

Realtor Packet for Prospective Residents

From the Smith Ranch Homes Architectural Committee (ARC)

Smith Ranch Homes (SRH) is an independent living community with residents who have a direct investment in their own unit and a shared interest in the use and betterment of the common areas within the community.

The goal of the Architectural Policies for Smith Ranch Homes is to enhance the quality of life for the residents of our community. The association policies are designed to preserve a harmonious design and maintain the value of the real property, a long-term investment of the current owners.

The general comments below will help the Realtor and the Prospective Resident better understand the most common policies administered by the Architectural Committee (ARC) under the direction of the Board of Directors. It does not include all policies and residents should become familiar with the complete list of policies included in Tab 14, Article 4 of the *Smith Ranch Homes Homeowners Association Policies, Rules and Regulations*.

We believe that if such information is shared in advance of the final closing, the new resident will have better managed expectations. This will result in a happier move-in and more positive residency experience.

SUMMARY OF MOST COMMON RESIDENT CHANGE REQUESTS to ARC

UNIT/RESIDENCE INTERIOR CHANGES POLICIES

Structural alterations to the interior of your unit cannot be made without prior written approval of the ARC. This includes:

- **Plumbing** and/or relocation of any plumbing fixtures or drains.
- **Electrical work** or changes to electrical layouts
- **Any perforation/penetration of floors, ceilings, walls** (the common area behind sheetrock)
- Changes that **impair the structural integrity** or mechanical systems
- Changes that **increase noise transmission**
- Changes that **lessen the support** of any part of the property or
- Changes that **impair the value or desirability** of other units.

Specifically, **approval must be obtained prior to replacing any carpet with a hard surface material** in a ground floor unit. Installation of hard surface materials is *restricted* in above-ground units due to noise transmission.

If approved by ARC, all of the above work must be completed with required permits and contractors approved by SRH and satisfy SRH **Contractor Policy**.

Although the following can be done in residence units without ARC approval, the work also needs to follow the SRH **Contractor Policy**:

- Repairing or **refurbishing of any interior walls or ceilings**. (e.g. painting, texturizing, wallpaper)
- Alteration or **installation of cabinets, shelving or appliances** as long as no alteration is made to any wall/ floor or plumbing and electrical connections.
- **Replacement of carpet with new carpet only**. All other flooring types or changes requires approval.

The **SRH Contractor Policy** protects both the Association and Homeowners from common liability issues and supports safety standards. **Prior to any work being started in the interior of a resident unit**, owners need to provide the following for all vendors:

- Proof of **Certificate of Liability Insurance** naming Smith Ranch Homes as a certificate holder.
- Proof of **Workers Compensation Insurance**
- **Safety Data Sheets** for any hazardous materials to be used.

Please note that Contractors and Vendors will not be allowed on property until the Contractor Policy requirements are fulfilled. This includes both alterations that need approval from ARC and those alterations that do not need approval. For expanded details and guidelines of **Contractor Policy**, see Section 4.6 of Tab 14.

A Prospective Resident will need to collaborate with the current owner if any work is to be done in the unit before closing. Unless otherwise documented, the current owner is considered the official liaison to Administration and the Maintenance and Resident Services Departments who verify approved vendors before they come on property and take appropriate steps to facilitate your work such as padding elevators, etc.

COMMON AREA POLICIES (includes exclusive use common areas)

Patios and Balconies that are exclusive use common areas (including villas):

Patio Decor - General outdoor furniture and potted plants/flowers are permitted. Personal items such as storage of boxes or bicycles are not allowed. It is suggested that patio umbrellas, if used, should be a neutral color. As a safety measure, items with open flames (BBQs, fire pits, heat lamps) cannot be used on patios or balconies.

Wind/Privacy Fencing for Ground Level Units – ARC approval required. With ARC approval, fencing must only be on one side of patio and shall not extend beyond the end of the patio. Materials shall be redwood or cedar and painted to match the exterior.

Common Area around Ground Level Patios - All personal items must be placed on your patio only. Ground level units must not plant outside their patios unless they receive a special permit from the Landscape Committee.

Plant Care for Upper Level Balconies - Plants should be placed in saucers to capture water draining. Water that overflows to the units below will be considered a nuisance. Plant growth is limited to 24" above the top of the balcony railing.

Animal Fences for Ground Level units – ARC approval required. To receive ARC approval, fencing must be green, ground-staked wire, contiguous to patio and installed by the Maintenance Dept.

Individual Hallway/Entrance Alcoves:

Recessed Doorways - The following will normally be allowed upon prior approval of ARC:

Tables that fit without protruding, plant stands or vases, small framed art pieces on wall (installed by Maintenance Dept.), umbrella stands, artificial plants, name plates (ordered and installed by Maintenance Dept.). Flammable items, decor that cover the unit number and inappropriate items will not be approved.

Building Exteriors (Including villas):

Window Coverings - The exterior side of all window coverings (drapes, shutters, blinds or shades) must be in a shade of white or beige and installed within 90 days of move-in.

Exterior Decorations - Only liquid bird feeders will be approved as seeds attract unwanted animals. Any decorations attached to walls must be installed by Maintenance Dept. Wind chimes cannot be used.

Holiday Decor - Residents may place temporary holiday decorations without approval. Lighting on patios may not penetrate any exterior surface and shall only operate from dusk until midnight. Alcove decorations are allowed in your recessed area. Holiday decorations must be removed in a timely manner.

ARC CHANGE REQUESTS PROCEDURES:

If the buyer/prospective resident wishes to make a change to a unit or a common area, it should be submitted on an **ARC Change Request Form**. These forms are available in the mailroom or from Resident Services. *If the request is prior to closing, the current owner should submit the ARC form on behalf of the prospective buyer.*

Although a Realtor can advise on a suggested change to a unit based on their knowledge of the policies, the buyer can only be assured that the work can be done if a Change Form has been submitted and approved.

Along with the form include photos, descriptions, floor plans etc. indicating changes and any other information that will clarify your request. Be sure the application is complete as this will expedite the process. Submit the application in the Administration box in the Mailroom.

Your application will be acknowledged within 5 business days. It will be reviewed at the next regularly scheduled Architectural Committee meeting. You may be asked to attend if there are questions about your application.

Applicants will be notified within 10 business days following review. **Work in your unit may not begin and changes to common areas may not be made until the approval process is complete.** The

process includes verifying contractors and notifying other residents who may be affected by the work being done.

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OTHER ARC PROJECTS:

The Architectural Committee contributes to the community beyond the change request approvals in several ways. It works with Management in the refurbishment of common areas such as the activity rooms and offices. A current project is the updating of the artwork in our various buildings. Toward this goal, if after your move-in you have paintings or photography that you will not be using, we hope that you will donate or loan them to SRH for possible display in common areas. Donation/Loan forms are in the binder in the mailroom or online on our website.

A CLOSING NOTE TO PROSPECTIVE RESIDENTS:

We were all prospective residents at Smith Ranch Homes at one time. We understand that this is an important decision in your life and the transition to a shared community like ours can be a little confusing. We believe that Smith Ranch Homes is a great independent living choice and offers many valuable benefits. If you have any questions about the policies above, please ask your Realtor to reach out to Management or ARC at any time. We will be glad to explain the guidelines as they are designed to enhance your long-term investment.

The Smith Ranch Homes Architectural Committee

