

# **Irvine Campus Housing Authority**

## **University Hills Architectural**

### **Guidelines**

## **EXHIBITS:**

Exhibit A      Overview of the Architectural Review Process

Exhibit B      Plant Palette

Exhibit C      University Hills Property Improvement Application

**IRVINE CAMPUS HOUSING AUTHORITY  
UNIVERSITY HILLS ARCHITECTURAL GUIDELINES**

As provided in the University Hills Property Use and Maintenance Regulations (the "Regulations") the Board of Directors of the Irvine Campus Housing Authority ("ICHA") upon the recommendation of the Homeowners Representative Board ("HRB") has approved the following Architectural Guidelines. These Guidelines are intended to assist homeowners wishing to undertake construction or make other improvements to their property to conform to the requirements of the Regulations and to prepare submissions for the HRB. These Guidelines are designed to implement the more general requirements of the Regulations. They do not, however, in any sense supersede the provisions of the Regulations. Also, since these Guidelines (unlike the Regulations) are subject to change by the ICHA Board of Directors at any time, you should check with the ICHA Office to be sure that you have the current edition of the Guidelines before undertaking any project covered by the provisions of this document.

**I. GENERAL PURPOSE AND INTRODUCTION**

As in the case of the Regulations, the general purpose of these Guidelines is to ensure that University Hills remains an aesthetically pleasing and attractive community for all of its residents by assuring that all buildings and other structures erected within the community will be complementary to the basic architectural character established by ICHA. By establishing these Guidelines, the HRB and the ICHA Board hope to assure a continuity of concept and design that will preserve the quality of community life for all residents and enhance the value of the investment which each homeowner has made in University Hills.

By promulgating these Guidelines, it is not the intent of the HRB or the ICHA Board to unreasonably discourage variation in design or experimentation with innovative construction concepts or materials. At the same time, both Boards recognize that some basic requirements must be imposed if the overall architectural character of University Hills is to be preserved.

Please be aware that these guidelines attempt to cover typical exterior improvements intended for each of the home product types (condominium, townhome, single family attached, single family detached) currently found within University Hills. Some architectural style types may not be completely addressed within these Guidelines.

Residents are encouraged to contact the ICHA Office should they have any questions regarding proposed improvements or the review process. The HRB and ICHA stand ready to provide whatever assistance they reasonably can to help residents achieve their objectives in a manner that is consistent with the interest of the overall community. See Exhibit A for an overview of the review process.

**II. SUBMITTAL REQUIREMENTS AND PROCEDURES**

As provided in the Regulations, no exterior construction, property improvement or landscape alteration may be undertaken on any lot within University Hills without the prior approval of the HRB or ICHA. All Homeowners, including Condominium and Townhome owners must also obtain prior approval when considering any alteration to the interior of a unit which may affect the structural integrity of the building. Contact ICHA to discuss proposed interior structural changes.

## **A. Submission Process and Application Package**

A Property Improvement Application Package must be submitted for any proposed improvement that affects the exterior appearance of any lot, home or Structure. Packages should be submitted to the HRB through the ICHA office located at 22 Los Trancos, Irvine, CA. Questions regarding the submission process should be directed to ICHA Community Development at 824-2424. Each package must contain (as appropriate):

1. A completed Property Improvement Application (Exhibit C) signed by all affected neighbors.
2. Two sets of plans that relate to any and all proposed improvements. Plans should include;
  - a. A site plan showing the location of all proposed and existing Structures on the lot, including building setbacks, fences, open space, driveways walkways, parking spaces and property lines;
  - b. Exterior elevations of all proposed Structures and alterations to existing Structures;
  - c. Specifications of materials, color, lighting and other details affecting the exterior appearance of any proposed Structures or alterations to existing Structures; and
  - d. Grading details, drainage and landscaping.
3. Plans should, if applicable, be prepared in accordance with the City of Irvine Building Code (as defined in the Regulations) and with clarity and completeness. For work involving original construction or major additions or for work requiring variances from the provisions of the Regulations or these Guidelines, it is recommended that plans be submitted at the preliminary drawing stage for a preliminary review by the HRB. This could save you money should major revisions to the plans be required.
4. As required by the Regulations, all proposed improvements (plans) must be shown to any property owner with whom you share a common wall or fence or who may be affected by the proposed improvement. Please ensure that the Property Improvement Application and one set of plans has been signed and dated by any affected neighbors prior to submitting it for review.
5. If the proposed construction will require the use of common area property whether for purposes of transporting materials or the temporary storage of materials or otherwise, the application package to the HRB must be accompanied by a letter from ICHA granting permission for such "right of entry" during the course of construction. (Such a letter can be requested from the ICHA Office.) In such cases, as deemed necessary by ICHA or the HRB, a security deposit or bond may be required from the contractor to assure that any damage to the common area property will be restored.

6. If the proposed construction work will involve any encroachment on any adjoining lot or easement, it may be necessary for you to enter into an agreement with the Home Owner(s) of such adjoining lot respecting the use of such property, arrangements for indemnification, and the like.
7. The HRB has the authority to establish a reasonable fee schedule for any plan submittal. Furthermore this fee would not include any costs that may be incurred by the HRB or ICHA in pursuing remedies under the Regulations, or the Ground Sublease to address unauthorized improvements. All such costs may be separately assessed against homeowners in violation of the Regulations and the Guidelines
8. Under the Regulations, the HRB is obliged to act on your application within forty-five (45) days following your submission of a complete application package. If the HRB fails to make a decision within such period, your application is deemed to be approved provided that it meets applicable zoning, building and safety codes and permitting requirements.
9. If the HRB disapproves your application, you have the right within ten (10) days thereafter to appeal the decision to the ICHA Board of Directors, which may elect to consider it (although the Board is not required to hear each appeal).
10. If your application is approved, one (1) set of approved plans bearing an HRB approval stamp will be returned to you. The second set will be retained in the property files in the ICHA Office.

### **III. ARCHITECTURAL STANDARDS**

Diversity and innovation in architectural design will be encouraged in University Hills as long as it is complementary to the overall character of University Hills and the general campus community.

Although certain historically stylized architectural forms (e.g., Miesian, Log Cabin, Southern Plantation, Geodesic Domes and other dome-style structures, French Normandy, English Tudor, and Greek Revival) will not be acceptable in their traditional form, designs which draw upon such historical themes may be permitted if the elements of the design comply with the guidelines set forth below and the design otherwise complements the community.

In developing architectural designs that both express the owner's individuality and taste and contribute to the development and preservation of University Hills as an architecturally attractive community, it is important to consider the stylistic elements that constitute the design.

Forms, colors, and materials should be derived from those present in the community and should be used in a way that does not result in too great a mixture of forms, colors, or materials on any Structure or surface. Highly stylized architectural elements that would be unique to University Hills and the general campus community (e.g., eyebrow windows, turrets, and broken fascia) generally will be prohibited.

#### **A. Roofs**

1. No flat roofs will be permitted, although some small flat roof sections may be allowed where not generally visible by an offsite observer.

2. All roof pitch elements (except small flat roof sections as permitted under part 1 above) shall generally have a minimum ratio of two (2) vertical units to twelve (12) horizontal units and a maximum ratio of eight (8) vertical units to twelve (12) horizontal units or should relate to existing roof pitch ratios.

**B. Height Restrictions**

1. Without specific approval of the HRB, no building or other Structure erected on any lot (including any additions or improvements thereto) may exceed the height of the existing structure.
2. The height limitations noted above apply to the highest point of any Structure, including the roof measured from the original finished slab/floor elevation of the lowest level, but excluding any chimney.

**C. Materials and Colors**

1. Materials and colors for any proposed improvement should be consistent with the University Hills community and specifically the existing product type. Other colors and materials will be considered by the HRB.
2. Exterior painting of any dwelling unit or other Structure must be approved in advance by the HRB unless the repainting is of the same color as previously approved by the HRB.
3. A palette of approved new color schemes is available in the ICHA offices for homeowner consideration.

**D. Room Additions and Accessory Structures**

1. Structural or material additions or alterations to the exterior of any building or other Structure must generally conform to the materials, colors, character, and detailing of the existing building or Structure.
2. Balconies and room additions to existing buildings will not be approved where the **HRB** believes that they will have an adverse impact on the privacy of homeowners or adjacent dwelling units.
3. All patio structures, sunshades, arbors, trellises, gazebos, atriiums, and other accessory structures shall conform to the following requirements:
  - a. All such Structures shall be consistent with the architectural character of the dwelling unit to which they are attached or adjacent.
  - b. All such Structures, including their roofs, shall be constructed of materials compatible with those used in the dwelling unit to which they are attached or adjacent.
  - c. All such Structures shall be stained or painted so as to match the color of the dwelling unit to which they are attached or adjacent. If exterior grade redwood is used, it may be left in a natural state.

## **E. Setback Requirements**

1. For lots containing single-family detached houses (100, 150, 300, 750 & 800 series) unless specifically approved by the *HRB*, no Structure may be constructed or maintained in such a way that any portion of the Structure or overhang is (i) within twenty (20) feet of the front property line, (ii) five (5) feet from the side yard property line, or fifteen (15) feet from the rear yard property line.
2. For lots containing townhomes, attached homes or condominium units, unless specifically approved by the *HRB*, no exterior Structure may be constructed or maintained in such a way that any portion of the Structure is within three (3) feet or any overhang is within two (2) feet of the unit's property line. This would include those areas over which the unit owner may have exclusive easement rights whether or not delineated by a fence or wall.

## **F. Fences**

1. Fence heights may not exceed six (6) feet above the highest original adjacent grade level as constructed by ICHA unless original fences were constructed at a higher initial height. At the front and rear of each lot, the top of the homeowner's fence must taper so that it is level with any fence ICHA has constructed as part of the original Structure or lot improvements.
2. Fencing that is not to be located in a view corridor (as determined by the *HRB*) may be constructed of either slump stone, tubular steel, stucco block, wrought iron equivalent, or a wood plank fence substantially similar to the painted privacy fence constructed by ICHA. A combination of the above four materials will be considered by the *HRB*, based on specific site application.
3. All fencing that is to be located in a view corridor (as determined by the *HRB*) must be constructed of a 24" slump stone material base or plaster covered block wall (finished consistently with the finish installed by ICHA). A tubular steel 1" square tube frame with 1/2" square steel vertical members at 5" on center, or wrought iron equivalent, will be the sole fencing material allowed on top of any such wall. Any addition of masonry pilasters must be consistent with height, width and location of ICHA -constructed pilasters.
4. Front-yard fencing may be constructed beyond the most forward portion of a dwelling unit, provided that it conforms to the setback requirements for Structures set forth in Section III.E of these Guidelines. Front-yard fencing or walls constructed forward of the ICHA privacy fence (constructed as part of the original home) cannot exceed five (5) feet in height without specific approval by the *HRB*. Front-yard fencing in lots 46 through 58 of Phase I may extend beyond the setback line but must be a minimum of ten (10) feet from the building side of the sidewalk.
5. Fencing may be left natural or painted only in colors approved by the *HRB*. Colors used on existing homes, other than white, generally will be acceptable.

**G. Mechanical Equipment**

1. Installation of all mechanical equipment, including but not limited to air conditioning, pool / spa equipment and water softeners shall require specific HRB approval.
2. Drawings of such equipment must indicate the proposed location and any screening methods.

**H. Satellite Dish and Antenna Installation**

1. Satellite dish and wireless cable antenna installations are subject to FCC regulations and the rights afforded under the Ground Sublease.
2. Architectural review and approval of the size, color and location of the dish is required prior to installation. Contact ICHA for additional details regarding existing infrastructure and wiring that could facilitate dish installation.

**I. Drainage and Fill**

1. Each lot was originally graded to direct the flow of surface water away from the home to an area drain or street. The addition of area drains is encouraged when residents are considering landscape improvements. In proper drainage may result in damage to the residential structure, property improvements, and adjacent slopes or to the property of another. Avoid standing water and inspect drains regularly.
2. Gutters, downspouts, and scuppers must be primed and painted to match the color of adjacent surfaces.

**J. Landscaping and Related Improvements**

1. All front and rear yards on privately maintained lots in University Hills must be landscaped.
2. All landscaping must present an attractive appearance for the property and include a reasonable combination of lawn and/or ground cover, shrubs, and trees. No specific proportions of landscaping materials are required. For advisory purposes, the landscape architect for University Hills has prepared a plant list for major street and open space applications. This list is attached as Exhibit B to these Guidelines.
3. Without specific approval of the HRB, the following materials may not be used for landscaping:
  - a. Decorative rock, sand gravel, or any other artificial rock substance in any area visible from any street or path;
  - b. Hedge-type plants adjacent to sidewalks where such planting exceeds eighteen (18) inches in width and seventy-two (72) in height;

- c. Shrubs with thorns planted adjacent to sidewalks and which may be considered hazardous -- e.g., roses, natal plum, and cactus; and
  - d. Such plant materials (including trees) which will interfere, or at maturity will interfere, with the views of adjacent neighbors, or compromise adjacent infrastructure.
  - e. Any noxious weeds as listed by the California Department of Food and Agriculture. Examples would include Pampas Grass and Jubata Grass.
4. The quality of life in University Hills is significantly enhanced by esthetically pleasing common landscaping. While the distinctive character and overall qualities of the common landscaping are determined by original design, it is acknowledged that individual homeowners might wish to further enhance their immediate environment by judicious alteration of the ICHA-maintained plantings adjacent to their homes. For homeowners wishing to modify common areas, please refer to the HOMEOWNER ALTERATIONS TO COMMON LANDSCAPING GUIDELINES available as Exhibit D to this document.

**K. Skylight and Solar Energy Equipment**

- 1. HRB approval of rooftop skylights or solar energy equipment will be based generally on the homeowner's ability to design and accommodate the installation of such facilities and equipment with the least amount of exposure to adjacent units consistent with general requirements of state law respecting the efficient placement of collector units. (For these purposes, solar energy equipment includes all panels, collectors, piping, electrical conduit and wiring, attachments, bracing, flashing, mechanical hardware, supporting structure, and any other related elements.)
- 2. All such installations should conform to the following additional requirements:
  - a. Such structures should have as low a profile as functionally practical and efficient;
  - b. Piping and electrical wiring and conduit should go through the roof rather than on the face of the roof or dwelling unit when possible;
  - c. Long runs of piping or electrical conduit or wiring should be condensed and concealed as much as possible; and
  - d. Equipment or equipment enclosures should be painted or stained to match the colors of adjacent surfaces.

**L. Solid Waste**

- 1. All materials located on any parcel during construction or alteration of any Structure or other improvement shall be removed at the completion of construction, but in no case later than one hundred eighty (180) days from the date of HRB approval of the project. The HRB may grant an extension if compliance with this section is deemed a hardship by the HRB.

**M. Athletic Equipment**

1. No athletic equipment may be permanently attached to any condominium or townhome.
2. No freestanding permanent athletic equipment is permitted except in backyards, without prior approval of the HRB.

**N. Awnings**

1. Awnings should be compatible with the color and design of the existing home. The size, location and form must be in scale with the window.
2. Corrugated metal awnings are not permitted.

**O. Patio Covers, Gazebos, Sundecks and Trellises**

1. Notwithstanding the provisions of these Guidelines, all patio covers, gazebos and sundecks shall comply with the requirements of the City of Irvine. The appearance of patio covers, gazebos, sundecks, trellises and other exterior structures should be consistent in color and style with the appearance of the house.

**P. Garage Doors**

1. Proposed changes to an existing garage door must be compatible with the existing garage door in design and color. Please contact the ICHA offices for specific submittal requirements for the University Hills Condominium Association II.

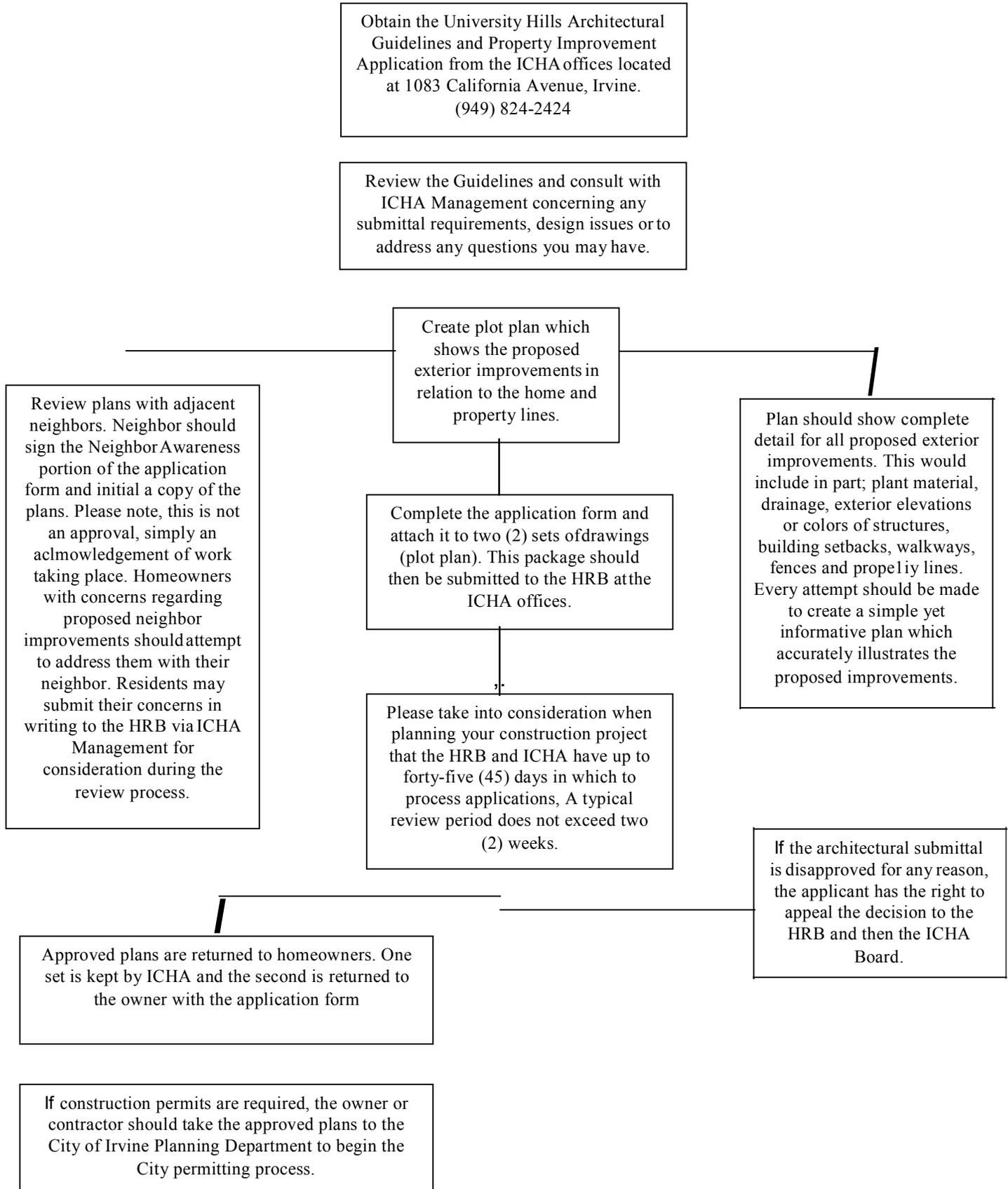
**Q. Pools, Spas and Water Features**

1. Pools, spas and similar water features are permitted in rear and side yard areas subject to the minimum City of Irvine setback and safety requirements. Every effort should be made to reduce any impact to adjoining neighbors.

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## Overview of the Architectural Review Process



PLANTINGS

BOTANICAL NAME	COMMONNAME
<u>TREE PALETTE</u>	
<u>Los Trancos</u>	
Alnus Rhombifolia	Italian Alder
Liquidambar Styraciflua	American Sweet Gum
Pinus Halepensis	Allepo Pine
Schinus Terebinthefolius	Brazilian Pepper
<u>Secondary Streets</u>	
Albizia Julibrissin	Silk Floss Tree
Cupaniopsis Anacardes	Carrotwood Tree
Liquidambar Styraciflua	American Sweet Gum
Magnolia Grandi.flora "Saint Mary"	Magnolia
Pistacia Chinensis	Chinese Pistache
Platanus Acerifolia "Blood Good"	Sycamore Tree
Podocarpus Gracilior	Fem Pine
Schinus Terebinthefolius	Brazilian Pepper
Tipuana Tipu	Tipu Tree
Acacia Baileyana	Sidney Golden Wattle
Arbutus Unedo	Strawberry Tree
Eucalyptus Cladocalyx	Sugar Gum
Heteromeles Arbutifolia	Toyon Tree
Pinus Halepensis	Allepo Pine
<u>SHRUB PALETTE</u>	
Abelia Grandi.flora	Abelia
Arbutus Unedo	Strawberry Tree
Bougainvillea Species	Bougainvillea
Ceanothus Species	Ceanothus
Escallonia Fradesii	Escallonia
Hakea Suaveolens	Sweet Hakea
Heteromeles Arbutifolia	Toyon
Myoporum Debil	Myoporum
Plumbago Auriculata	Plumbago
Raphiolepis Indica Springtime	India Hawthorne
Tecomaria Capensis	Cape Honeysuckle

BOTANICAL NAME

COMMONNAME

Viburnum Suspensum  
Xylosma Congestum

Sandankwa Viburnum  
Xylosma

Single Family/Townhomes

Abelia "Edward Goucher"  
Agapanthus Africanus  
Carissa Grandiflora  
Clivia Minata  
Coprosma Repens  
Diets Vegeta  
Escallonia Rosea  
Gardenia Jasminoides Vetchii  
Hebe Buxifolia  
Hemerocallis Hybrids  
Ilex Species  
Ligustrum Japonicum  
Hibiscus Rosa-Sinensis  
Nandina Domestica  
Pittosporum Tobira  
Pittosporum Tobira "Wheeler's Dwarf"  
Podocarpus Gracilior  
Raphiolepis Indica  
Trachelospermum Jasminoides  
Viburnum Davidii  
Xylosma Congestum

Abelia  
Lily of the Nile  
Natal Plum  
Kaffir Lily  
Coprosma  
Fortnight Lily  
Escallonia  
Gardenia  
Hebe  
Daylily  
Chinese Holly  
Wax Privet  
Hibiscus  
Heavenly Bamboo  
Tobira  
Dwarf Tobira  
Fern Pine  
India Hawthorne  
Star Jasmine  
Viburnum  
Xylosma

GROUNDCOVERS

Single Family/Townhomes

Annual Color  
Asparagus Densiflor "Sprenger"  
Campanula Porscharkyana  
Fragaria Chiloensis  
Gazania "Mitsui Yellow"  
Hedera Helix Hahnii  
Hedera Helix "Needlepoint"  
Juniperus Conferta  
Liriope Muscari  
Ophiopogon Japonicus  
Potentilla Verna  
Turf  
VincaMinor

Annual Color  
Sprenger Asparagus  
Siberian Bellflower  
Wild Strawberry  
Mitsui Yellow  
Hahn's Ivy  
Needlepoint Ivy  
Shore Juniper  
Big Lily Turf  
Mondo Grass  
Cinkuefoil  
Turf  
Periwinkle

BOTANICAL NAME

COMMONNAME

Slopes

Arctostaphylos Spp.

Baccaris Pilularis

Lonicera Japonica

Osteospermum Fruticosus

Vinca Major

Bearberry

Coyote Bush

Honeysuckle

Trailing African Daisy

Periwinkle

# UNIVERSITY HILLS PROPERTY IMPROVEMENT APPLICATION

## I. OWNER INFORMATION

NAME (Print) \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOMEPHONE \_\_\_\_\_

PHASE \_\_\_\_\_ LOT \_\_\_\_\_ START DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

## II. PROPOSED PROPERTY IMPROVEMENT DESCRIPTION

- |  |              |                |
|--|--------------|----------------|
| Air Conditioner                        | Gazebo       | Play Equipment |
| Awnings                                | Greenhouse   | Pool Equipment |
| Basketball Backstop                    | Gutters      | Room Additions |
| Common Area Modification'              | Landscaping  | Spa Equipment  |
| Deck (Wood/Elevated)                   | Painting     | Other          |
| Fence/Walls (Specify Material & Color) | Patio Covers |                |

**Please insure that your plans include information listed below in section Iv.**

## III. NEIGHBOR AWARENESS: \*

The neighbor's approval is not a condition to your plans being approved by the Homeowners' Representative Board. The intent is to advise your neighbors of your improvement by requiring their signature on the Property Improvement Application. No application will be considered complete until there is evidence neighbors have been advised of this application. Please have each party **initial the plans** and this **sheet**.

				Agree	Disagree
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>		<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>		<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>		<input type="checkbox"/>

**THE ABOVE AND ATTACHED INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*Failure to obtain the above **Neighbor's Awareness** section could delay your request, as the HRB must notify your neighbor in writing of your intent and await a response or attendance at **an** HRB meeting.

## Iv. ATTACHMENTS:

PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS.

- A. Location of residence on lot and dimensions from lot line (plot plan).
- B. Complete dimensions of improvements in relationship to home and lot line.
- C. Description of materials and color specifications.
- D. Drawing showing affected elevations.
- E. Types of trees and proposed location.

ATTACH DRAWING TO THIS FORM.

Please complete and include this application with two (2) sets of your proposed home improvement plans as stated above to:

University Hills Homeowners' Representative Board  
1083 California Avenue  
Irvine, CA 92617

**GENERAL CONDITIONS**

**See University Hills Property Use and Maintenance Regulations and Architectural Guidelines for complete disclosure.**

- 1. University Hills architectural approval does not constitute a waiver of any requirements required by applicable governmental agencies.
- 2. All structural additions, i.e., patio Covers, spas, pools, room additions, gazebos, etc, require City of Irvine permit issuance.
- 3. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and the Homeowners' Representative Board or its designate does not assume any responsibility for such. The function of the HRB is to review submittals as to aesthetics only. All technical and engineering matters are the responsibility of the owner.
- 4. Front and side yards require landscaping improvements within 6 months of the close of escrow.
- 5. An oversight of a Property Use and Maintenance Regulation or of a community policy does not constitute a waiver of the rule and, therefore, must be corrected upon notice.
- 6. City of Irvine ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjacent properties or restrict off flow from same.
- 7. Access for equipment used in construction must be through your property only. Access over community property will be allowed upon special permits.
- 8. Streets may not be obstructed with objects or building materials that could be considered hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on the streets or sidewalks or community property without special permission.
- 9. City of Irvine building permits may be required for structural improvements.
- 10. Any damage to University Hills community property must be replaced or repaired by a University Hills subcontractor. All applicable charges for restoration will be charged back to the homeowner and is due and payable within 30 days from notification or assessment of penalties.
- 11. Approval of the plans is not authorization to proceed with improvements on any property other than the lot owned by the applicant.
- 12. Approved plans are not to be considered authorization to change the drainage as installed by the developer.
- 13. Changes to the common area slope must conform to the guidelines outlined in the Homeowner Alterations to Common Landscaping Guidelines.

**0** APPROVED

**0** REFER TO COMMITTEE  
Reason:

**0** DISAPPROVED  
Reason:

\_\_\_\_\_  
Homeowners' Representative Board Member

Date \_\_\_\_\_

\_\_\_\_\_  
Homeowners' Representative Board Member

Date \_\_\_\_\_