

**CROSSPOINTE VILLAGE HOMEOWNERS ASSOCIATION
ARCHITECTURAL GUIDELINES**

Adopted June 2006

Revised June 2009

Revised July 2021

Revised February 2026

A. General Architectural Review Guidelines.

The following Architectural Guidelines (“Guidelines”) are intended to provide members with a structure for applying for and obtaining Architectural Review Committee (“Committee”) approval of their proposed property modifications and construction of improvements. For a full review of the architectural control and committee issues, see Article IV of the Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Crosspointe Village Homeowners Association (“CC&R’s”).

The goal of these Guidelines is to preserve and enhance the beauty of the community and to assist Crosspointe Village Homeowners Association (“Association”) members in the design of plans in agreement with this goal. The Committee shall make decisions regarding any external change or alteration on behalf of and for the good of the community as a whole. Any change not specifically addressed or outlined in these Guidelines will become a matter of reasonable discretion on the part of the Committee.

Owners should submit a completed Association approved architectural application form (“application”) along with all plans, specifications, drawings, engineering or geotechnical reports, or other documentation requested by the Committee, in order to evaluate the architectural application. Any costs related to obtaining the requested documentation will be the responsibility of the submitting owner.

1. No construction, alteration, addition, modification, decorative, redecoration, or reconstruction to or of an improvement in the property, including buildings, fences and drainage facilities, shall be commenced or maintained until the plans and specifications therefor showing the nature, kind, shape, height, width, color, materials and location of same shall have been submitted to and approved in writing by the Committee. The owner submitting the plans (“applicant”) shall obtain a written, dated receipt of the plans and specifications from an authorized agent of the Committee. The address for submission shall be that of the Association’s property management company.
2. The Committee’s review, approval and/or disapproval of plans submitted shall be solely on the basis of aesthetic considerations and the overall benefit or detriment which would result to the immediate vicinity and particularly the Crosspointe community. The Committee shall take into consideration the aesthetic aspects of the architectural designs, placement of the buildings, landscaping, color schemes, exterior finishes, etc., and approval or disapproval shall be based solely on the considerations set forth in these Guidelines and Article IV of the CC&R’s. The Committee shall not be responsible for reviewing or commenting on the engineering and/or geotechnical plan or design from a structural safety or conformance with building code standpoint.

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3. The Committee may condition its approval on other terms and conditions, such as the applicants furnishing the Association with security against mechanics liens, or on such changes therein as it deems appropriate, as set forth in Article IV of the CC&R's.
4. Notwithstanding the above, any improvement, the maintenance, repair and replacement responsibility of which is that of the owner, may be repainted without Committee approval, so long as the improvement is repainted the identical color which it was last painted.
5. The Committee may also establish rules regarding application fees for certain types of proposed construction, which must be directly related to additional costs to be incurred by the Association in processing said application.
6. Decisions of the Committee and reasons supporting same shall be transmitted to the applicant at the address set forth in the application for approval within forty-five (45) days of receipt by the Committee of all materials required by the Committee. Applications submitted pursuant to Section 4.02 of Article IV of the CC&R's shall be deemed approved unless written disapproval or request for additional information shall have been transmitted to the applicant within forty-five (45) days of receipt by the Committee of all required materials.
7. Applicant shall meet any review or permit requirements of the County or City prior to making any alterations or improvements provided hereunder.
8. If an application is disapproved by the Committee, the applicant is entitled to reconsideration by the Board of Directors at an open meeting of the Board. The request must be received by the Board not more than thirty (30) days following the decision of the Committee. Within forty-five (45) days following receipt of the request for appeal, the Board shall reconsider the application in an open meeting of the Board and render its decision within fifteen (15) days of the meeting. The Board may agree with the Committee and uphold the disapproval, or the Board may disagree with the Committee and approve the application.
9. All approved architectural changes must begin within sixty-days of receiving written architectural approval or the approval will be void and a new application must be submitted to obtain approval.
10. Within thirty (30) days of completing approved architectural changes, the owner must complete and submit the Notice of Completion Form. The Architectural Committee will inspect the completed changes within thirty (30) days to determine whether or not the changes completed comply with the approved architectural application. The owners will be notified if the changes do not comply with the approved architectural application and of any corrective action that needs to be taken. Failure to submit the Notice of Completion Form within

thirty (30) days of completing the approved architectural changes will result in a Hearing wherein a fine of \$50.00 may be imposed.

B. Windows, Sliding Glass Doors and Skylights.

No replacement of windows, sliding glass doors or skylights may be commenced without the express written approval of the Committee. Owners must submit a completed architectural application to the Committee in order to gain approval to install new windows, sliding glass doors or skylights. As a reminder, windows should not be purchased or installed until you have received written approval from the Committee. Installation of pet doors or unauthorized air conditioners, air conditioner vents, or fans-set into a window are prohibited.

Windows shall be maintained in a clean and attractive manner. All windows are required to have properly placed window screens free of holes or tears. All window coverings, such as curtains, drapes, and blinds, must be kept in good repair in muted colors. Unacceptable window coverings include tin foil, newspaper, and any other material deemed unacceptable by the Architectural Committee. Window tint may be applied with prior architectural approval. Window tint must be in muted colors with no designs and kept in good condition. Window tint that is peeling, fading or changing colors, must be removed or replaced.

C. Satellite Dishes and Direct Access Antennas.

The notification process set forth herein also applies to requests for authorization to install other types of external television or signal reception devices.

Owners within the Association are encouraged and requested to submit a Satellite Dish Notification to the Committee with their plans for the installation of a satellite dish or direct access antenna (collectively "Antenna") prior to installation. The purpose of such notification is to ensure that the equipment is installed in an approvable location so as to avoid the possible necessity and expense to an Owner in having to remove the equipment and repair the Common Area. Prior notification and approval by the Association will ensure installation of the equipment in the most approvable location, with the highest quality signal, and at a reasonable cost to Owners. These Guidelines, and the Association's notification review process, are intended to comply with Federal Communications Commission Regulation Section 1.4000 as well as non-conflicting sections of the Association's governing documents. The notification for such Antenna installation will be reviewed and approved or denied based upon the following guidelines. Owners intending to install an Antenna are requested to comply with the following:

1. Notifications of installation will be processed within fifteen (15) days of receipt by Association so as to avoid unreasonable delay in the installation process.
2. Owners may be requested to provide additional information or illustrations of the proposed location as part of the process.
3. Owners are expected to comply with all rules and regulations set forth in the Association's governing documents, particularly the Architectural Guidelines not

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in conflict with the above referenced Federal rules, and these Guidelines, regarding installation of said Antenna.

4. Owners may only install Antennas of one meter (39 inches) or less in diameter, and Owner shall attempt to install the equipment within the most non-visible, unobtrusive location possible, so as to maintain the positive aesthetic appearance of the Crosspointe community.
5. Antennas may not be installed on the Association's Common Area, which includes the roofs, eaves, chimneys, exterior walls, balconies, patio railings, and other exterior surfaces of the units. Antennas installed on the Association's Common Area will be subject to immediate removal by the Association, or the Owner, at the Owner's expense. The only exception to this rule is that installations will be allowed on the fascia boards, or on a pole within the patio areas.
6. Owners assume any and all liability and responsibility for any and all damage to the dwelling or garage, or other Association Common Area property, and/or that may occur to the building, due to the installation, use, maintenance or removal of Antennas and related equipment (cables, wiring, mounting fixtures, etc.), particularly roofs and any exterior flooring (deck or patio) surfaces installed and maintained by the Association. The owner(s) of the unit, by the installation of any herein referenced Antenna, release and hold harmless the Association from any and all damage that may occur to the buildings, or other real or personal property. If such equipment is removed, all wood must be patched to the satisfaction of the Committee.
7. Antennas should be mounted in locations which are the least visible from other homes or the Common Area. Owners are encouraged to mount Antennas on a stand not affixed to the floor or decking surfaces or attached to any related railing or fence, for which the Association has maintenance and repair responsibility, even if the area is classified as Exclusive Use Common Area, so as to avoid the possible expense of reimbursement to the Association for damage caused to such areas.
8. Owners are requested to submit notifications for Antenna installations so as to also obtain information on the most appropriate and least intrusive method of bringing the cable into the residence, causing as little damage as possible, to avoid any further unnecessary expense.
9. The cable point of entry for the Antenna must be at the Antenna location. Cable wiring must be routed on the interior of the unit or hidden from view. Owners must properly install the cable wiring so as to not be a hazard to themselves, guests, tenants, invitees, etc.
10. If an Antenna must be placed in a location which is visible within the Association community, the Architectural Committee may require said Antenna to be covered,

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camouflaged or disguised in an approved fashion, and is empowered to do so as long as the additional cost to the Owner is reasonable.

11. Owner's notification should include information from the intended installer identifying the proposed location for the equipment, the proposed piercing of the structure for cable routing, and the manner of installation.
12. Applicants may request a waiver of any of the above rules regarding the installation of an Antenna which has a diameter of one (1) meter or less so as to install same on a Common Area location, such as the chimney. Requests for waivers will be considered on a case-by-case basis, upon the applicant exhibiting to the architectural committee that the waiver is absolutely necessary if an Antenna is to be effective. Approval of any such application shall be at the sole discretion of the Association.

If the Association grants a waiver and approves an application for installation on the Common Area, or other Association maintained area which is not in the exclusive use or control of the Owner, it may require as a condition of the approval, that the applying Owner pay a deposit of Three Hundred Dollars (\$300.00), or as otherwise determined by the Association, plus all other related and incurred expenses involved in the installation, and the Owner's agreement to utilize the Association's contractor for the installation, at Owner's expense. If a waiver is granted, the related approval will be contingent upon the Owner agreeing in writing to indemnify or reimburse the Association for any present or future damage or loss to the Association caused by the installation, maintenance or use of such satellite dish. In addition, the Association may monitor any such installation closely. Applicants who are denied, and thereafter request a waiver, should anticipate an additional processing time of approximately 2-4 weeks.

If an Owner is granted permission to install an Antenna on the Common Area, the Owner must remove the Antenna at his or her expense prior to any scheduled maintenance to be performed on the Common Area (e.g. painting or roofing work). It may be returned to its original position upon completion of the maintenance. In the event that the Association or its subcontractor is forced to make the removal, neither the Association nor the subcontractor accepts any responsibility for damage to said Antenna.

13. It is the Association's intention, as much as possible, to allow Owners to install the herein referenced dish type Antennas on non-Common Area, preferably in locations which are least visible from other Owners or other areas of the Crosspointe community. However, these rules and regulations are *not* intended to (i) unreasonably delay or prevent installation, maintenance, or use, or (ii) unreasonably increase the cost of installation, maintenance, or use, or (iii) preclude reception of an acceptable quality signal. With this in mind, it is the Association's intent to work with Owners so as to allow installation on the least intrusive, but most efficient and economical location, in compliance with current law.

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14. Failure to comply with these guidelines and to obtain any required approval prior to installation of any such Antenna equipment, may result in the requirement that the Owner immediately remove and/or relocate all related Antenna equipment, at Owner's expense, and/or reimburse the Association for any expenses it incurs in doing so.
15. The guidelines and notification form can be obtained from the management company.

D. Architectural

1. The Committee reserves the right to determine whether replacement or repair is acceptable or appropriate then correcting unauthorized or improperly completed modifications that fall within its supervision.
2. Any changes of unit layout, such as breaking through a wall or adding doors, require prior written approval.
3. Modification of any utility service except for cable TV and telephone requires prior written approval.
4. Changes to cabinets, built-in appliances and fixtures are permitted without prior approval.
5. Screen doors, whether regular or security, require prior written approval. Contact the management company for approved models.
6. All patio floor installations require prior written approval. This includes all masonry (concrete, brick, tile) wood decking, etc.
7. Only white or clear bulbs, or amber-colored bug lights, not including bug zappers, shall be used in wall mounted lamp fixtures (patio and porch lights).
8. Outdoor string lighting can only be attached to the back or underside of the fascia board, or the underside of the overhead balconies, within the exclusive use patio area by using screw in hooks and/or adhesive hooks. The use of nails and staples is not permitted. The wires/lighting must be pulled tight, they may not be hanging, drooping, or suspended in midair by poles or any other devices. Battery-operated or solar string lighting may be strung under a patio umbrella, so long as the wiring is neat and contained under the umbrella. Only clear light bulbs are permitted, no decorative globe covers are permitted, with the exception of holiday lighting. See Outdoor Seasonal Decorations in the Rules & Regulations for guidelines regarding holiday lighting.

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9. No items may be attached to the patio fences or railings. This includes lighting and décor. Decorative items such as flag holders and plant hooks may only be attached to the front fascia boards within the exclusive use patio area only, without architectural approval. Flag holders may only be installed to the front fascia boards or on the wood trim around the front door, as long as the front door is located inside the exclusive use patio area. Hose reels can be attached to the wood trim around the doors or windows or on freestanding holders. Windchimes will be permitted as long as they do not create a nuisance for neighbors. No more than four (4) hanging items above the patio or deck are permitted. Hose reels can be attached to the wood trim around the doors or windows or on freestanding holders.
10. The installation of a doorbell camera requires submission and approval of an architectural application prior to installation. Camera doorbells must be installed in the same location as the original doorbell and must be similar in size.
11. The installation of surveillance cameras requires submission and approval of an architectural application prior to installation. Surveillance cameras can only be installed on the wood trim around the front door or on the fascia board under the roof eaves within the exclusive use patio area only. Cameras shall be installed in a manner so as not to intrude the privacy of neighboring units while inside their home or patio.
12. Prior architectural approval is required to install privacy lattice in the patio or balcony. Privacy lattice must be freestanding, not attached to the fence or any portion of the building, made of wood or wood-like material (i.e. vinyl), with a frame of the same material, and be white or wood-tone in color. Privacy lattice cannot extend higher than the tallest portion of the patio or balcony fence. Greenery must be planted to grow onto the lattice and must be added to the exterior facing side.