Encinitas Ranch Community Association
Architectural and Landscaping Standards – Frequently Asked Questions
7/31/17

Q: We recently moved into the community and want to make some improvements to our property and do not know where to begin?

A: The best place to start is on our community's web site: www.encinitasranch.org
You will find a wealth of information regarding architectural and landscaping standards, processes, timelines and any fees under Design in the header and footer of the home page. You can also call the management company, NN Jaeschke at 858-795-7034 and speak with Angelita Villaneuva with any questions.

Q: I am not sure what types of improvements require an approval. Where can I find that information?

A: Section 4.5 of the Architectural Standards details various improvements and what if any type of application is needed. Here is a link to the Architectural Standards: http://encinitasranch.org/wp-content/uploads/2017/05/Architectural-Standards-Adopted-May-16-2017.pdf Section 4.5 begins on page 15 of 26.

Q: I am interested in repainting our house. How would go about finding the paint colors for it?

A: The community arranged to have a complete inventory conducted of each home in Encinitas Ranch. A byproduct of that inventory is several sets of books that detail the paint color schemes for each house based on Sherwin Williams paints. They are organized by neighborhood and builder within the community.

 You can call NN Jaeschke, and they can provide you with the paint colors. There are also several sets available that can be borrowed, and they are maintained by members of the Architectural Committee. NN Jaeschke can provide you with contact information for those members.

Finally, there is a set of these paint books at the local Sherwin Williams paint store located at 208 N. El Camino Real in Encinitas (760-944-7976).

Q: What if I do not want to paint my house using Sherwin Williams paint?

A: You can use any paint manufacturer. You can take the desired paint colors and have them color matched by any paint manufacturer.

Q: Can I use a color scheme for my house that is different than one of those used by the original merchant builder?

A: Yes, this is called a "custom" color scheme. The Application for Exterior Painting Improvements accommodates consideration of new color schemes. Here is a link to the Exterior Paint Application: http://encinitasranch.org/wp-content/uploads/2017/05/Appendix-A-ERCA-Exterior-Painting-Application.pdf

Please see New Exterior Paint Guidelines at the end of the FAQ list.

Q: What is a "front elevation" or an elevation of a landscape element?

A: It's the front view of the house. In architectural drawings the above ground views of the front, sides or back of an element are called the elevations.

Q. What is a site plan and how do I obtain one?

A: A site plan is an architectural plan, a landscape architecture document and a detailed engineering drawing of existing and/or proposed improvements to a given lot. A site plan should show the building footprint, driveways, parking, walkways, drainage, sewer lines, water lines, electrical lines, lighting, landscape structures, and garden elements.

All site plans require accurate property line locations in relation to any existing and/or proposed structures, parking or other site features. You can hire a professional to prepare one, use various online services, or draw one yourself by hand or utilizing an online CAD system.

The following steps will help you in preparing your site plan:

Step 1: Determine property boundaries and lot dimensions. There are four ways to do this:
Option 1 – Use Tax Assessor's Map Using your property's tax lot number, you may look up the County Tax Assessor's Map that includes your lot. *Option 2 – Use Subdivision Plat Information* Similar to the Tax Assessor's map, you may also look up your lot on the recorded plat that your property is within. *Option 3 – Use Building Records* Using a previously approved site plan of the subject property as a guide can save time when preparing your site plan. *Option 4 – Hire a Licensed Surveyor*

Step 2: Determine the location of structures and other site features in relation to the property boundaries. Using the property boundary location and dimension information gathered in Step 1, you must next determine the location of existing buildings, streets, driveways, trees, and other site features in relation to the property boundaries. Measure the distance from these site features to the surrounding property lines.

Step 3: Draw the plan. Use all the information gathered in Steps 1 and 2 to prepare your site plan. Remember the site plan must to be scale and include dimensions for set backs from the property lines for all improvements.

Q What is a planting plan?

A: A **planting plan** is a construction document that shows the location, quantity, and other characteristics of vegetation to be planted in an overall landscape plan. The final plan should

be to scale and show all of the areas on the property, including buildings, existing vegetation, other structures, and utilities.

There are many different ways to represent plants on the plan. The key is to keep the plan as easy to read as possible so that there is no confusion as to where the plants should be placed and how many should be planted. Every plan should have the number of plants listed next to the plant name. Write out the name of the plant or use symbols or abbreviations and link them to a plant schedule.

Steps for Creating a Planting Plan

1. Create a base map showing existing structures, vegetation, utilities, slopes and drainage, and property lines

2. Create an overlay on the base map or plan that shows all of the desired spaces such as vegetable garden, patio, walkways, lawn and other features.

3. Show all of the planting beds and their final shapes

4. Show all hardscape elements

5. Show existing vegetation to be saved and label as such

6. Draw plants where they will go on the base map, keeping in mind mature size

7. Clearly label the plant species – using symbols and a schedule is likely best. Use relative sizes for the symbols (for example, show trees larger than shrubs) Show the symbol at mature plant size at the right scale
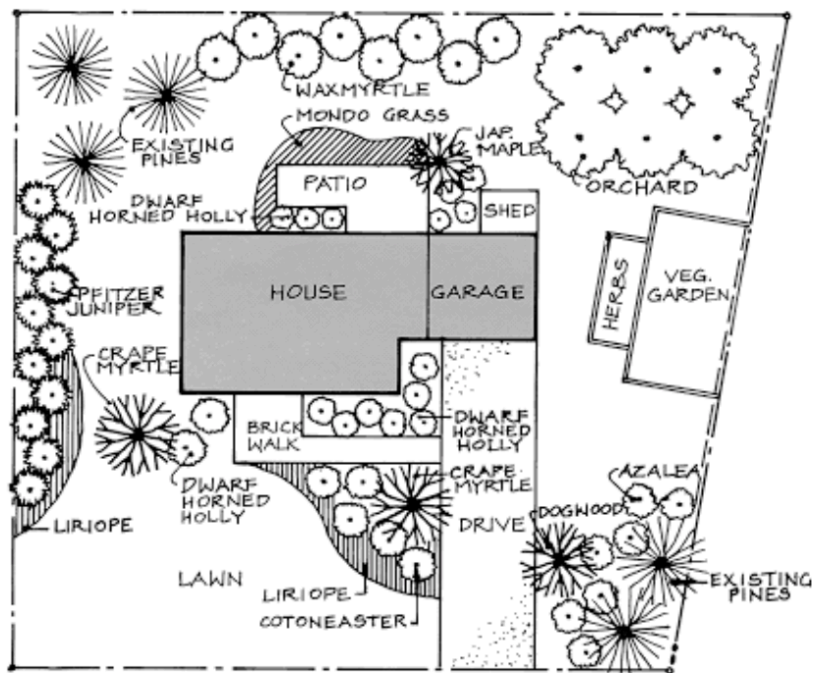

Figure 12. The final planting and construction plan. Plants used are listed on the following page.

Q: What is the purpose of notifying adjacent neighbors about proposed architectural improvements during the application process?

A: The main purpose of notifying adjacent neighbors about planned enhancements is simply a good neighbor policy and generally reserved for improvements that can or will involve

construction related disruption. Neighbor objections, if any arise, will not in themselves cause denial of an application.

Q: Can I make an all-digital application or does it need to be on paper?

A: You can either submit a hardcopy application by printing off the appropriate form from the website or you can submit the application online. Some of the submittal requirements like paint samples and detailed plans may need to be provided in hardcopy. The online applications allow you to attach documents although some may be too large.

Q What happens if my architectural improvement application is denied?

A. In most cases minor changes to the proposed improvement will resolve the issue. A call with either members of the Architectural Committee or the Architectural Consultant can help to address any open issues.

Q: If my application is denied, why is there a resubmittal fee?

A: There is incremental work required of the Architectural Consultant to review the application again and write another decision letter.

Q: Why does it cost so much for an improvement application?

A: The community only seeks to cover the costs for the time of the management company (N.N. Jaeschke) and the Consulting Architect. The fees do not generate income for the community. There are handling costs associated with the work performed.   N.N. Jaeschke and, depending on the complexity of the application, the consulting architect will spend a number of hours reviewing the application, as well as applicable governing documents, the Architectural Guidelines, and coordinating with the Architectural Committee.

Q: I have contractors lined up to start work in the near future. How long will it take to review and approve my application?

A: Chapter 5 in the Architectural Standards outlines the timelines for application approvals. Here is a link to the standards. The process timelines can be found on page 17 of 22:

http://encinitasranch.org/wp-content/uploads/2017/05/Architectural-Standards-Adopted-May-16-2017.pdf

The maximum time for an application to be approved or denied is 45 days per the CC&R's. However, the Architectural Committee has established much more aggressive goals as can be seen on the process timelines. It is very important to ensure that the application is complete otherwise that could results in delays.

Submittal plans that do not include all required applications, checklists, plans, specifications, and fees will be considered INCOMPLETE, and Owner will be notified. The time period for

review will be halted until a complete submittal package is received. In addition the AC reserves the right to request additional information, as it deems necessary to fully delineate the proposed improvements. Additional review fees may be applicable when additional submittals are required because of the increased review and processing time.

Q: The wood fence between our property and our neighbors needs to be repaired and repainted. Is that a homeowner responsibility and if so how does one proceed?

A: Maintenance of fences between homes is a responsibility of both homeowners. More information can be found in the Architectural Standards Article 3.15: http://encinitasranch.org/wp-content/uploads/2017/05/Architectural-Standards-Adopted-May-16-2017.pdf

In addition, the specifications for repainting side yard fences can be found in Appendix H: http://encinitasranch.org/wp-content/uploads/2017/05/ERCA-Architectural-Standards-Appendices-May-16-2017.pdf

The wood fences should be painted Frazee Paint "Jericho Brown" (8305D) which can be color matched at nearly any paint store.

Q What is an estoppel certificate?

A: It is a signed document establishing certain facts, which the signing party may not later contradict, dispute or recant.   See the CC&Rs Article 7.13 Estoppel Certificate for more information.