

# **SPYGLASS HOMEOWNERS ASSOCIATION**

## **ARCHITECTURAL OPERATING RULES**

The Operating Rules of the Spyglass Homeowners Association (Association) as set forth herein have been adopted by the Association's Board of Directors (Board) effective , 2001, and supersede all prior operating rules or architectural regulations and guidelines.

### **I PURPOSE AND OBJECTIVES**

The purpose of these Operating Rules is to provide a procedure for reviewing architectural submittals and for enforcing the provisions of the Spyglass Homeowners Association's recorded Covenants, Conditions and Restrictions (CC&R's) which apply to all homeowners (Owners) within the Spyglass development as provided in their ownership documents.

### **II PROVISIONS OF THE C. C. & R.'s**

All Spyglass homeowners should comply with the provisions of the CC&R's. A violation of a provision of the CC&R's will subject the Owners to the enforcement procedure as detailed in Article VII of these Operating Rules.

### **III ARCHITECTURAL SUBMITTAL REQUIREMENTS**

A. Plans should be submitted for approval of all exterior modifications to homes. A complete set of working drawings, if applicable, shall be submitted through the Association's Management Company for review and approval. The total time involved in reviewing and making decisions will depend on the complexity of the submittal, availability of Owners and the Board, access to the property, and other considerations.

B. Working drawings shall include the following, as applicable:

A site plan, grading plan, landscaping plan, exterior elevations, color schemes for all exterior materials, height of all exterior alterations and/or additions, including roof pitch and roof heights relative to existing structures and adjacent ground elevation. Samples of exterior materials and colors may be required.

C. Owners are responsible for obtaining any required permits and approval from the Los Angeles County Department of Building and Safety.

### **IV REVIEW STANDARDS**

A. The review of any requests for exterior alterations and/or additions to any home will be in accordance with the provisions of the CC&R's. The County may have additional requirements for exterior alterations and/or additions, such as required setbacks.

B. Exterior alterations and/or additions shall conform to the original architectural style of homes in the Spyglass development.

C. Exterior alterations and/or additions should not affect the stability of any slope.

D. Exterior alterations and/or additions should not interfere with the view of any Owner.

E. All exterior painting or repainting of any structure shall conform to the original colors of homes in the Spyglass development, unless otherwise approved by the Board. The Board Approved Color Chart is available by contacting the Association's Management Company.

F. As stated in the CC&R's, landscaping shall conform to the "established drainage" as provided for each home during the original site grading. Any landscaping alterations or additions shall not alter the "established drainage" design unless an alternate drainage system is approved by the Board.

## **V OPERATIONS MANAGER**

The Operations Manager is appointed by the Spyglass Board of Directors and will be responsible for the review of all proposed exterior alterations or additions to homes. The Operations Manager will make recommendations, with input from members of the Architectural Committee, to the Board for approval or non-approval of any submittals. In addition, the Operations Manager will assist in monitoring and reporting to the Board any noted non-approved work or any violation of the provisions of the CC&R's.

## **VI INSPECTION**

The Operations Manager and the Board shall have access at all reasonable times to inspect any work in progress to confirm compliance with Board approved working drawings. Inspections of the Spyglass development can be made for compliance with these rules and the provisions of the CC&R's.

## **VII ENFORCEMENT**

A. A violation of the provisions of the CC&R's will result in a written notice to the Owner from the Board for compliance within a period of 10 days, unless otherwise stated in such notice. In the event compliance is not made within the period allowed, a fine will be levied against the Owner on behalf of the Association.

B. The fine for a violation of the provisions of the CC&R's will be \$100 and then accrue at \$100 per month until the violation is corrected.

C. Legal action may be necessary to enforce the CC&R's. As provided in the CC&R's, all legal fees and costs incurred will be reimbursed to the prevailing party.

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Tzolak Shrikian, President  
Spyglass Homeowners Association

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Paul Albertini, Vice-president  
Spyglass Homeowners Association