

JASMINE CREEK COMMUNITY ASSOCIATION

Dear Homeowner,

The Jasmine Creek CC&Rs and Rules and Regulations require that, when you wish to make exterior changes to your residence, the Architectural Committee must review and approve your proposal prior to the start of construction. The Jasmine Creek Community Association is proud of its architectural integrity. The Architectural Committee strives to maintain a high standard for an aesthetically appealing and harmoniously planned community, while allowing contemporary design trends that are compatible with existing improvements.

The Architectural Committee reviews projects based on the CC&Rs, Bylaws, Rules and Regulations and supplemental guidelines, as well as City of Newport Beach zoning regulations. All of these are listed by subject in the attached Index of Architectural Regulations. Homeowners should consult these regulations while designing their projects to ensure an efficient review process. Each request is reviewed on an individual basis. While previous decisions will be considered, they will not determine future ones since changes to one property may not be compatible at another property that has different characteristics. If you are unsure about the acceptability of a design you are considering, you may request a preliminary review by the Architectural Committee before filing a formal application.

Once a complete application has been accepted by the Architectural Committee, the CC&Rs do not allow the Committee to require changes to a project before approving it. Rather, the Committee may only approve or disapprove a project as submitted by the property owner. Therefore, it is important for homeowners to clearly describe all details of their projects in their applications.

This Application Package provides all the information you should need to prepare your architectural application. If all the required information is not provided, review of your application by the Architectural Committee may be delayed until the next monthly meeting. The Committee meets once a month, usually the second Thursday at 5:00 p.m. Your completed application must be submitted by the Wednesday two weeks prior to the meeting. The next scheduled meeting is _____, and complete applications must be submitted by _____.

If you have any questions or need assistance in preparing your application, please contact the office. If Association staff is unable to answer your question, they will refer you to a member of the Architectural Committee. During the review process, an Architectural Committee Liaison will be assigned, who will assist you in presenting your project to the Committee.

Thank You.

Your Architectural Committee

Attachments:

1. Architectural Application Project Categories
2. Architectural Application Form
3. Application Requirements Checklist
4. Index of Architectural Regulations

September 10, 2020

JCCA ARCHITECTURAL APPLICATION PROJECT CATEGORIES

September 2020

The JCCA Architecture Committee, in conjunction with the JCCA General Manager, has the discretion to assign any application to a different Application Category based on its unique scope or circumstances.

Category #1, Minor Project completion deadline: 6 months

Projects in this category are delegated to the JCCA General Manager for application approval/ in conjunction with email to Architectural Committee members for approval.

Specific items:

- Air conditioning unit replacement
- Art work install; new or replacement
- Awning replacement
- Door replacement (Same for same; non slider type)
- Driveway replacement. (Note: This moves to Category #2 if covenant required or new concrete does not match that being replaced and addition of ribbons does not match original concrete.)
- Fence removal or replaced to match original style
- Gate removal or replaced to match original style
- Garage door replacement. (Note: This moves to Category #2 if glass garage door replacement or non-standard "style" is requested as replacement product.)
- Irrigation system replacement
- Lighting fixture replacement or removal
- Lighting fixtures being added to residence. (Requires committee email approval)
- Lighting system; New Installation or modification. (Requires committee email approval)
- Miscellaneous items evaluated on an individual basis by JCCA General Manager and Architectural Committee for email consent.
- Rain gutters and downspouts; Installing or replacing.
- Satellite Dish: Installing or removing; Roof Access Form required if the installation requires any work to be performed on the roof.
- Shades; Rollup
- Skylight; Installation or removal; Roof Access Form required.
- Water feature, replacement. Inside Gate, no committee review. If visible from street or greenbelt needs committee email approval.
- Window (single) damaged or replacement.

Category #2, Minor Project completion deadline: 6 months

Note: Construction cost/estimate \$50,000 or less.

Application required for review by JCCA Architectural Committee

Examples:

- Air conditioning unit; New
- Awning installation; New
- Caps on fences and walls. Installing, replacing or removing brick/stone/wooden caps.
- Decorative wood or other materials on the exterior of a house or on fences or walls; Installing, replacing or removing.
- Drainage; Any changes to existing or addition of new drainage.
- Driveway change requiring covenant.

- Fences; New or replacement, not duplicating original.
- Fences or walls; Changing materials of or on existing fences or walls.
- Front door; New or modification of existing resulting in appearance change, without modifying wall enclosure
- Gates; Modified, new or replacement, not duplicating original.
- Glass wall installations
- Hardscape changes, including walkways and front and rear patios, whether visible to others or not.
- Irrigation system; New (If JCCA labor involved, homeowner pays for JCCA personnel time.)
- Outdoor “kitchen” area addition
- Patio covers, gazebo or pergola; Installing, replacing or removing
- Patio railing; Glass, wood or cable
- Planter (non-moveable); Installing or removing
- Roof; Any project requiring penetration of the roof (other than skylights or solar tubes.) Roof Access Form required
- Stucco; Installation or modification. If complete home stucco project like smooth stucco, it is a Category #3 application.
- Water feature; New
- Windows, sliders and doors with replacements that fit in the same space without modifying the wall enclosure
- Wood gable; Replacement of wood gable over the garage area

Category #3, Major Project completion deadline: 12 months

Note: Construction cost/estimate \$50,001 - \$300,000.

Examples:

- Swimming pools and spas; Installation or removal
- Chimney relocation
- Room additions/extensions; i.e. any modification that involves tearing out, moving or changing openings within an exterior wall or increasing or decreasing the exterior foot print of the home.
- Complete new exterior finish to existing residence. (Examples: Stones, siding, Smooth stucco etc.)
- Balconies/decks or other load-bearing columns or supports; Replacing, modifying, removing or extending original residence
- include any applications incorporating **ANY (3) or MORE of Category #1 or #2 projects** during the same construction time period.

Applications are allowed a maximum of two (2) changes/amendments to the original application without additional fees, during the one-year project duration.

Category #4, Major Project completion deadline: 12 months.

Note: Construction cost/estimate above \$300,000 or meet example criteria below:

Designation to this category is at the discretion of the JCCA GM and Architectural Committee Chairman.

Examples:

- Projects considered as “total” inside and out redo.
- Projects that include new exterior coating, interior/exterior taken down to original studs and new windows and doors.
- Projects that include a room addition, new roof and new exterior coating.

Applications are allowed a maximum of two (2) changes/amendments to the original application without additional fees, during the one-year project duration.

Jasmine Creek Community Association (JCCA)

110 Jasmine Creek Drive, Corona del Mar, CA 92625

Phone: (949) 760-2664

Fax: (949) 760-8046

Architectural Application # _____

Make checks payable to the Jasmine Creek Community Association:

- | | | | |
|--|-------|--------|---------|
| <input type="checkbox"/> <u>Application Fee received</u> | _____ | _____ | _____ |
| | Date | Amount | Check # |
| <input type="checkbox"/> <u>Deposit received</u> | _____ | _____ | _____ |
| | Date | Amount | Check# |
| <input type="checkbox"/> <u>Driveway Covenant</u> | _____ | _____ | _____ |
| | Date | Amount | Check# |

Legal Homeowner Information

Legal Homeowner Name _____ Date _____

Property Address _____ Email: _____

_____ Home Phone _____

Floor Plan # _____ Cell Phone _____

Proposed Project Description

Type of modification (please circle one): Minor Major (Detailed Construction Documents are required)

Contractor Name(s) _____ Phone # _____

Proposed starting Date _____ Scheduled Completion Date _____

Description of proposed modification(s):

1. _____

2. _____

3. _____

Attach additional page(s) if more space is needed.

I/We certify that we have read the enclosed policies regarding Driveway, Story Poles and Roof Access (if applicable) and that the information we have provided in this application is correct.

Homeowner's Signature

Date

Legal Homeowner Neighbor Awareness Guidelines

<ul style="list-style-type: none"> <input type="checkbox"/> List the addresses of the properties adjoining the lot and those directly across from or directly behind the lot, that may be affected by the proposed modifications, and obtain the legal property(ies) owner’s signature of acknowledgment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Show your affected legal property owner neighbors the proposed project official plans, any brochures describing the materials (i.e. doors, windows, ground covering, lights, etc.) and proposed color(s).
<ul style="list-style-type: none"> <input type="checkbox"/> The signature of the legal property owner neighbors is not an approval or disapproval but signifies only an awareness of the project. 	<ul style="list-style-type: none"> <input type="checkbox"/> Only the signature of the legal homeowner (no renters or tenants) will be accepted.
<ul style="list-style-type: none"> <input type="checkbox"/> If more than four (4) legal property owner neighbors are affected, attach an additional form with their signature. 	<ul style="list-style-type: none"> <input type="checkbox"/> Absentee Legal homeowners may send a letter, fax or email to the JCCA office to confirm their awareness of the proposed project.
<ul style="list-style-type: none"> <input type="checkbox"/> Neighbors are encouraged to immediately contact the JCCA office or a member of the Architectural Committee to express any comments or concerns 	<ul style="list-style-type: none"> <input type="checkbox"/> The proposed project homeowner and any affected legal property homeowner neighbors are encouraged to attend the Architectural Committee meeting when the application is scheduled to be heard.

Legal Homeowner Awareness

Homeowner signatures do not indicate support for the project; they only show that the applicant has informed neighbors of the application.

Legal Homeowner Neighbor

Address	Name (print)	Signature	Date
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Legal Homeowner Neighbor

Address	Name (print)	Signature	Date
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Legal Homeowner Neighbor

Address	Name (print)	Signature	Date
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Legal Homeowner Neighbor

Address	Name (print)	Signature	Date
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Legal Homeowner Neighbor

Address	Name (print)	Signature	Date
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Attach additional page if more space is needed.

APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

For Office Use	Minor Modifications
	Complete application form, including homeowner information, signature and date, contractor information and signatures of neighbors
	Copy of JCCA floor plan for home being modified
	Drawings/pictures showing locations of proposed changes
	List of all project details including additions, removals/demolitions, modifications to stucco, doors, windows, skylights, decks, exterior lighting, walls, hardscape, landscape, exterior paint, roof, and any other exterior modifications. Details must include materials, quality and finishes, and color samples of all materials except JCCA approved color pallet, for which proposed colors must be listed. (Examples of project descriptions are available on the JCCA website.)
	Brochures detailing items such as doors, windows, skylights, AC units, fireplaces, fountains, BBQs, etc.
	Samples of hardscape materials
	Drainage plans for any hardscape or landscape modifications
	Application for dumpster permit, if one will be used
	Signatures of surrounding property homeowners, including homeowners across greenbelt who have a direct view of the residence
	Installation of story poles depicting changes to existing roof lines or walls, including building additions, balcony extensions, patio covers and awnings. Story poles must be in place seven days before to seven days after Architectural Committee meeting.
	Application fee of \$50 (\$50 for extension) and deposit of \$200 (2 separate checks payable to Jasmine Creek Community Association). Deposit will be returned when project is completed within allowed timeframe and in compliance with all plans submitted and approved by the Architectural Committee.

For Office Use	Major Modifications
	All items required for Minor Modifications, plus the following
	Site plan (2 copies) showing property lines, location of existing residence on the lot and setbacks from property lines, and location(s) and setbacks of proposed addition(s)
	Detailed plans (2 sets), to scale, showing all proposed modifications, including size and height of new construction; distance from property lines; pitch of any new roofs; elevations showing any additions to residence; and sizes and locations of new doors and windows
	Application fee of \$50 (\$50 for extension) and \$2,000 deposit (2 separate checks payable to <i>Jasmine Creek Community Association</i>).

INDEX OF ARCHITECTURAL REGULATIONS

September 10, 2020

SUBJECT	LOCATION
Air Conditioners	R&R XXV.P
Appeals/Variances	R&R XXV.J
Architectural Review Standard	CC&Rs Article V, Section 1
Balcony railings, cable	AC Guideline approved 12/14/2017
Barbecues	Newport Beach Municipal Code 20.30.110.D.7-8
Building Permits, proof of	R&R XXV.B
Changes During Construction	R&R XXV.E
Color Pallet	Adopted by Association Members in 2018
Composite Materials	R&R XXV.Q AC Guideline approved 8/13/2015
Construction Clean-Up and Trash Removal	R&R XXV.M
Construction Hours	R&R XXV.M.5
Construction Site Fencing	Newport Beach Municipal Code Chapter 15.60
Contractor Signs	CC&Rs Article X, Section 3
Decks, Handrails and Stairs	R&R XXV.Z AC Guideline re: cable railings approved 12/14/2017
Doors, Windows, Gates and Fences	R&R XXV.N AC Guideline approved 8/9/2018
Drainage	R&R XXV.O
Driveway Modifications	R&R XXV.Y AC Guideline adopted 9/10/2020
Dumpsters	R&R XXV.M.1
Exposed Equipment	R&R XXV.P
Fences	R&R XXV.N
Fireplaces	Newport Beach Municipal Code 20.30.110.D.7-8
Garden Wall Height	Planned Community District Regulations Section IV.G AC Guideline adopted 9/10/2020
Garden Wall Smooth Stucco Application	AC Guideline adopted 10/12/2017
Garage Doors and Front Gates	Gates addressed in R&R XXV.N AC Guideline re: glass doors & gates approved 7/2019, amended 9/10/2020
Height of Residential Extensions	R&R XXV.C.3 Planned Community District Regulations, table of height limits
Miscellaneous Construction Requirements	R&R XXV.M
Patio Drainage	R&R XXV.O AC Guideline adopted 9/10/2020
Patio Structures, Sunshades, Arbors, Trellises and Gazebos	R&R XXV.R
Planters Abutting Neighbor's Wall	AC Guideline adopted 9/10/2020

Portable Toilets and Trash Removal	R&R XXV.M
Private Pools	R&R XXV.S
Right of Entry (adjacent property)	R&R XXV.D
Right of Entry (Architectural Committee)	R&R XXV.H
Roof Access	R&R XI.A
Satellite Dish/Antenna Installation	R&R XXV.T
Setbacks	Jasmine Creek Planned Community Regulations Section IV.D and E
Sewer Cleanout	AC Guideline approved 2/22/2017
Skylight Colors	R&R XXV.U
Skylight Frame Colors	AC Guideline adopted 9/10/2020
Smooth Stucco Application, Residences	AC Guideline adopted 8/20/2019
Solar Panels	See General Manager for current policy
Story Pole Requirements	R&R XXV.C.4 Application Requirements
Structure Attached to Adjoining Residence	Planned Community District Regulations Section IV.E
Surveys	AC Guideline adopted 9/10/2020
Time Periods for Construction	R&R XXV
Toilets, Portable	R&R XXV.M
Tree Height	CC&Rs Article X, Section 12
Trellises	Planned Community District Regulations Section IV.H
TVs, Outdoor	AC Guideline adopted 9/10/2020
Types of Violations and Fine Schedules	R&R XXVIII.A-L
Urns, Pots, Planters and Trellises	R&R XXV.V
Utility Doors	R&R XXV.N
Utility Vents and Rain Gutters	AC Guideline approved 10/12/2017
View Preservation	CC&Rs Article V, Section 2
Windows	R&R XXV.N AC Guideline approved 8/9/2018
Wood Gable Replacement	R&R XXV.W

The following documents are available at jasminecreek.org:

- **CC&Rs: Codes, Covenants and Restrictions**
- **R&R: Rules and Regulations**
- **AC Guidelines: Architectural Committee Supplemental Guidelines**
- **Planned Community District Regulations (Jasmine Creek zoning)**

The following documents are available at newportbeachca.gov:

- **Newport Beach Municipal Code**
- **Planned Community District Regulations (Jasmine Creek zoning)**