall have the right to present oral and/or written evidence concerning the violation and discuss possible resolutions.
 3. Hearings will be conducted regardless of whether the accused owner attends.
 4. **Determination of Violation:** If the violation is confirmed at the hearing, then the Board of Directors may take any one or more of the following actions:
 - a. Levy a fine per the attached Fee Schedule.
 - b. Suspend or condition the homeowner's right to use any recreational facilities the association owns, operates or maintains, provided that any notice of suspension of privileges shall be given (15) days prior to effective date of suspension.

- c. Levy a special assessment to reimburse the Association for costs incurred because of damage to the common area caused by the owner, or a person deriving use of the common area through the owner. Special assessments may also be levied to reimburse the Association for costs incurred to obtain an owner's compliance with the governing documents, as permitted by the governing documents.
- d. Submit the matter to legal counsel for further action, including, but not limited to, commencement of the alternative dispute resolution process or filing of a civil lawsuit.

NOTE: The Board may determine to use alternative dispute resolution or cause correction of the violation to effect a cure. The owner shall be responsible for legal fees and/or reimbursement of costs to UCA.

NOTE: The Board may, at any time and at its sole discretion, determine to forego the hearing process and refer the matter to legal counsel for handling.

5. Cure: If the violation has been cured prior to the hearing or the owner provides a financial commitment to cure the violation prior to the hearing, discipline will not be imposed.
6. Notification of Determination: The results of the hearing, including any action to be taken, shall be delivered to the member in writing within seven (7) days following the date of the hearing.

D. SCHEDULE OF FINES FOR VIOLATIONS

1. Except as described below, all violations may result in a \$100 fine.
2. The following violations are deemed to have an adverse impact on the health or safety of the common area or another owner's property and may result in a \$500 fine per violation:
 - A. Unauthorized construction affecting structural integrity or another owner's property.
 - B. Obstruction of fire lanes or ingress or egress.
 - C. Unsafe storage of hazardous materials.
 - D. Blocked or improper drainage.
 - E. Obstructions or modifications of the common area.
 - F. Aggressive or dangerous dog behavior, including unleashed dogs.

APPENDICIES

A.	<i>Home Modification Application</i>	36
B.	<i>Neighbor Notification form</i>	37
C.	<i>Submittal Checklist for Home Modification Approval</i>	41
D.	<i>Paint Color Application</i>	42
E.	<i>Approved Paint Palettes (color boards)</i>	45
F.	<i>Color Palette Assignments by Street</i>	46
G.	<i>Delegation of Use Form</i>	47
H.	UCA Community Center Procedures / Rules and Regulations.	48
I.	Reserving Owner/Resident Responsibility and Checklist	49

APPENDIX A
Home Modification Application

Date Received

Owner(s): _____ Phone _____

UCA Property Address: _____ Email address: _____

Mailing Address: _____

Account number: _____ Estimated Start Date: _____ Estimated Completion Date: _____

Proposed Property Modification Description

- ➔ *Additions/Remodels (must submit *Submittal Checklist*) ➔ Air conditioning ➔ Air conditioning screening
- ➔ Awnings/Overhangs ➔ Doors ➔ EV Charging Station ➔ Fences/Walls ➔ Garage Door ➔ Gates
- ➔ Landscaping ➔ Mailboxes ➔ Mechanical Equipment ➔ Patio Structures ➔ Playhouses/Sheds
- ➔ Pools/Spas ➔ Roofing ➔ Satellite Dishes/Antennae ➔ Skylights ➔ Solar ➔ Statues/Fountains/Sculptures
- ➔ Windows

Description of Modifications

Attachments

- ➔ *Specifications of modifications*
- ➔ *Neighbor Notification form*
- ➔ *Photos of residence*
- ➔ **Submittal Checklist for Home Modification Approval*
- ➔ **Submittal fees, if applicable*

I have read and understand the Association’s CC&Rs and Home Modification Rules and Guidelines and I acknowledge receipt thereof and agree that all provisions therein are made a part of the *Home Modification Approval* review, including all homeowner’s obligations and liabilities as specified. All home improvements are subject to obtaining a City of Irvine building permit, if required, and a copy of which must be submitted to the UCA office prior to the start of construction and subject to compliance with all rules, regulations & provision in the association’s CC&Rs and Home Modification Rules and Guidelines.

I agree to indemnify UCA for all costs and/or attorney’s fees expended to force the provisions of this agreement.

Owner’s Signature: _____ Date: _____

APPENDIX B

Neighbor Notification

Neighbor Notification Policy

The University Community Association (UCA) desires to give neighbors an opportunity to be aware of and to comment upon any improvements which may materially impact their property. The Board of Directors (Board of Directors) is vested with the sole authority and discretion to determine whether a proposed improvement is consistent with the architectural rules set forth in the UCA's Declaration of Covenants, Conditions and Restrictions and Home Modification Rules and Guidelines (Rules). Thus, this neighbor notification procedure is intended only as a courtesy to neighbors and does not obligate the Board of Directors to solicit or consider neighbor comments, and confers no rights or authority upon neighbors to approve or disapprove a proposed modification. Neighbor comments respecting a particular improvement shall only be advisory and shall not be binding in any way of the Board of Directors decision. The Board of Directors failure to consider a neighbor's comments or failure to require an Owner to obtain a neighbor's signature on the Neighbor Notification form shall not give rise to any right or cause of action, either express or implied, in favor of a neighbor to challenge the Board of Directors decision.

Definitions

The terms "Facing Neighbor," "Adjacent Neighbor" and "Impacted Neighbor" shall be defined as follows:

- Facing Neighbor - Three (3) homes most directly across the street from the Applicant's home.
- Adjacent Neighbor - Homes with adjoin property lines to the Applicant's home.
- Impacted Neighbor - Any other homes in the immediate surrounding area which the Board of Directors, in its sole discretion determines may be material impacted by the proposed modification.

A completed Neighbor Notification form must be provided to the Board of Directors to verify the neighbors have been notified of the proposed modifications and have had an opportunity to review the plans. If you are unable to personally meet with your neighbors and have them sign the Neighbor Notification form, you may, in the alternative, mail the Neighbor Notification form by both certified mail, return receipt requested, and first class mail, and you must submit proof of mailing to the Board of Directors. Signature must be that of the legal owner of title.

Applicant's Neighbor Awareness Declaration

I, _____ (applicant's name) hereby confirm that the undersigned neighbors have seen the *Home Modification Application* and attachments (date of plans and/or attachments shown to neighbors ____ / ____ / ____) which I am submitting for Approval. The undersigned neighbors understand that objections do not in and of themselves cause denial of proposed plans. The Board of Directors may, however, consider neighbor comments submitted to the Board in determining approval or disapproval of a proposed modification.

NOTICE TO UCA NEIGHBORS: *If this Neighbor Notification form is mailed to you, you must return the completed form to University Community Association, 4530 Sandburg Way, Irvine, CA 92612 within ten (10) days of the date the Neighbor Notification form was mailed to you; otherwise, any objections or comments you may have to the proposed modification may be deemed waived and may not be considered by the Board of Directors in reviewing the proposed modification.*

Neighbor Notification – Appendix B

FACING NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

FACING NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

FACING NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

ADJACENT NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

ADJACENT NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

ADJACENT NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

IMPACTED NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

IMPACTED NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

IMPACTED NEIGHBOR

Print owner's name _____ Legal Owner's Signature _____ Date _____

Property Address _____

Comments: _____

APPENDIX C

SUBMITTAL CHECKLIST FOR HOME MODIFICATION APPROVAL

ALL Applications for home expansion and remodel MUST be submitted with the items listed below. Please CHECK all those items submitted below, then sign and date this form.

- ➔ **Completed Home Modification Application** signed by legal owner and dated.
- ➔ **Neighbor Notification** of Facing, Adjacent and Impacted Neighbors, signed and dated by legal owners ➔

Plot Plans drawn to scale

- ➔ Two (2) full-size sets of dated architectural drawings ➔ One (1) electronic copy of dated drawings.
- ➔ **Site Plan including:**
 - ➔ Top view of the lot drawn to scale with dimensions.
 - ➔ Existing and proposed buildings, fences and other modifications drawn to scale with dimensions.
 - ➔ Locations and dimensions of proposed work, distances between proposed work and property lines.
 - ➔ All visible changes to hardscaping (walkways, planters, driveways, fences, walls, gates, etc.)
- ➔ **Floor Plan** (may be combined with the plot plan)
 - ➔ Dimensions of all walls, columns, openings, balconies, decks and any feature that will affect the exterior design of the existing building.
 - ➔ Square footage of area under roof of existing and proposed improvements.
- ➔ **Elevation Plan** with setbacks
- ➔ **Roof Plan** (may be omitted if existing roof is not affected and no new cover or roof is proposed)
- ➔ **Landscape Plan**
- ➔ **Tract map**
- ➔ **Submittal Fees** (if applicable)

It is the owner’s responsibility to supply any and all details required, as stated in the and *Home Modification Rules and Guidelines*. UCA reserves the right to request additional information when necessary.

The Owner is responsible for the accuracy of the information supplied within this Home Modification Application and its compliance with any and all CC&R and Home Modification Rules and Guidelines.

Legal Owner’s Printed Name

Legal Owner’s Signature Date

**APPENDIX D
PAINT COLOR APPLICATION**

PALETTE #:	SELECTED SCHEME #:	DATE RECEIVED BY UCA OFFICE: / /
NAME		
PROPERTY ADDRESS		
PHONE / EMAIL		
MAILING ADDRESS		

Available Paint Palettes for all homes are assigned by street address, (refer to UCA’s Paint Palette Street Assignment List). Up to four paint colors may be used on each home: a primary stucco/siding color, a secondary stucco/siding color, a trim/fascia color, and a front door color. Paint must be applied in accordance with the *Painting Rules and Guidelines*. All colors must be selected from the same color scheme of the selected paint palette.

PAINT SELECTIONS: Primary Stucco/Siding Color (P) _____
 Secondary Stucco/Siding Color (S) _____
 Trim/Fascia color (T) _____
 Front door color (if applicable) (D) _____

***Roof flashing & Top Fascia – MANSARD ROOFS ONLY:**

➔ **Tile roof** - DET453 Majolica Earthenware ➔ **Shingle Roof** - DET630 Renwick Brown

AREAS TO BE PAINTED:

Check the box of the architectural features listed below that will be painted and which color will be used. Primary Stucco/Siding Color (P), Secondary Stucco/Siding Color (S), Trim/Fascia color (T), Door color (D), White (W), or Black (B). Metal flashings and wood fences, if painted, must use specific colors as prescribed by *Painting Rules and Guidelines*.

HOUSE: ➔ Stucco _____ ➔ Siding _____ ➔ Fascia _____ ➔ Window Trim _____

➔ Window Shutters _____ ➔ Balcony _____ ➔ Balcony Railing _____

GARAGE: ➔ Door(s) _____ ➔ Side(s) _____ ➔ Fascia _____

DOORS: ➔ Front Door _____ ➔ Other Wood Doors (Sliders, French doors) _____ ➔ Screen Door _____

FRONT GATES: ➔ Wood _____ ➔ Metal _____ **REAR/SIDE GATES:** ➔ Wood _____ ➔ Metal _____

FENCES & WALLS: ➔ Wood _____ ➔ Stucco _____ ➔ Sidewalk Stucco Wall shared w/neighbor _____

MISCELLANEOUS: ➔ Chimney _____ ➔ Patio Cover /Arbor/Trellis _____ ➔ Pipes/Drains/Conduits _____

➔ Gutters _____ ➔ Screening for A/C unit visible from street or common areas

Paint Color Application – Appendix D

SPECIAL RULES

(Check boxes below ***if applicable*** to your home, then complete the information in the box below)

→ Continuous Fascia with Neighbor

→ Continuous Garage with Neighbor

→ Continuous Front Façade with Neighbor

→ Continuous Rear Façade with Neighbor

→ Continuous Roof Soffit with Neighbor

→ Sidewalk Wall shared with Neighbor

NEIGHBORS' SIGNATURE agreeing to the

Paint Color(s) to be used on surfaces subject to Paint Guideline Special Rules

Applicable Paint Guideline Special Rule(s) _____

Agreed upon paint color _____ Area(s) to be painted _____

Neighbor's Name _____ Neighbor's Address _____

Neighbor's Signature _____ Date _____

Neighbor Comments (if any): _____

I/we have read and understand the *PAINTING RULES AND GUIDELINES* and I/we acknowledge receipt thereof and agree that all provisions therein are made a part of this application, including all homeowner's liabilities and obligations as specified.

Any variation or deviation from these rules must be approved in advance by the Board of Directors. Any exterior painting not in compliance will be required to be re-painted with approved colors. Completed jobs are subject to inspection.

Estimated completion date: _____


If estimated completion date changes, or when the job has been completed, please inform the UCA office at (800) 369-7260 or via Town Square at <https://app.townsq.io/login>

Legal Owner's Printed Name

Legal Owner's Signature

Date

APPENDIX D PAINT COLOR KEY

- | | |
|--|--|
| 1. BALCONY - Railing | 12. GARAGE Siding |
| 2. CHIMNEY | 13. GARAGE Door |
| 3. DOOR - French door Trim | 14. GARAGE Accent |
| 4. DOOR - Front Door | 15. GATE - Entry / Rear |
| 5. DOOR - Front Door Trim | 16. HOUSE – Siding |
| 6. FASCIA Continuous w/Neighbor | 17. HOUSE - Stucco |
| 7. FASCIA - Standard roof | 18. PATIO COVER /TRELLIS |
| 8. FASCIA - Mansard roof TOP Fascia | 19. WALL - Stucco/Masonry |
| 9. FASCIA - Mansard roof BOTTOM Fascia | 20. WALL - Continuous w/Neighbor |
| 10. FLASHING – Metal | 21. WINDOW Trim – Wood |
| 11. FENCE - Wood |  NEIGHBOR'S HOME |

APPENDIX E
APPROVED EXTERIOR PAINT PALETTES

https://www.dunnedwards.com/colors/archive/color-ark_pro/university-community-association-1/palette-1

Palette 1

Scheme 1

1. Stucco/ Siding – DE6143 Almond Latte
2. Secondary Stucco/ Siding – DET690 Saddle Up
3. Fascia/Eaves/Trim (Option 1) – DE6169 Milk Mustache
4. Fascia/Eaves/Trim (Option 2) – DE6063 Black Walnut
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 2

1. Stucco/ Siding – DE6211 Flintstone
2. Secondary Stucco/ Siding – DE6190 Ball of String
3. Fascia/Eaves/Trim (Option 1) – DE6220 Porous Stone
4. Fascia/Eaves/Trim (Option 2) – DET592 Carbon Dating
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 3

1. Stucco/ Siding – DEW340 Whisper
2. Secondary Stucco/ Siding – DE6191 Exclusive Ivory
3. Fascia/Eaves/Trim (Option 1) – DEC771 Shaggy Barked
4. Fascia/Eaves/Trim (Option 2) – DE6231 Shaker Gray
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 4

1. Stucco/ Siding – DEC761 Cochise
2. Secondary Stucco/ Siding – DEW380 Warm White
3. Fascia/Eaves/Trim (Option 1) – DEC760 Desert Gray
4. Fascia/Eaves/Trim (Option 2) – DE6217 Ancient Earth
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 5

1. Stucco/ Siding – DEW358 Milk Glass
2. Secondary Stucco/ Siding – DEC716 Stonish Beige
3. Fascia/Eaves/Trim (Option 1) – DET631 Cocoa Powder
4. Fascia/Eaves/Trim (Option 2) – DET680 Espresso Macchiato
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 6

1. Stucco/ Siding – DEW383 Cool December
2. Secondary Stucco/ Siding – DE6124 Whole Wheat
3. Fascia/Eaves/Trim (Option 1) – DE6121 Siamese Kitten
4. Fascia/Eaves/Trim (Option 2) – DE6126 Stockhorse
5. Roof Flashing - DET453 Majolica Earthenware

Approved Exterior Paint Palettes – Appendix E

45

Scheme 7

1. Stucco/ Siding – DE6108 English Scone
2. Secondary Stucco/ Siding – DET457 Half Moon Bay Blush
3. Fascia/Eaves/Trim (Option 1) – DEW383 Cool December
4. Fascia/Eaves/Trim (Option 2) – DEC755 Cocoa
5. Roof Flashing - DET453 Majolica Earthenware

Scheme 8

1. Stucco/ Siding – DEW322 Magnolia
2. Secondary Stucco/ Siding – DEW341 Swiss Coffee
3. Fascia/Eaves/Trim (Option 1) – DET697 Nomad
4. Fascia/Eaves/Trim (Option 2) – DE6363 Cavernous
5. Roof Flashing - DET453 Majolica Earthenware

Door Options

1. DET429 Pasadena Rose
2. DEA184 Parisian Night
3. DET573 Mountain Bluebird
4. DET427 Vintage Red
5. DEA168 Pirates Gold
6. DET577 Big Sur Blue Jade
7. DE5116 Rouge
8. DE5421 Gentle Yellow
9. DET501 Catalina Green
10. DET535 Mid-century Gem
11. DEC778 Boxwood
12. DET543 Veranda
13. DET550 Heritage Blue
14. DEA002 Black
15. DEW383 Cool December

Palette 2

Scheme 1

1. Stucco/ Siding – DE6225 Fossil
2. Secondary Stucco/ Siding – DET614 So Chic!
3. Fascia/Eaves/Trim (Option 1) – DE6364 Cavernous
4. Fascia/Eaves/Trim (Option 2) – DE6335 Novelty Navy
5. Roof Flashing – DET630 Renwick Brown

Scheme 2

1. Stucco/ Siding – DE6155 Soft Ivory
2. Secondary Stucco/ Siding – DE6192 Nomadic Taupe
3. Fascia/Eaves/Trim (Option 1) – DET626 Metal Fringe
4. Fascia/Eaves/Trim (Option 2) – DEW383 Cool December
5. Roof Flashing – DET630 Renwick Brown

Scheme 3

1. Stucco/ Siding – DE6213 Fine Grain
2. Secondary Stucco/ Siding – DE6214 Pigeon Gray
3. Fascia/Eaves/Trim (Option 1) – DET631 Cocoa Powder
4. Fascia/Eaves/Trim (Option 2) – DE6211 Light Beige
5. Roof Flashing – DET630 Renwick Brown

Scheme 4

1. Stucco/ Siding – DEW340 Whisper
2. Secondary Stucco/ Siding – DEC773 Heather
3. Fascia/Eaves/Trim (Option 1) – DE6369 Legendary Gray
4. Fascia/Eaves/Trim (Option 2) – DEC771 Shaggy Barked
5. Roof Flashing – DET630 Renwick Brown

Scheme 5

1. Stucco/ Siding – DE6143 Almond Latte
2. Secondary Stucco/ Siding – DEC760 Desert Gray
3. Fascia/Eaves/Trim (Option 1) – DEW380 Warm White
4. Fascia/Eaves/Trim (Option 2) – DET634 Downing to Earth
5. Roof Flashing – DET630 Renwick Brown

Scheme 6

1. Stucco/ Siding – DE6122 Dry Creek
2. Secondary Stucco/ Siding – DE6123 Trail Dust
3. Fascia/Eaves/Trim (Option 1) – DE6190 Ball of String
4. Fascia/Eaves/Trim (Option 2) – DET592 Carbon Dating
5. Roof Flashing – DET630 Renwick Brown

Scheme 7

1. Stucco/ Siding – DE6227 Muslin
2. Secondary Stucco/ Siding – DE6228 Play on Gray
3. Fascia/Eaves/Trim (Option 1) – DEW340 Whisper
4. Fascia/Eaves/Trim (Option 2) – DE6328 Anchor Gray
5. Roof Flashing – DET630 Renwick Brown

Scheme 8

1. Stucco/ Siding – DEW380 Warm White
2. Secondary Stucco/ Siding – DET627 Pewter Patter
3. Fascia/Eaves/Trim (Option 1) – DET511 Dapple Gray
4. Fascia/Eaves/Trim (Option 2) – DE6230 Center Ridge
5. Roof Flashing – DET630 Renwick Brown

Scheme 9

1. Stucco/ Siding – DE6381 Silver Bullet
2. Secondary Stucco/ Siding – DE6382 Formal Gray
3. Fascia/Eaves/Trim (Option 1) – DE6383 Bank Vault
4. Fascia/Eaves/Trim (Option 2) – DEW383 Cool December
5. Roof Flashing – DET630 Renwick Brown

Door Options

1. DET409 Grapes of Wrath
2. DEA147 Garnet Evening
3. DEC731 Highlight Gold
4. DET411 Charleston Cherry
5. DET552 Avalon
6. DET578 Yankee Doodle
7. DEA182 Encore Teal
8. DET554 Bell Blue
9. DET553 Easy Breezy Blue
10. DET499 Beekeeper
11. DE5713 Pine Haven
12. DE5116 Rouge
13. DE5801 Silver Skate
14. DE6297 Patina Creek
15. DEA002 Black
16. DEW383 Cool December

Palette 3

Scheme 1

1. Stucco/ Siding – DEC748 Oyster
2. Secondary Stucco/ Siding – DEC760 Desert Gray
3. Fascia/Eaves/Trim (Option 1) – DE6169 Milk Mustache
4. Fascia/Eaves/Trim (Option 2) – DEC755 Cocoa

Scheme 2

1. Stucco/ Siding – DE6197 Modern Ivory
2. Secondary Stucco/ Siding – DE6199 Pale Beach
3. Fascia/Eaves/Trim (Option 1) – DEW341 Swiss Coffee
4. Fascia/Eaves/Trim (Option 2) – DE6048 Pine Cone

Scheme 3

1. Stucco/ Siding – DE6136 Terracotta Sand
2. Secondary Stucco/ Siding – DE6144 Graham Cracker
3. Fascia/Eaves/Trim (Option 1) – DEW340 Whisper
4. Fascia/Eaves/Trim (Option 2) – DEW328 Pearl White

Scheme 4

1. Stucco/ Siding – DET625 Reclaimed Wood
2. Secondary Stucco/ Siding – DEW340 Whisper
3. Fascia/Eaves/Trim (Option 1) – DE6370 Charcoal Smudge
4. Fascia/Eaves/Trim (Option 2) – DET626 Metal Fringe

Scheme 5

1. Stucco/ Siding – DE6213 Fine Grain
2. Secondary Stucco/ Siding – DE6212 Crisp Muslin
3. Fascia/Eaves/Trim (Option 1) – DEW340 Whisper
4. Fascia/Eaves/Trim (Option 2) – DE6392 Mink

Scheme 6

1. Stucco/ Siding – DEW341 Swiss Coffee
2. Secondary Stucco/ Siding – DEC752 Birchwood
3. Fascia/Eaves/Trim (Option 1) – DEA161 Wild Mustang
4. Fascia/Eaves/Trim (Option 2) – DEC756 Weathered Brown

Scheme 7

1. Stucco/ Siding – DEW383 Cool December
2. Secondary Stucco/ Siding – DE6124 Whole Wheat
3. Fascia/Eaves/Trim (Option 1) – DE6121 Siamese Kitten
4. Fascia/Eaves/Trim (Option 2) – DE6126 Stockhorse

Scheme 8

1. Stucco/ Siding – DE6205 Stucco Tan
2. Secondary Stucco/ Siding – DE6214 Pigeon Gray
3. Fascia/Eaves/Trim (Option 1) – DEW383 Cool December
4. Fascia/Eaves/Trim (Option 2) – DE6216 Barrel Stove

Door Options

1. DET429 Pasadena Rose
2. DEA184 Parisian Night
3. DET573 Mountain Bluebird
4. DET427 Vintage Red
5. DEA168 Pirates Gold
6. DET577 Big Sur Blue Jade
7. DE5116 Rouge
8. DE5421 Gentle Yellow
9. DET501 Catalina Green
10. DET535 Mid-century Gem
11. DEC778 Boxwood
12. DET543 Veranda
13. DET550 Heritage Blue
14. DEA002 Black
15. DEW383 Cool December

Palette 4

Scheme 1

1. Stucco/ Siding - DE6354 Gray Wolf
2. Secondary Stucco/ Siding - DEW383 Cool December
3. Fascia/ Eaves/ Trim (Option 1): DE6355 Tarnish Silver
4. Fascia/ Eaves/ Trim (Option 2): DE6380 Clouded Vision

Scheme 2

1. Stucco/ Siding – DE6205 Stucco Tan
2. Secondary Stucco/ Siding – DE6207 Egyptian Sand
3. Fascia/Eaves/Trim (Option 1) – DE6217 Ancient Earth
4. Fascia/Eaves/Trim (Option 2) – DEW341 Swiss Coffee

Scheme 3

1. Stucco/ Siding - DE6220 Porous Stone
2. Secondary Stucco/ Siding - DE6229 Calico Rock
3. Fascia / Eaves / Trim (Option 1): DE6218 Antique Paper
4. Fascia / Eaves / Trim (Option 2): DE6370 Charcoal Smudge

Scheme 4

1. Stucco/ Siding - DEW341 Swiss Coffee
2. Secondary Stucco/ Siding - DEC771 Shaggy Barked
3. Fascia / Eaves / Trim (Option 1): DEW382 Faded Gray
4. Fascia / Eaves / Trim (Option 2): DE6369 Legendary Gray

Scheme 5

1. Stucco/ Siding - DEW340 Whisper
2. Secondary Stucco/ Siding - DE6213 Fine Grain
3. Fascia / Eaves / Trim (Option 1): DE6231 Shaker Gray
4. Fascia / Eaves / Trim (Option 2): DE6125 Wooden Peg

Scheme 6

1. Stucco/ Siding - DEC751 Ash Gray
2. Secondary Stucco/ Siding - DE6212 Crisp Muslin
3. Fascia / Eaves / Trim (Option 1): DEW340 Whisper
4. Fascia / Eaves / Trim (Option 2): DE6399 Molasses

Scheme 7

1. Stucco/ Siding - DE6141 Salt Box
2. Secondary Stucco/ Siding - DE6143 Almond Latte
3. Fascia / Eaves / Trim (Option 1): DEW380 Warm White
4. Fascia / Eaves / Trim (Option 2): DE6131 Teddy Bear

Scheme 8

1. Stucco/ Siding - DEC785 Whisper Gray
2. Secondary Stucco/ Siding - DEC786 Miner's Dust
3. Fascia / Eaves / Trim (Option 1): DE6327 Rhinoceros
4. Fascia / Eaves / Trim (Option 2): DET593 Made of Steel

Scheme 9

1. Stucco/ Siding - DEW380 Warm White
2. Secondary Stucco/ Siding - DE6242 Wells Gray
3. Fascia / Eaves / Trim (Option 1): DET642 Bay Salt
4. Fascia / Eaves / Trim (Option 2): DE6294 Midnight Spruce

Door Options

1. DET409 Grapes of Wrath
2. DEA147 Garnet Evening
3. DEC731 Highlight Gold
4. DET411 Charleston Cherry
5. DET552 Avalon
6. DET578 Yankee Doodle
7. DEA182 Encore Teal
8. DET554 Bell Blue
9. DET553 Easy Breezy Blue
10. DET499 Beekeeper
11. DE5713 Pine Haven
12. DE5116 Rouge
13. DE5801 Silver Skate
14. DE6297 Patina Creek
15. DEA002 Black
16. DEW383 Cool December

APPENDIX F COLOR PALETTE ASSIGNMENTS BY STREET

STREET NAME	STREET ADDRESS	PALETTE NUMBER	STREET NAME	STREET ADDRESS	PALETTE NUMBER
ANGELL STREET	1 - 16	1, 2, 3, 4	MEADOWSWEET WAY	1 - 8, 10-29	3
BASCOM STREET	1 - 17	1, 2, 3, 4	MEADOWSWEET WAY	9	4
BAYBERRY WAY	1 - 34	4	NORTON STREET	1 - 23	1, 2, 3, 4
BRISBANE WAY	1 - 9	1	PALMENTO WAY	1 - 34	3
BRISBANE WAY	10, 18, 20 - 34	2	QUEENSWREATH WAY	1 - 22, 24 - 36	2
BRISBANE WAY	11 - 17, 19	3	QUEENSWREATH WAY	23	4
BUTLER STREET	1 - 38	1, 2, 3, 4	ROCKROSE WAY	1 - 26	2
CHICORY WAY	1 - 37	4	ROCKROSE WAY	27	4
DEWBERRY WAY	1, 3, 5, 7, 9, 11, 15, 17, 19	3	ROCKROSE WAY	28, 30, 32, 34, 36	2
DEWBERRY WAY	2, 4, 6, 8, 10, 12, 14, 16, 18	4	SANDBURG WAY	4181 - 4311	4
DEWBERRY WAY	20, 22, 24, 26, 28, 30, 32, 34	4	SANDBURG WAY	4315, 4321	2
FOXGLOVE WAY	1 - 38	4	SANDBURG WAY	4341 - 4412	4
GERMAINDER WAY	4036 - 4096	2	SANDBURG WAY	4421	3
GILLMAN STREET	1 - 65	1, 2, 3, 4	SANDBURG WAY	4425 - 4591	4
GOLDENGLOW STREET	1 - 21	3	SATINWOOD WAY	1 - 31	1
HOPKINS STREET	1 - 17	1, 2, 3, 4	SENISA WAY	1, 2, 3, 5, 7, 8, 9, 10	2
IRON BARK WAY	1, 3, 5, 7, 9, 11, 15	4	SENISA WAY	4, 6, 11, 12, 17	4
IRON BARK WAY	2, 4, 6, 8, 10, 12, 14, 16, 18, 20	1	SENISA WAY	14, 15, 16, 18, 20, 22, 24	2
IRON BARK WAY	17, 19, 21, 23, 25	4	SENISA WAY	26, 28, 29, 30, 32, 34	2
IRON BARK WAY	22, 24, 26, 28, 30, 32, 34, 36	1	SETON ROAD	2, 4, 6, 8, 10, 12, 15, 17, 19	4
LANCEWOOD WAY	1, 2, 3, 4, 6, 9, 11, 15	4	SETON ROAD	14, 16, 18, 20, 22, 24, 26	1
LANCEWOOD WAY	5, 7, 8, 10, 12, 14, 16	2	SETON ROAD	21, 23, 31, 59, 61, 63, 65	4
LANCEWOOD WAY	17, 18, 19, 24, 28, 30	2	SETON ROAD	25, 27, 29, 33, 35, 37, 54	2
LANCEWOOD WAY	20, 22, 26, 32	4	SETON ROAD	28, 30, 32, 34, 36, 55, 57	1
LEATHERWOOD WAY	1, 3, 5, 7, 9, 11, 14, 15, 17, 19	4	SETON ROAD	38 - 53	1
LEATHERWOOD WAY	2, 4, 6, 8, 10, 12	1	SETON ROAD	56, 58, 60, 62, 64, 66	2
LEATHERWOOD WAY	16, 20	2	SETON ROAD	67 - 72	4
LEATHERWOOD WAY	18, 22, 24, 26, 28, 30, 32, 34	4	SPICEWOOD WAY	1 - 36	3
MANDRAKE WAY	1 - 35	3	WHITEWOOD WAY	1 - 10, 12, 14, 16, 18	4
MANN STREET	1 - 64	1, 2, 3, 4	WHITEWOOD WAY	11, 13, 15, 17, 19 - 31	3
MAYAPPLE WAY	1 - 8	1	WINTERSWEET WAY	1 - 34	1
MAYAPPLE WAY	9, 11, 12, 14	2	YELLOWWOOD WAY	1 - 36	3
MAYAPPLE WAY	10, 26, 28, 30, 32, 34, 36	1			
MAYAPPLE WAY	15 - 24	2			

APPENDIX G

UCA Community Center Procedures / Rules and Regulations

Please read and complete the following contract. Read and observe all policies. It is your responsibility to understand all rental rules and guidelines outlined in this contract. Submit at least 14 days prior to event.

Applicant Information				
Owner/Resident Name:	Check one: <input type="checkbox"/> Owner <input type="checkbox"/> Resident			
Organization Name:				
Mailing Address:				
	Street	City	State	Zip Code
UCA Address:				
	Street	City	State	Zip Code
Hm Phone:	Wk Phone:	Cell:		
E-mail:	UCA Account No:			
HOURS: Sunday-Thursday 8am-11pm & Friday-Saturday: 8am-12am (MUST INCLUDE SET-UP AND CLEAN-UP TIME)				
Date of Rental:	Start:	AM / PM	End:	AM / PM
Purpose of Event:				
No. of Attendees:	Will minors under 18 be attending?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Capacity: 60 persons Maximum (One parent/guardian per 10 persons under 18 years must be present at all times)</i>				
Check all that apply: <input type="checkbox"/> *ALCOHOL <input type="checkbox"/> Catered Food <input type="checkbox"/> Decorations <input type="checkbox"/> Music <input type="checkbox"/> Tables <input type="checkbox"/> Chairs				
*Events where alcohol is served require proof of <u>event insurance</u>, with a minimum liability of \$500.000 with a rider listing UCA as <u>additional insured</u>.				
Submit <u>two checks</u> Payable to UCA (Note: checks will be deposited)				
\$200/day Rental Fee	Check # _____	Amount \$ _____	or N/A: <input type="checkbox"/> Non-Profit <input type="checkbox"/> Campaign	
\$300 Security Deposit	Check # _____	Amount \$ _____		
COMMUNITY CENTER USAGE AGREEMENT				
<p>The undersigned, both individually and on behalf of the above named applicant, agrees to indemnify, defend and hold University Community Association, also known as UCA, and its Board members, employees and agents, harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorneys' fee arising out of or in connection with the use of UCA 's facilities regardless of whether the use was actively or passively negligent, either solely or contributory in connection with such liability.</p> <p>I certify that I have received, read and understand the rules and regulations regarding facility usage. I, the undersigned, do hereby agree that I will abide by the policies governing the use of this facility and will be responsible for any damages to the facility, furniture or equipment caused by the occupancy of our group to the premises. I understand that any violation will result in immediate closing of the facility and result in forfeiture of part or all of my security deposit. I further understand that any damages exceeding the security deposit will be billed to me, and if such charges are not paid in seven (7) days of notification of cost repairs, loss of facility privileges will result, and the association may bring court action against me.</p>				
SIGNATURE OF APPLICANT	DATE	APPROVED BY:	DATE	

APPENDIX H

RESERVING OWNER/RESIDENT RESPONSIBILITY & CHECKLIST FOLLOWING COMMUNITY CENTER USAGE

NAME: _____ UCA ADDRESS _____

? Issued KEY # _____

? Returned KEY # _____

COMPLETE & RETURN THIS FORM WITH KEY TO UCA OFFICE IMMEDIATELY FOLLOWING RENTAL (Monday through Thursday: return following day. Friday through Sunday: return following Monday.

The primary goal of this checklist and rental process is to assure that each Homeowner receives a clean Community Center for their rental.

- ? Wipe clean all counter tops, tables, chairs and glass surfaces (windows/doors).
- ? Wipe down and clean sink and floor. Remove any items you placed in the refrigerator or oven. Make sure refrigerator & oven are left clean.
- ? Replace furniture (chairs & tables) to original storage area.
- ? Bathrooms shall be left clean and emptied of trash. Check to be sure nothing has been damaged.
- ? **Sweep up and spot clean floors.**
- ? **Discard BBQ coals in metal trash bucket provided and clean grill.**
- ? Remove all trash from the premises and around grounds. Take ALL trash to the large dumpster.
NOTE: If all trash is not removed, your deposit will NOT be refunded.
- ? Make sure all water faucets have been turned off in both bathrooms and kitchen
- ? Remove all personal belongings and decorations
- ? Make sure oven is turned off.
- ? Turn thermostat off (Note: there is no air conditioner – heater only)
- ? Turn off lights
- ? Lock and secure all doors and windows to outside
- ? Go over checklist with General Manager and return **the key to UCA Office the following day (weekends the following Monday).**

If any damage occurs during the rental, this should be called to the Manager's attention immediately so that proper follow-up can be arranged.

Your security deposit will be returned to you in approximately 15 days provided fees were received within 15 days prior to your event. Refunds are subject to compliance with the rules & restrictions and/or any cost incurred, and the Community Center is in proper order upon inspection and key returned less any costs incurred.

I hereby certify that there has been no damage to the facility and/or contents, everything has been cleaned and left in proper order, trash has been removed from the premises and the key has been returned.

SIGNATURE OF APPLICANT

DATE

APPROVED BY:

DATE

