

IX. PROCEDURAL STANDARDS

A. **Application Procedure and Requirements**

1. All requests are to be made to the Mountain View Management Company and brought to the attention of the ARC on the standard Home Improvement Form which is included in these Guidelines. Copies of forms may be downloaded from the Community Website at www.mountainviewhoa.org. Hardcopies are located in the clubhouse library. Forms may also be obtained by contacting the Management Company or any ARC member.

Effective January 1, 2018, a nonrefundable application fee of \$50 is required for each Home Improvement Form filed with the Management Company. Home Improvement Forms must be submitted to Management along with a \$50 check. Home Improvement Forms and checks are not to be submitted to members of the ARC. Home Improvement Forms submitted with no check attached will be returned to the homeowner with no action taken on the form as submitted.

XII. ARCHITECTURAL GUIDELINES

I. Garage Doors and Driveways

1. Garage doors must be compatible in scale, material, color and design with the Homeowner's existing garage door. A sample or descriptive literature/brochure of the material and color must be included with the ARC application.
2. Approval for driveway improvement projects will be at the discretion of the ARC. Factors to be used in ARC decision will include but are not limited to:
 - a. Continuity of surrounding properties
 - b. Materials to be used.
3. Twelve inch extensions on either side of driveway for ease of access to vehicle may be approved by the ARC, at their discretion.

P. Exterior Lighting and Security Cameras

Exterior lights and cameras must be approved by the ARC prior to installation.

1. Lights and cameras are to be directed onto applicant's property. Lights are to be screened to limit light on adjacent property. Minimum intrusion upon neighbors' privacy should be given every possible consideration.
2. Proposed fixtures are to be compatible with applicant's house in style and scale. Any conduits must be painted to match the color of the house stucco.
3. Lighting wattage must be included with application.
4. Location of lights and cameras and area they will illuminate **or cover** must be included with application.
5. Light/s or camera/s on the front wall of the unit may be allowed if the fixture coordinates with existing lights that were installed by either the Declarant or the Homeowner after ARC approval. Motion detector/security lights shall be installed in the least intrusive location and should be properly adjusted to preclude inadvertent activation.

Y. Walls and Fences; Fence Painting

6. Specific fence/wall requirements:

d. Solid Wood Fence Painting:

1. Homeowners are required to maintain their wood fences which are subject to inspection from time to time
2. If the fence is to be completely repainted the Architectural Committee has approved solid paint from Behr in Adobe Brown (Behr-SC-148) (though you need not use Behr paint/stain specifically as long as the brand you use is a perfect match).
3. If you are only touching up or making minor repairs to your fence, you may use the same color it was last painted, which included the following in Solid or Semi Transparent:
Adobe Brown - Behr DP-387
Cedar Naturaltone - Behr DP-533
Redwood - Behr DP-330
Redwood Naturaltone – Behr DP-534