

**CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION**  
**Building Guidelines--Effective May 1, 2017**



**PLEASE NOTE APPROVAL PROCEDURES ON PAGES 9 - 11**

I.

AUTHORITY OF THE ARCHITECTURE COMMITTEE AND  
DELEGATION OF POWER BY THE ASSOCIATION

A. The Architecture Committee

1. ¶7.01 of the CC&Rs for Tract #1 (Lots 1 to 161 of Tract 15299) and ¶6.01 of the CC&Rs for Tract #2 (Lots 1-246 of Tract 15593)<sup>1</sup> provide in substance that the Association has the right to approve or reject certain aspects of any construction, erection, alteration or maintenance of any building, fence, wall, pole, or “other structure” on any property within jurisdiction of the Association (See Section II-B below).
2. ¶7.02 of the CC&Rs provides that the Association may appoint a “Review Board” comprised of at least three persons to assist the Association in carrying out its duties under the CC&Rs and to perform any other function assigned to it by the Association.
3. The Association has appointed the Architecture Committee as its “Review Board” and has invested the Committee with the authority to review and approve or reject all plan submissions pursuant to the CC&Rs and these Building Guidelines (“Guidelines”).
4. The Architecture Committee may in its discretion retain the services of a registered architect or other consultant to assist it in analyzing and reviewing plans or otherwise in performing its function. Said architect or consultant will be compensated from fees paid by the applicants according to the Administrative Fee Schedule in effect at the time (see Section VI-C below).

B. Authority Exercised by the Architecture Committee

1. Subject to the right of appeal described in Section VI-D below, the Committee exercises all of the powers of the Association pursuant to ¶7.01 of the CC&Rs. Further, the Association has delegated to the Committee the duty to review all plans for compliance with all other provisions of the CC&Rs.
2. The Committee shall make known to the Association any noncompliance with CC&Rs that it determines exists and may make recommendations to the Board regarding such noncompliance.

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<sup>1</sup>All references herein shall be to Tract 15299 (Tract #1). The substance of the two sets of CC&Rs is similar although the citation references are different.

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3. Ultimately, the Association has the power to approve any plans or submissions and to take action in the event of noncompliance or violation of the CC&Rs. It is the intent of the Association, other than in special circumstances as determined by the Association, to invest the Committee with authority to make all determinations (see Appeal, Section VI-D below). The Association may on appeal or in its discretion reconsider a matter notwithstanding the action or recommendation of the Committee.

**II.**

**PURPOSE AND INTERPRETATION OF BUILDING GUIDELINES**

**A. Purpose of Guidelines**

1. These Guidelines are intended to guide and assist homeowners and their architects, contractors, and other consultants, as well as lenders and any other interested persons, in understanding how the Committee will generally apply the specific provisions of the CC&Rs and will in all likelihood exercise its judgment and discretion where such discretion is conferred upon the Association.
2. The Committee is charged with applying the CC&Rs in a manner that will provide homeowners reasonable expectations through standardized building guidelines and consistent rules in order to preserve those qualities of the neighborhood generally considered to be desirable while giving homeowners flexibility to design, build, improve, or alter their homes as they consider appropriate.

**B. General Description of the Intent of the Guidelines**

1. The Guidelines are intended to fulfill the Association's obligations to exercise its discretion under ¶7.01 of the CC&Rs, which states, in pertinent part:

“...The approval of said plans and specifications may be withheld not only because of their noncompliance with any of the specific conditions, covenants, and restrictions contained in this and other clauses hereof, but also by reason of the reasonable dissatisfaction of the Association with the grading plan, location of the structure on the building site, the color scheme, finish, design, proportions, architecture, shape, height, style, or appropriateness of the proposed structure or altered structures, the materials used therein, the kind, pitch, or type of roof proposed to be placed thereon, or because of its reasonable dissatisfaction with any or all other matters or things which, in the reasonable judgment of the Association, would render the proposed structure inharmonious or out of keeping with the general plan of improvement of said property or with the structures erected on other building sites in the immediate vicinity of the building site on which said structure is proposed to be erected....”

**C. Interpretation of the Guidelines**

1. The CC&Rs and these Guidelines are independent of, and in addition to, any regulations imposed by the City of Los Angeles or any other governmental body or agency. Thus, a variance, permit, or entitlement by the City of Los Angeles, or any such governmental agency is irrelevant to the obligation of homeowners to comply with the CC&Rs and these Guidelines. Requirements that may be permitted by zoning, building or other ordinances, codes or regulations may be prohibited by the CC&Rs and these Guidelines. As between the City of Los Angeles Municipal Code R1 zoning amendment under Ordinance No. 184808 effective as of March 17, 2017 (hereinafter “R1V2”) and these Guidelines, the more restrictive requirement in all cases shall control.

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2. These Guidelines are intended to be general statements of the applicable restrictions in the CC&Rs and of the intent of the Committee in exercising its judgment where it is entitled to exercise judgment. They are not immutable, and may be amended or modified by the Committee generally, or, if unique circumstances make it appropriate, as to any particular project.
3. These Guideline shall be interpreted in a fashion that best carries out the spirit and intent of the CC&Rs. Where the CC&Rs are specific, they control and anything inconsistent therewith in these Guidelines is ineffective. Where the CC&Rs are not specific or leave any particular matter for the approval of the Association, these Guidelines shall be interpreted so as to accomplish all of the following:
  - a) The avoidance of harsh contrasts in the visual appearance of any home (e.g. size, height, colors, style, exterior treatments) as perceived by the community;
  - b) The promotion of careful and well-conceived design of homes so that they harmonize with the community at large and the neighboring homes in particular;
  - c) The maintenance of building forms and outlines that readily become part of the terrain rather than intruding into it and commanding attention;
  - d) The compliance of design, materials, colors, finishes, embellishments and general site planning of each home with the specific requirements and general purpose of the CC&Rs and with the letter and spirit of the CC&Rs and of the desires of the community acting through the Committee.
4. The Committee cannot and will not take into consideration the appearance of any other aspect of the home not subject to the CC&Rs.
5. Where the restriction is specifically set forth in the CC&Rs, that fact is noted in **bold type** with the indication of the relevant section of the CC&Rs at the end of the guideline. As mentioned above, all references to sections of the CC&Rs are to those CC&Rs for Tract 15299 (Tract #1). CC&Rs for Tract 15593 (Tract #2) are comparable.
6. These Guidelines are not intended to be exhaustive or to cover every requirement of the CC&Rs. The failure to set forth particular requirements, whether or not specified in the CC&Rs shall not impair the power of the Committee to enforce such requirement.
7. Any particular guideline, other than one specifically required by the CC&Rs, may be waived or modified by the Committee so long as (i) there is a specific, unique, and compelling reason for such waiver and (ii) such waiver does not affect the compliance of the property or any improvement thereon with all the requirements of the CC&Rs or the spirit and intent of the CC&Rs and these Guidelines. No such waiver shall constitute a waiver of any other guideline or of the specific guideline in any other case. Such waivers are disfavored; economic or time constraints are not compelling reasons sufficient to justify such a waiver.

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**III.**  
**APPLICATION OF THESE GUIDELINES**

**A. New Construction.**

1. These Guidelines shall be applicable to all new construction in the Tracts covered by the Association (Tracts 15299 and 15593, City of Los Angeles). This includes homes, outbuildings and any ancillary improvements.

**B. Remodels, Alterations, Additions.**

1. These Guidelines shall be applicable to all remodels, additions, alterations, or other improvements in the tracts covered by the Association other than those set forth in sub-part C below.

**C. Exceptions**

1. Subject to the right of the Committee at its sole and unfettered discretion to require approval, these Guidelines will not, in the absence of such requirement by the Committee, be applicable to either of the following:
  - a) Improvements that are solely on the interior of a building and do not alter or affect in any way the exterior appearance, density, or mode of use of the property.
  - b) Exterior improvements of a value of less than \$15,000.00 that do not substantially affect or change the exterior appearance or density or mode of use of the property.
2. If the Committee decides that a proposed construction, addition, or alteration does not fall into one of the above exceptions, approval is required. This decision is final and conclusive. The Board shall not hear or grant any application to set aside or alter the determination of the Committee to require such approval.

**D. Property Not Subject to the CC&Rs.**

1. These Guidelines are not applicable to any property not subject to the CC&Rs, unless the owner of such property by written covenant recorded with the County Recorder of Los Angeles County elects to make it subject to the CC&Rs.

**IV.**  
**SITE ADAPTATION**

**A. Size and scale**

1. The size, scale and location of the house shall be directly and perceptually related to the nature of the terrain on which the house is built and its accommodation of the improvements. The height of the peak of the roof may not exceed twenty-eight (28) feet as measured from grade as defined by City ordinance to the top of the roof at that point.
2. Subject to R1V2 (as defined in Article II.C.1 above), in order to control the size and the mass of a house, the allowable square footage of the house (including the covered porches and patios, the garage and all other structures considered part of the “dwelling house” as defined in the CC&Rs), measured from outside walls (i.e., the “footprint”), may not exceed 40% of the lot's square

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footage plus 1,500 square feet. For example, for a 10,000 square foot lot, a two-story house with a first story square footage of 3,500 square feet and a second story square footage of 2,500 square feet would NOT be in compliance. [The maximum square footage allowed in this example would be 5,500, calculated as  $(10,000 \times .40) + 1500 = 5,500$ .] Decks and other outbuildings whether or not considered part of the house will be considered on a case-by-case basis. As between R1V2 and these Guidelines, the more restrictive requirement shall apply in each instance.

3. **Separate buildings** (such as detached garage) **shall be located in the rear one-quarter of the property** and must conform to setbacks described in Section IV.B below. **On corner lots, such separate buildings shall be located at least twenty feet from the side street.** [¶8.03]
4. **If the front of a house on a corner lot is changed to face the other street, such change requires compliance with all setback requirements from the new direction, subject to the Association's determination.** [¶5.04 & ¶11.01]
5. **No building constructed elsewhere may be moved to the property except with the written permission of the Association.** [¶5.03] In the event such permission is given, these Guidelines shall apply to such moved building as if it were constructed on the site. The Committee shall have the right to make its approval subject to any conditions it considers reasonable.
6. **Houses must face the principal street on which they are located or, if on a corner lot and with the Association's approval, the side street.** [¶5.04]

B. Setbacks

1. **Houses** and other structures (such as decks, garages, etc.) **shall have the setbacks from the streets on which they are located as described in Schedule "A" to the CC&Rs.** [¶5.04 & ¶7.01] **The Association shall have the right to alter the extent and locations of the setbacks in any corner lot or lots from those described in Schedule "A" of the CC&Rs.** [¶5.04]
2. **Houses (other than houses on corner lots)** and other structures (such as decks, garages, etc.) **shall have a setback of at least five feet (5') from each sideline of the site on which it is located.** [¶8.04]
3. **Houses** and other structures (such as decks, garages, etc.) **built upon corner lots shall have the setbacks from the side street as described in Schedule "A" to the CC&Rs.** [¶8.04]
4. **Houses** and other structures (such as decks, garages, etc.) **must have a setback of not less than ten feet (10') from the rear lines of the site on which they are located.** [¶8.03]
5. **No portion of the house** or other structure (such as decks, garages, etc.) **shall encroach on any sideline set back area (as set forth in Schedule "A"), except that (a) eaves, porte-cocheres, open pergolas, uncovered porches, stoops or steps the balustrades or sides of which do not extend more than three feet above the level of the first floor of the house, may encroach on any such side line setback area, and (b) exterior chimneys may encroach for not more than twenty-six inches (26") into any such area.** [¶8.04]
6. **If two or more setback provisions from the same street are applicable to the same property, the provision requiring the greater setback shall control.** [¶11.04]

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7. **Where a lot is so irregular as to make it difficult to determine the side yard setback requirement, or for any reason the side yard is uncertain, the extent and location of all such setbacks shall be determined by the Committee, subject to appeal to the Board as provided in Section VI.D below, whose decision shall be final and conclusive. [¶11.02]**
8. New construction should employ varied setbacks from the front-facing street where possible to provide articulation and avoid a block-like appearance.

C. Number and Character of Stories

1. **No house may be higher than two stories. [¶5.01]** Third stories will not be approved. New construction shall generally limit the first story to not more than 10 feet at any of the front or side elevations measured from grade as defined by City ordinance, and continuing to the higher of (i) the horizontal plane of the top of the lintel or (ii) the point of connection of the façade to either an eave or second floor step-back or roof, so as not to present a looming effect.
2. **Two story houses may not have a first story smaller than 1,000 square feet, excluding certain open areas as set forth in ¶5.06 of the CC&Rs, or a total square footage of less than 1,500 square feet. [¶5.06]**
3. Subject to R1V2 requirements, second stories must include appropriate step-backs of at least two feet from the plane of the first story, and may in no event overhang the first story, as seen from the street(s) on which the house is located so as to avoid a “stacking” or “box-like” effect.

V.  
EXTERIOR APPEARANCE

A. General

1. **The construction must be in harmony with the general plan of improvement of the property and with structures erected on other building sites in the immediate vicinity of the property for which approval is requested. [¶7.01]**

B. Roofs

1. The roof, including at points of second-floor step-back, generally shall be pitched at not less than a 4:12 slope, with a maximum roof pitch of 6:12. [¶5.05]
2. Roofing material shall be non-reflective, of subdued color (e.g. no white or off-white), and shall not be made of gravel, crushed stone, or similar material. **All roofing materials are subject to the approval of the Committee. [¶7.01]**
3. Mounting of air conditioning or heating equipment on the roof where it is visible is not allowed. Where mounting of air conditioning or heating equipment on the roof is unavoidable, it shall be completely screened from view or may be enclosed in a roof well in which the height at its highest point does not exceed the maximum height of 28'-0" from grade as defined by City ordinance. The well is to be deep enough to conceal mechanical units so it will not be visible from street or reasonably from neighbors.
4. Satellite dish, antennas, solar panels, and attic ventilation size and location are subject to

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Committee review and approval, and shall be installed so as to not be visible from any street and not substantially obstructive/obtrusive to neighbors. Satellite dishes shall not have a diameter greater than 24 inches.

C. Glass and skylights

1. Skylights are to be the flat and low profile type. Size and location are subject to Committee approval.
2. Glass areas shall be organized with respect to exterior appearance rather than scattered at random. Glass commonly referred to as “reflective” glass may not be used.
3. Controlled skylights will be considered on a case-by-case basis. Considerations are locations with respect to the effect of sun reflection during the day, interior lighting at night, and the views from or into neighboring homes.

D. Exterior Walls and Treatments

1. Exterior walls shall be wood-look, cement plaster, stone, brick, shingle, or masonry, in all events meeting the standards of the Los Angeles Building Code regarding flammability.
2. Decorative items and treatments, such as **railings, flagpoles, balconies, and the like, are subject to approval on a case-by-case basis. [¶7.01]**
3. Bold, bright, attention-getting colors (e.g. “day-glow orange,” pink, “fire-engine red” and the like shall not be used on the exterior (trim or base).
4. Lighting shall be unobtrusive and shall not shine on neighboring properties.

E. Fences and Walls

1. Fences shall be of simple design. Chain link may not be used on fences visible from the street.
2. **Fences and walls may not be more than thirty inches (30”) high if within the front setback area (20’ from the property line in most cases) or side setback area (5’ in most cases) if a corner property. [¶6.02] Hedgerows and hedges within the front setback area (20’ in most cases) or side setback area (5’ in most cases) if a corner property shall be no more than three feet (3’) high. [¶6.03] Fences and walls, including hedges and hedgerows, may not have a height greater than six feet (6’) elsewhere. [¶6.01]**

F. Exterior Equipment

1. Recreational items (e.g. pools, spas, tennis courts, play equipment, outdoor furniture) are subject to review and approval on a case-by-case basis with particular attention paid to restraints of site accommodation, visibility, fencing, lighting, noise, placement of mechanical equipment and the potential effect on neighboring properties.
2. Service areas shall be screened so as not to be visible from streets or adjoining properties.

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3. Pool or spa equipment shall be placed underground where possible and shall be screened so as not to be visible from streets or from adjoining properties.
4. All exterior mechanical equipment shall be baffled for noise reduction in conformance with applicable ordinances of the City of Los Angeles, and shall not be so loud as to disturb neighbors.
5. **No signs or advertising devices may be erected except for one “for sale” or “for rent” sign no larger than eighteen by twenty-four inches, which must be on a stake rather than a post and behind the setback area as to the street.** These signs must be promptly removed within 48 hours after the close of escrow or the execution of the lease document, as applicable. This provision does not apply to any reasonable and non-intrusive sign containing a political endorsement during election campaigns or communicating participation in a security system. [Article 9]
6. Air conditioning units that are located in side yards may not be located within the side-yard setback area.

G. Construction

1. Landscape shall be completed within six months following completion of construction, preferably to include at least one new tree in the parkway as appropriate.
2. Erosion, dust and fire hazards shall be minimized during construction and shall be controlled so as not to affect neighboring properties.
3. Retaining walls shall be scaled to be as unobtrusive as possible.
4. New watercourses formed by excavation and grading shall be controlled so as to prevent erosion of hillsides or damage to neighboring properties.
5. **An electric garbage disposal unit must be installed in the kitchen. [¶4.05]**
6. All construction must comply with all applicable statutes, codes, regulations, and ordinances of the City of Los Angeles or other governmental agency; however the requirements of these Guidelines and the CC&Rs are independent of and in addition to such statutes, codes, regulations and ordinances. In the case of conflict between any such requirements, the more restrictive requirement shall control.
7. A fence with screening shall be erected while significant construction is ongoing, i.e., major remodel or new construction. Debris and trash may not accumulate in visible areas during construction or at other times. Trash dumpsters may be used but must be permitted and marked with reflective material on all street-facing sides for night visibility. Trash dumpsters shall be removed promptly upon completion of construction.

H. Maintenance and Repair

1. The land and all improvements shall be maintained in good repair at all times. The property shall



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be kept clear of debris, brush or other fire hazards.

2. Los Angeles Municipal Code provides that trash containers may not be placed before 5:00 p.m. of the day preceding the scheduled collection of any solid waste or left after 8:00 p.m. on the day of actual collection. Containers left in the street for extended periods are subject to citation and confiscation per ordinance.

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VI.

PROCEDURE FOR OBTAINING APPROVAL

A. Preliminary Approval

1. An applicant may obtain preliminary approval of design without submitting full working drawings. Final approval will still be required before construction commences.
2. In order to obtain preliminary approval, the applicant must submit a preliminary site plan containing:
  - a) The date of the plan \_\_\_\_\_
  - b) The site address \_\_\_\_\_
  - c) The tract and lot number \_\_\_\_\_
  - d) The name, address, phone number and email of the owner:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_
  - e) The name, address, phone number and email of the architect:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Email: \_\_\_\_\_
  - f) A fair and accurate depiction of the topography of the site
  - g) The dimensions of the proposed construction, including exterior dimensions, door and window dimensions, and all other dimensions reasonably necessary to fairly and accurately portray the final appearance of the structure(s) upon completion of the construction
  - h) A fair and accurate depiction of the relationship of the proposed construction to other houses in the area using photos or drawings
  - i) Sections and elevations that fairly depict the appearance of the structure when complete
  - j) A floor plan, including skylights, equipment wells, etc.
  - k) A roof plan
  - l) A conceptual landscape plan, which fairly depicts the landscape of the site upon maturation and estimated heights (see Section V-E)
  - m) Schedules of proposed materials and colors for all visible areas
  - n) A proposed construction schedule (which need not be a critical path schedule)
  - o) A proposed grading plan if construction is on a slope
  - p) Any other submission required by the Committee.
3. The applicant must submit an application, the required fee, and a copy of this page with the location of each required element (Section VI-A-2) noted.

B. Final Approval

1. An applicant may obtain final approval after submission of a full set of FINAL PERMITTED DRAWINGS, which drawings shall be maintained by the Association.
2. Final permitted drawings include everything in Section VI-A-2 **in their final form** plus samples of exterior materials and colors.

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C. Fees

1. See **Architectural Fee Schedule** at [www.cccha.org](http://www.cccha.org) under **Association Documents**.
2. An additional late fee of \$750 will be charged to the homeowner if construction commences prior to Architecture Committee approval.

**CONSTRUCTION MAY NOT COMMENCE UNTIL  
FINAL APPROVAL IS OBTAINED.**

Additional Checklist

- Fees Enclosed \_\_\_\_\_
- Location of Required elements noted

D. General Provisions

1. The Association shall periodically review the fees for approvals and appeals. Fees generally are designed to defray the actual costs of the Association, including without limitation the fees for the Architect and any consultants retained by the Committee. The Committee shall not be empowered to act until such fee is fully paid.
2. If the Committee does not take action within thirty days from the date of application, the submission shall be deemed disapproved. The time may be extended by agreement between the applicant and the Committee.
3. **The applicant shall notify the Committee promptly of any changes to any plans previously approved. No construction shall commence unless and until the Committee has approved any changes. [¶7.04]**
4. **Any improvements shall be constructed strictly according to the plans approved by the Committee. Any deviation therefrom or change that is not specifically approved shall be deemed construction without approval and therefore in violation of the CC&Rs. [¶7.04]**
5. **The Committee may inspect the construction at any reasonable time during normal business hours for compliance with the approved plans and the CC&Rs.** The Committee may inspect up to one year after completion of the construction. [¶7.05]
6. **The Association shall maintain a record set of final approved working drawings. [¶7.01]**
7. Special reviews or approvals based on asserted economic, personal or time constraints shall not be made.
8. Except with respect to properties that are continuously occupied, construction must start within 12 months after final approval or approval shall be deemed to have lapsed and a new application shall be necessary.
9. All approvals, partial and conditional approvals or disapprovals shall be in writing and transmitted to the applicant, with a copy to the Association and to any member of the Association

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who has requested a copy and paid any fee required by the Association.

**D. Appeals**

1. In the event an applicant or any other member of the Association is dissatisfied with any approval, partial approval or disapproval by the Committee, such person may appeal to the Board of Directors of the Association (the “Board”).
2. The appellant must notify (“Appeal Notice”) a member of the Board's President within 10 business days after receiving the notification of the Architectural Committee's decision or such decision shall be deemed final and unappealable.
3. The Appeal Notice shall comprise a letter specifying the specific aspects of the Committee's decision that are being appealed, along with a check for \$50 to cover clerical costs.
4. The Board will hold a special Appeal Meeting within 30 days after receipt of the Appeal Notice from the appellant, which meeting the Board will endeavor to schedule at a day and time that is convenient for the appellant as well as the Board members. The Board will give the appellant at least two weeks’ notice of the date of the Appeal Meeting. The Appellant is responsible for paying any additional Architect fees incurred for the appeal.
5. The Board in its discretion may notify the neighbors contiguous to the site under appeal (i.e., three houses on all sides) of the day and time of the Appeal Meeting and invite them to forward written comments to the Board for consideration.
6. The Board will notify the appellant of its decision in writing within 14 days after the Appeal Meeting. The Board’s decision shall be final.

## CCCHA REQUEST FOR APPROVAL OF PLANS

As you prepare for construction, we ask you to be a good neighbor! Please remember that you are a member of our community. We wish you good luck on your project.

1. All construction sites should have an opaque fence (covered) so that debris will not be seen from the street.
2. We ask that all dumpsters be marked with reflective disks to prevent accidents in the dark.
3. No storage containers may be parked on the streets.
4. All signs about construction must be removed as soon as any construction or project however small is finished. (Article 8 of the CC&Rs and Section V of the Building Guidelines).
5. Construction noise may not commence before 7:00 AM on weekdays and we ask that no construction begin on Saturday before 8:00 AM. There is no construction allowed on Sunday per Los Angeles ordinance.

### TO CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION ARCHITECTURE COMMITTEE:

The undersigned, owner of the following described real property within the CALIFORNIA COUNTRY CLUB HOMES ASSOCIATION:

Lot # \_\_\_\_\_ Tract # \_\_\_\_\_

Physical Address: \_\_\_\_\_,

does hereby submit, for the purpose of complying with the provisions of that certain DECLARATION OF RESTRICTIONS, recorded in the Office of the Recorder of Los Angeles County, California as Tract 15299 (Tract #1 herein), as per map recorded in Book 407, pages 6 to 9 or Tract 15593 (Tract #2 herein), as per map recorded in Book 419, pages 15 to 21 inclusive, and/or any supplements thereto, including the Building Guidelines, to which said property is subject, the following:

**Please refer to pages 9-11 of the Building Guidelines for detailed instructions.**

The proposed square foot area (*inclusive* of covered porches, covered patios and garage, and *exclusive* of uncovered porches and patios, basements, and cellars) is:

First floor \_\_\_\_\_ Second floor \_\_\_\_\_ Combined area \_\_\_\_\_

This is (check one)  an addition of \_\_\_\_\_ square feet,  renovation with no additional square footage.

The square foot area of the lot upon which the house is located: \_\_\_\_\_

**Name & Address of Architect** \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

**Name & Address of Contractor** \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_

**Name of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Current Address \_\_\_\_\_

**Please submit this Request for Approval, along with a full construction set of your plans,** to: Henry Wong, 3131 Sherwood Ave., Suite 5, Los Angeles, CA 91801, with a copy to Francesca Beale-Rosano at 3043 Earlmart Drive, Los Angeles CA 90064.

**Please forward a copy of this Request, along with your check for the appropriate fee** (refer to the Architectural Fee Schedule at [www.cccha.org](http://www.cccha.org) under Association Documents) to CCCHA, 9854 National Blvd., #244, Los Angeles, CA 90034, Attn: Treasurer.

**If you have any questions, please contact Francesca Beale-Rosano, Architectural Committee Chair at**  
(310) 838-3233 • francescaart@sbcglobal.net