



**Nepenthe Association**

# **Architectural Review Committee Guidelines and Home Improvement Application**



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## Purpose

Certain alterations (termed an improvement or modification) to the exterior of a house or unit in the Nepenthe Association require an application to and approval by the Association. This process and the role of the Architectural Review Committee (ARC) are governed by Article IV (architectural control) in the CC&Rs of Nepenthe Homeowners Association adopted in 2015.

Article IV, Section 4. in the CC&Rs call for “Improvements that [are] in harmony with the external design of other structures and/or landscaping.” Furthermore, it states that “proposed improvement(s) ... will ... be consistent with the architectural and aesthetic standards prevailing within” the Nepenthe Community. While the CC&Rs direct the Architectural Review Committee to consider the quality or workmanship and materials proposed, it also mandates that consideration of the harmony of the proposed improvements within existing structures.

The ARC seeks to strike a balance between adhering to the original design and maintaining a harmonious aesthetic and recognizing that since our homes were constructed in the 1970s, building materials have changes and new building products are now available. The ARC encourages homeowners to bring forward new and efficient products such as energy efficient heating and cooling systems, double-glazed windows and doors, and different wood-like products for trellis.

The ARC is committed to recommending such new products or methodologies to the Homeowner Board for approval.

This booklet outlines the current standards for improvements within Nepenthe. This will be maintained in the office and online at [www.nepenthehoa.com](http://www.nepenthehoa.com)

The application forms are found at the end of the document. If you have any questions on the submission or approval process, please contact the office.

**Note: In addition to these Nepenthe criteria, all homeowners must comply with applicable City and County requirements for building permits.**

## The Process

If you wish to make any exterior changes to your unit that are visible to the community or interior changes that impact the roof, you must receive approval from the Architectural Review Committee (ARC) and the Board of Directors.

### Procedure:

#### ***If you are going to follow the criteria exactly:***

1. Review the criteria for the improvement you are requesting.
2. Complete the application form and attach any necessary information.
3. Submit the application form to the Nepenthe Office.

#### ***If you want to do something outside the current criteria or if your improvement is not address in the criteria:***

1. Review the criteria for the improvement you are requesting.
2. Submit detailed information with the application form
3. Attend an ARC meeting to present your plans.

### Approval:

1. For certain basic changes (such as a replacement garage door according to criteria), the office may be able to approve your application.
2. ARC will review your project and make a recommendation to the directors.
3. Final approval is provided by the Board of Directors. *The Board of Directors has allowed certain improvements to begin based on the ARC approval prior to the formal board consent. The Nepenthe Office is aware of these exceptions.*
4. You may not begin work until you receive approval in writing from the Nepenthe office.

### Denial:

Should the ARC deny your application, you may request a direct review of your application by the Board of Directors. Contact the Nepenthe office to request a board review.

If the homeowner disregards the ARC directions without board approval, the board may levy a Special Individual Assessment against the owner and require the work to be corrected.

### After Completion:

After you have completed the approved work, you must notify the Nepenthe office. In certain cases, you must have a completion inspection. These cases are identified on the application form.

### Time Frame:

Article IV of the Nepenthe HOA CC&Rs describes in detail the procedures and timeframes for architectural improvements or modifications requested by the owner. In general, once a complete application has been filed with the ARC, the ARC should make a recommendation of approval or denial that should be included on the next Board meeting agenda.

When an approval has been granted, the owner has one year in which to start the improvement or mediation. The work should be completed within one year from when work commenced.

## **The Architectural Criteria**

## 1. Air Conditioner & Heating Pump

New air conditioner compressor unit or new heat pump compressor unit shall be located in the same area as the existing compressor unit which it is replacing. All refrigerant piping and electrical conduit shall be reused or replaced by new lines concealed in the same manner as the existing lines were concealed. No refrigerant piping and electrical conduit shall be exposed. New blowers and evaporative coils shall be concealed within the residence in the same manner as the existing blower. "Through-the-roof vents and caps" shall be painted to match the roof or other vents.

Note: Subject to Committee and Board approval, the fence area surrounding the new air conditioner compressor or new heat pump compressor unit may be enlarged to allow for adequate ventilation. Homeowner shall submit manufacturer's specifications if requesting fence relocation with a sketch showing the relocated fence.

A copy of the final approved building permit, if required, shall be submitted upon completion of the work.

## 2. Attic Fans

**Currently under review:** Specifications include, but must not exceed the following: Blade diameter, 18 inches. Dome height, 9 inches. Dome width, 26 inches. Motor, 1200 RPM.  
See Solar fans.

## 3. Burglar Alarm

Alarm boxes shall be placed in an unobtrusive location within the homeowners fenced patio area. *Exceptions to this rule will be allowed only in cases where it can be demonstrated that placement of the box in the general location stated above will significantly impeded the operation of the alarm system.*

Because of the variation in the house and patio layouts, location of the alarm box shall be approved on a case by case basis by the committee.

Alarm boxes shall be painted the same color as the house or garage on which they are placed, at homeowner's expense. *Exceptions this rule will be considered only in cases where the alarm box cannot be seen from the common area or from a neighbor's window or patio.*

Small decals or signs, size not to exceed 3" x 8" indicating that the home is protected by an alarm system, may be placed on the lower corner of the first-floor windows or location approved by the Association.

## 4. Chimney Caps

Cap specifications for masonry chimneys will conform to the exterior shape of the chimney, normally a square or rectangular cap.

Caps should be a dark brown or black matte finish.

Chimneys with a wooden chase require a round cap for the round flue. The round cap and the chase must be painted the color of the structure.

## 5. Exterior Security Lighting

### 5.a. Exterior Lighting on Garage Walls Outside Fence Line

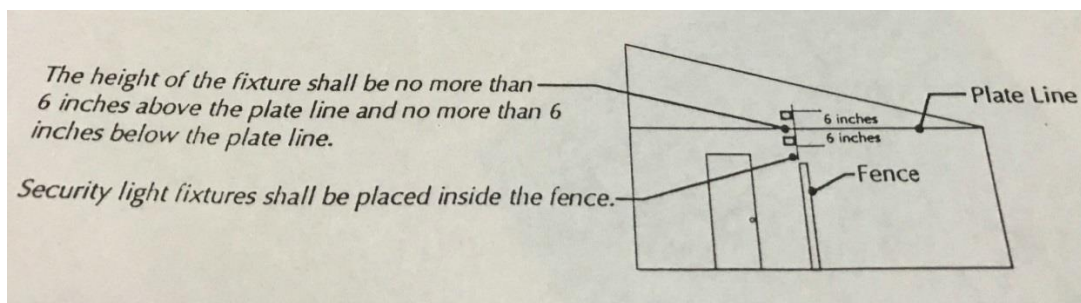
Application is required. Security light fixtures must be a bullet-style with one or two bulbs that is adjustable so the light can be directed, with a shield over the bulbs.

The fixture should be bronze or an unobtrusive color tone that is compatible with the color of the dwelling.

The homeowner must specify the make and model of the fixture and submit a drawing, picture or photocopy of its appearance. All wiring and/or conduit must be concealed within the structure.

Security light fixtures must be placed inside the fence line. See Criteria 5.b. for fixtures located on the front of the garage or outside the fence line.

The height of the fixture shall be no more than 6 inches above or 6 inches below the plate line. The angle of the light shall be adjusted to avoid shining on to other properties, alleys, streets, or into the eyes of motorists or pedestrians.



### 5.b. Exterior Lighting on Garage Walls Outside Fence Line

Approved light fixture is the WAC Lighting WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, Bronze. This fixture is available from [www.amazon.com](http://www.amazon.com) or from local store, Lumens Light and Living, located at 2028 K Street, Sacramento. Lumens offers a discounted price for Nepenthe owners. Photo of approved light fixture:



Light source/bulb must be fully shielded. Angle of light beam shall face downward perpendicular to the ground. Fixture lighting brightness shall be approximately 800 lumens (60w equivalent) when controlled by a manual ON and OFF switch; and approximately 450 lumens (40w equivalent) when

automatically reactivated by a motion sensor; not to exceed six hours of total night operation. Lighting color shall be warm white (not to exceed 3000K = kelvins). Light fixture installation shall be hardwired; wiring and/or conduit concealed within structure.

Fixture placement shall be centered above the garage house number plaque; the bottom of the fixture installed 66 inches above the bottom edge of the building siding. There should be at least 3 inches, but no more than 4 inches, between the top of the address number plaque and the bottom of the light fixture. (In some instances, this may require relocation of the house number plaque to accommodate the light fixture and meet this criteria.)

Photo showing correct placement:



#### **5.c. Exterior Lighting Mounted Below Fence Line**

Patio light fixtures mounted below the fence line so they are not visible from outside the unit patio may be installed by homeowners without prior committee approval provided the light does not have a negative impact on the common area or neighboring units.

### **6. Exterior Window-Sun Screens**

Application to the ARC required. No bamboo, awnings or material including any film-like material other than the following shall be allowed to shade windows from the outside.

The only shade permitted is one that sits in a frame and is fastened over the existing window- no roll-up blinds. The material is generally a fiberglass mesh screen.

Color: Charcoal only.

Mounting Hardware: Metal, black walnut finish or should be painted to match frame and be attached as flush as possible to the window surface.



Placement: All windows must be covered on any exposure where a sun screen is placed, except windows and sliding glass doors inside fenced patio areas.

Advertising: No advertising markings of any kind are allowed on the sun screens. The Associations does not certify the effectiveness of the material. Its only responsibility is to approve the outside visual acceptability of the material.

## **7. Exterior Window-Security including bars**

Requires specific justification which must include complete design information and application.

## **8. Floral /Overhead Trellis**

Application to the ARC is required.

PAINT COLOR: All Trellis may be painted either the color of the house or Cocoa Brown.

Cost of Installation, Maintenance, Repairs and Replacement: All costs of acquisition, installation, maintenance, repair or replacement of roofing or other building components shall be borne by the owner when incurred. This includes removal and re-installation necessitated by Association repairs such as repair of siding, fences and painting.

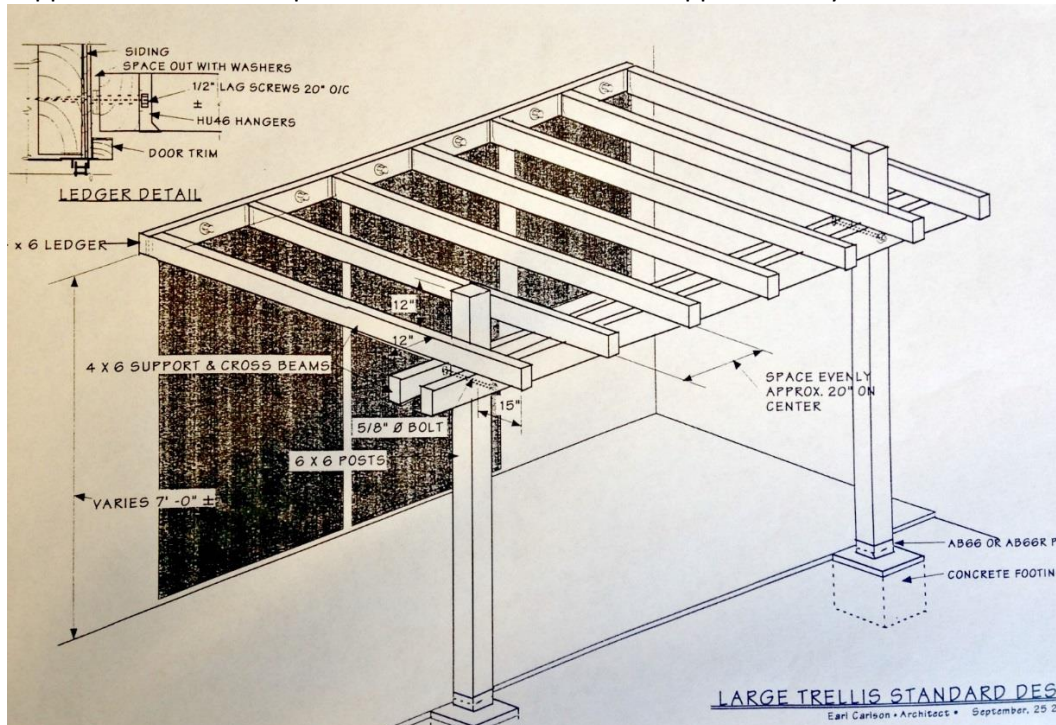
**Installation Criteria:** No beams or trusses are to be removed or cut. Installer may not remove or alter existing venting systems. Visible parts of housing unit must be made of metal or another material to which paint will properly adhere without peeling or cracking. Paint must be the same color as other roof installations on the residence. No deviations from the Committee and Board approval are allowed. Proposed changes to the Nepenthe approval, including those which are suggested by the contractor shall be resubmitted for approval prior to any further work.

**8.1. Floral Trellis.** A floral trellis that supports a shrub may be visible if placed near the wall of the garage, but shall be removable and not permanently attached to allow for siding removal and painting of the structure. **Note:** *Committee and Board approval are not required.*

**8.2. Overhead Trellis:** The trellis shall be constructed of wood only (See 8.5 below regarding Aluminum Trellises) and be smooth or rough grade. Redwood or cedar is recommended. The posts shall be 4 x 4 or 6 x 6 and approximately 8-1/2 feet in height after installation. Posts shall be set on a metal post base and set in a concrete pier. Pressure treated posts are recommended. Wood of the post shall be two inches or more above the dirt grade. There shall be a 2" x 6" ledger placed 6" above the trim of the sliding glass door and maintained with caulk across the top. The trellis shall not be covered with any plastic, bamboo, canvas, etc. However, 2" x 2" rails spaced every 3-1/2" may be placed perpendicular to the cross beams.

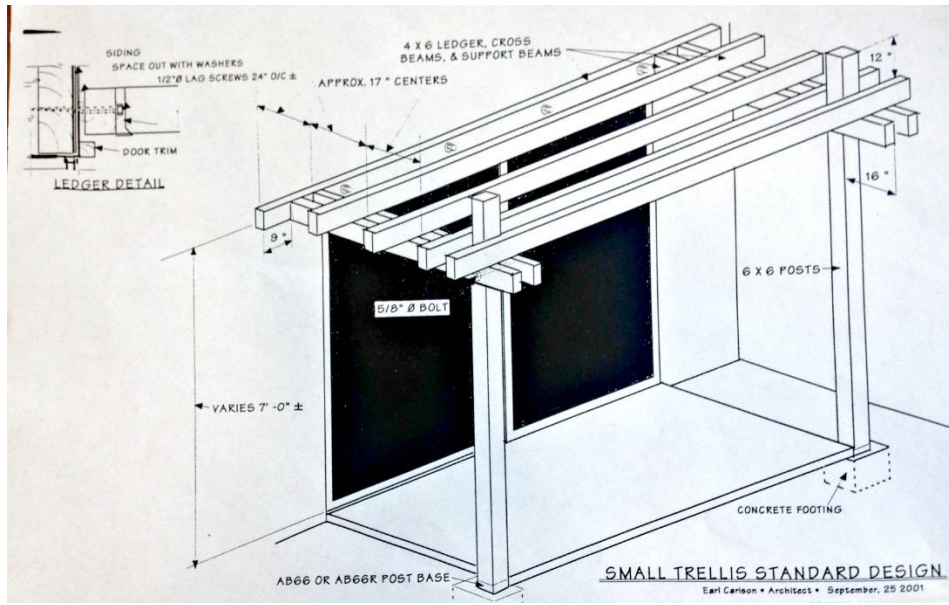
A building permit shall be secured, if required. The homeowner shall contact the building department and include the response in the request.

- 8.3. Large Trellis:** (See Exhibit A) There shall be two support beams, 4" x 6" or one support beam, 4" x 8". The support beam shall be parallel to the dwelling. The support beams shall be bolted to the outside of the posts with the bottom approximately 18" from the top of the post allowing about 6" of post to be visible once cross beams are placed on top. All cross beams, 4" x 6" shall be placed above the support beams and shall be perpendicular to the sliding door and attached to the ledger by metal brackets. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 15" beyond the support beam and be equidistant from each other with approximately 20" centers.



**Exhibit A**

- 8.4. Small Trellis:** (See Exhibit B) There shall be four support beams, 4" x 6". There shall be one support beam bolted to each side of each post. Support beams shall be perpendicular to the dwelling. These four support beams shall attach to the ledger above the sliding door by metal brackets. The bottom of the support beam shall be approximately 18" from the top of the post allowing about 6" of post to be visible once cross beams are placed on top. All cross beams; 4" x 6" shall be placed above the support beams and shall be parallel to the dwelling. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 10" beyond the support beam.



**Exhibit B**

8.5. **Pre Manufactured Aluminum Trellis:** An Aluminum Trellis will be considered by the committee and the board provided they conform closely to the above specifications noted in sections 8.4, 8.5, and 8.6 for dimensions and configuration. Manufacturer's specifications and a color chart must be provided for committee consideration.

## 9. Front Door

Front door must be the same style as the original door (six panel colonial **or** flush, no windows). The office can approve this application.

Only the approved colors may be used. The approved colors are available at Dunn-Edwards Paint at 6770 Folsom Blvd. The formulation is EVERSIELD Exterior/Interior Semi Gloss Paint EVSH50. The colors approved at the time of this publication date are:

- DEA187 Black
- DE6217 Ancient Earth
- DEA190 Blue Suede Shoes
- DEC705 Burnt Crimson
- DEA103 Striking Red
- DEA150 Scarlet Past

For a Front Door in a fenced patio area, use the criteria for Patio Doors.

## 10. Front Screen Door

See list of approved screen doors available at Home Depot in separate flyer available at the office.

Heavy-duty mesh in a diamond pattern with deadbolt and thumb turn cylinders not doubled keyed; bronze finish. (See Exhibit A. These doors are no longer being manufactured, but may be available on the secondary market.)

For a Front Door in a fenced patio area, use the criteria for Patio Doors.

### **11. Garage Door-Passage New**

The new door must be in the prevailing style.

### **12. Garage Door-Passage Replacement**

Replacement door must be same style as original door (flush, no windows).

### **13. Garage Door-Vehicle Sectional Roll-Up**

The office can approve this application. Constructed with four individual horizontal sections and shall have exterior surface of hot-dipped galvanized steel with wooden grained texture; flush style with no raised panels, no windows and no grooves between sections. Available from several vendors.

The initial painting of the door is the homeowner's responsibility. Contact the office for the name of your paint color. Subsequent painting will be done during the normal paint cycle.

All other maintenance of the door shall be the owner's responsibility. Panels and wooden trim must be kept in good condition, and the door kept closed except when entering and exiting.

When closed, the four sectional panels must all be in the same vertical plane.

### **14. Gas Line & Meter** *Last updated 8/2/17*

Gas line from meter is to enter residence no less than 12" or more than 18" above ground line. Gas line piping for connection from the meter to appliances, HVAC systems, or fireplaces shall be installed within walls and attic space of the residence and shall not be affixed to or exposed on the exterior of the residence.

Gas line installations and flues for gas appliances must meet City codes as approved by City inspectors. Flues for gas appliances are preferred to be in roof areas originally designed for vents. If current City code does not permit the aforementioned flues will be allowed in other roof areas.

Meter is to be painted the same color as the house, and flashing and flues to be painted the same color as existing roof vents.

Any roof penetrations after roof replacement may void Nepenthe's roof warranty and any resulting water damage shall be the responsibility of the homeowner.

### **15. Gutters and Downspouts**

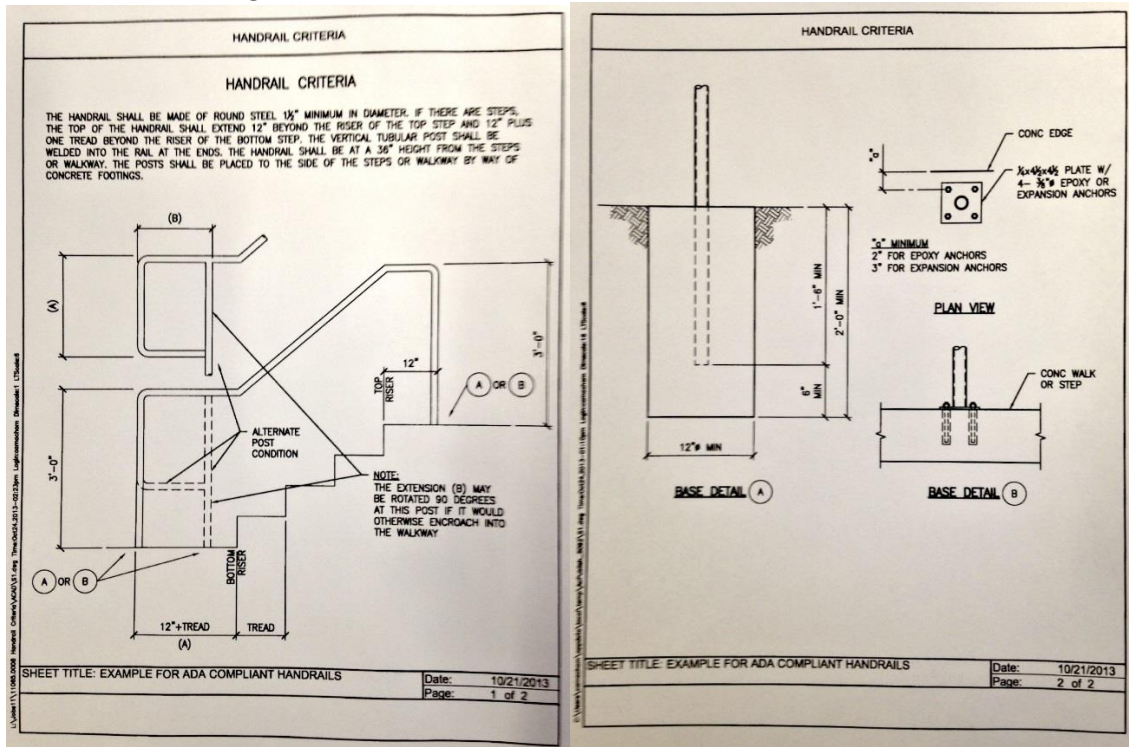
Gutters must be of the same galvanized, rectangular type and color as currently installed on surrounding Nepenthe units. Older installations have 5-1/2 inch deep gutters and newer Association installations in conjunction with re-roofing measure 7-1/2 inches. Rainwater discharge shall not adversely affect any neighboring property or common grounds.

No other style is acceptable. Gutter guards and screens are not permitted.

### **16. Handrails**

The handrail shall be made of round steel 1-1/2 inches. If there are steps, the top of the handrail shall extend 12 inches beyond the riser of the top step and 12 inches plus one tread beyond the riser of the bottom step.

The vertical tubular post shall be welded into the rail at the ends. The handrail shall be at a 36" height from the steps or walkway. The posts shall be placed to the side of the steps or walkway by way of new concrete footings.



## 17. Mail Box & Insert

Curbside mailbox, with or without locking mechanism must be compatible with other mailboxes in the community in size, color and installation.

## 18. Mail Slot Replacement *Last update adopted 7/5/17*

The US Postal Service (USPS) will not deliver mail into any mail drops where the rural-type mailboxes are required, as in our association. The USPS may allow for an exception to this roadside mailbox delivery based on physician determination of medical necessity. New mail slot installation requires prior HOA approval. Submit a Home Improvement Application with the "approved" USPS application attached. The mail slot may be installed on either side of the garage door. The outside bottom of the slot must measure 39" from the bottom edge of the siding of that panel, and the slot should be centered between the vertical frames.

Exterior mail slot plates must be of metal with a black, dark bronze or dark walnut matte-like finish. The design must conform to those originally installed (see illustrations below) and shall be about 3" tall by 10-13" wide. If studs must be cut to install or widen the mail slot, the wall opening should be reframed to maintain structural integrity. No wood trim is to be altered or removed in order to accommodate the mail



drop. Replacement of an existing exterior mail slot plate does not require approval if an approved product is used. All others require prior association approval.



Baldwin Model # 0012 Letter Box 3" X 10" Plate  
Oil-Rubbed Bronze (#120)  
Spring-aided lid keeps out weather and debris  
Backed by a lifetime mechanical warranty  
Home Depot On-Line Order: \$42.53 (May 2017)

Deltana Bronze Mail Slot 13" w/ Interior Frame  
Oil-Rubbed Bronze – Model MS211U10B  
or Black – Model MS211U19  
Amazon: \$49.42; kbAuthority 42.31 (May 2017)

Schlage 2" x 11" opening, overall plate 3.5" x 13"  
Aged Bronze (brass highlights) Model SC620B-716  
Order On Line: Amazon, True Value, Home Depot,  
ACE, Lowes, Schlage. \$33-53 (May 2017)

## 19. Patio Pool

All pumps and other noise-producing equipment must be located inside the garage on the side opposite the closest neighboring house. Pool and equipment, along with electrical wiring and conduit, must not be visible from the street or common area.

Pool equipment must be situated so that it does not prohibit the parking of two vehicles in the garage.

All of the common area that is affected by this construction will be restored to its original condition, including plants and fence. **Note:** Builder must keep area neat and clean during construction. No debris can be washed down drains.

## 20. Private Patio Door

Same as windows description, except wider frames similar to original Blomberg sliding doors are to be used. Swing opening doors are permitted. Divided window panes are acceptable where not prominently visible from adjacent areas. Replacement screens should be similar to the original.

## 21. Security Cameras *Adopted 11/1/17*

Installing exterior security system and cameras is considered an architectural alteration to a home's exterior and therefore requires prior approval of the Architectural Review Committee and Board of Directors. The installation will only be approved after neighbors' rights to privacy and quiet use and enjoyment of their property has been considered and neighbors have acknowledged the proposed installation.

In instances when a neighbor objects to the proposed installation the Board of Directors may ask for advice from the association attorney who will review the application and the basis for

the objection before rendering a decision on the application. Any expenses incurred by the association will be the responsibility of the applicant.

### **Applications**

Applications to install an exterior security system and cameras must include:

- a plot plan showing the locations of cameras in relation to the residence, neighboring structures and association Common Areas;
- specifications on the size, camera shape and camera angles
- a diagram showing the field of view for each of the cameras
- pictures of the exterior locations where cameras will be mounted

The Architectural Review Committee may require a new application and neighbor acknowledgement if there are any changes made to the initial application. Changes include, but are not limited to, altering the location, equipment or field of view of the camera(s).

### **Security systems**

Security systems may be wireless or hard wired. If hard wired, wiring shall be run within the wall of the residence. A small penetration, properly caulked to prevent moisture intrusion, in siding is permissible to accommodate hardwired systems.

### **Camera Types**

There are a variety of cameras available. Typical types are Dome, Turret and Bullet cameras. Only infrared (IR) motion detecting cameras are permissible for night viewing. Cameras requiring bright light illumination for night viewing will not be approved.



Dome Camera



Turret Camera



Bullet Camera

The camera type utilized will be dependent on the location of the installation. The camera's exterior housing shall be painted to match the color of the exterior surface on which the camera is mounted. Residents are encouraged to utilize a licensed security system vendor to assist in selecting the proper camera for the proposed location.

### **Placement of camera(s)**

Home security cameras need to be mounted in the least intrusive or visible locations, and may only be focused on the resident's property. The height of cameras shall be no more than 6 inches above or 6 inches below the plate line (flashing line between vertical siding panels) and no higher than 102" above ground level at highest point. Cameras may never be directed at windows of adjacent residences, neighboring property (i.e. patios) or common areas with

the exception that security cameras may be placed on garage exteriors with the camera angle limited to the front edge of the garage reaching to the owner's mailbox in common area.

### **Security System Signage**

Security system signs affixed to fences, gates, residences and mailbox posts are not permissible.

## **22. Shed or Outbuilding**

The height of the shed is not to exceed the height of the patio yard fence. The structure shall not be attached to any wall, in order to provide access for siding replacement/repair or painting.

## **23. Skylights (see Solar tubes)**

Frames shall be the same color brown or dark brown. Only flat, rectangular skylights are permitted.

Highest point of the skylight from the roof surface shall be no greater than 12 inches.

Panes shall be safety glazing and translucent or tinted gray or bronze. No reflective glazing or any other color will be allowed.

Any roof penetrations after roof replacement may void a new roof warranty and shall be the responsibility of the homeowner.

## **24. Solar Energy Roof Panels**

**Please meet with the ARC before developing plans or submitting an application for approval.**

Thermal solar systems and Photovoltaic (PV) panels must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.

Thermal Solar Systems must be of dull black, non-reflective material, including all piping, brackets, fittings, clamps, etc. The piping into the roof shall be immediately adjacent to the manifold. The owner is to maintain the installation in a uniform black appearance. Specific justification for an area greater than 120 square feet shall be provided. A photo or drawing showing the roof panel size and proposed location must be submitted.

Photovoltaic systems must meet these requirements:

1. The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will minimize the visual and aesthetic impact on the community. The first locations to be considered shall be the interior walls of the garage or inside the patio fence line.
2. Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
3. Continuous supports for the solar panels shall not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
4. Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.



5. A building permit shall be secured prior to submission of the application to the Nepenthe HOA. The homeowner or the solar system contractor shall submit a permit application to the City Building Department and include evidence of the approved permit in the application to the Nepenthe HOA.

#### **Homeowner's Responsibilities for Rooftop Solar Systems**

1. The homeowner shall be aware that penetrations of the roofing for the new solar panel installation or re-installation compromises the warranty for the roofing and that they will be responsible for the cost of any damage to the building's structure and interior due to leakage caused by said penetrations.
2. The homeowner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be required for future roofing replacements or repairs.
3. The homeowner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the HOA or for special cleaning required to clear debris that has collected under or around panels.

An addendum to the Home Improvement Application is required for Solar Energy Roof Panels and is available from the management staff.

#### **25. Solar tubes (see Skylights)** *Last updated 5/2/18*

Solar tubes must be no larger than the 12-inch diameter size and may not contain an exhaust fan. The versions containing a lamp or light for lighting the room below at night are permitted.

If more than one solar tube is to be installed on a single roof elevation, whenever possible they shall be installed the same distance from either the roof ridge or the bottom edge of the roof.

The brand Solatubes has been previously approved by the ARC.

Any roof penetrations after roof replacement may void a new roof warranty and shall be the responsibility of the homeowner.

#### **26. Window Frame**

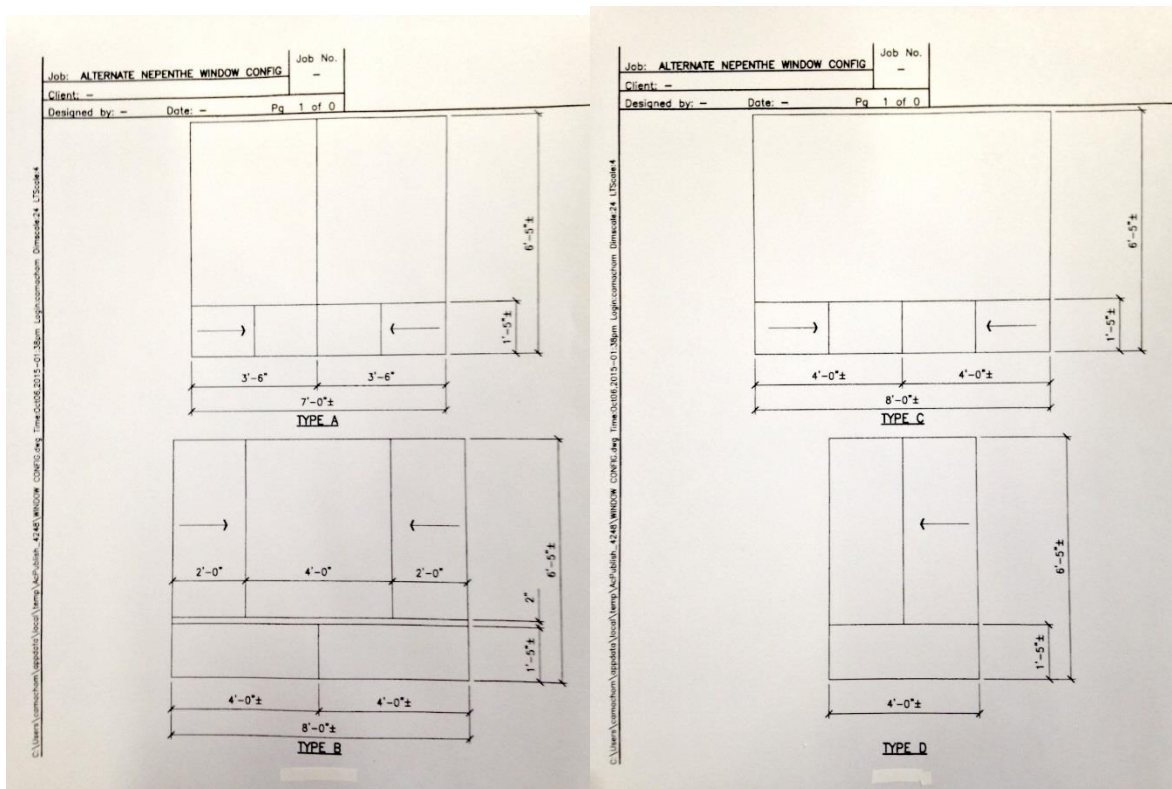
To increase the likelihood of approval by the committee and the Board, Nepenthe recommends the owners discuss window options with a member of the Architectural Review Committee prior to submitting an application.

The **outside appearance** must be similar to the original Blomberg frame in size, shape and appearance. The exposed, visible portion of the replacement window frame must be of essentially the same dimension ("width") as the original window's dimension, and the exterior wood trim must be replaced with trim pieces of the same dimensions and in the original location adjacent to the frame.

The window frame's **exterior color** shall be a dark brown close to the original color of the original Blomberg windows' color: Blomberg's shade is called "Dark Walnut" while other manufacturers term it "Bronze" or "Dark Bronze."

Configuration: All window frames on any one elevation of a unit must be of the same style and appearance, as of a single manufacturer's product. Vertical frame divisions may be replaced in the same configuration as the original windows. If homeowners wish to change the vertical frame divisions from the existing configuration, they may choose one of the following [See diagram]:

- 26.1. For windows with an overall width of 7' (84 inches) and greater, the **vertical frame** divisions may be configured at quarter/half/quarter.
- 26.2. For windows with an overall width of up to 6' (72 inches), the **vertical frame** divisions are to be configured at half/half.
- 26.3. Alternatively, no vertical division (i.e., operable panes) may be required at all, except where it is required by building code that windows have an openable sash for emergency exit.
- 26.4. If the windows on the upper and lower floors are a "matched set" with one above the other, the replacement windows must also **match in style and configuration**.



## 27. Window Glass

- 27.1. **Clear or low-e.** Other than low-e, no coating, film, or tinting may be applied to any window surface.
- 27.2. **Replacement Window:** See frame and glass criteria above.
- 27.3. **New Window (creating a window where none existed before):** The proposed window must be rectangular, compatible with the exterior design of the unit, and match in detail, color and trim, the existing windows. The frame and glass must comply with the criteria above. It must not intrude on the outlook or privacy of other units. It must not significantly alter the appearance of the unit as viewed from the street or other common area, or above the fence

line. A detailed plan and elevation showing location and window dimensions must be submitted. Examples of previously approved stairway windows are available.

- 27.4. ***Kitchen or Garden Window:*** In addition to the above, the style and design shall be similar to Bloomberg Series HP 680 Greenhouse Window.

## **28. Wiring & Pipe Installations – Exterior or Exposed** *Adopted 7/5/17*

For heating & cooling systems (HVAC), refer to Section 1. Air Conditioner & Heat Pump

For solar energy roof panels, refer to Section 24. Solar Energy Roof Panels

For gas line installation or extension, refer to Section 14. Gas Line & Meter

For satellite dish installation, refer to Section 29. Antennas & Satellite Dishes

For cable TV installation, refer to Section #TBA

For video security systems, refer to Section 21. Security Cameras

For security systems without video, refer to Section 3. Burglar Alarms

If your proposed improvement was not included above, the criteria below apply.

### Utility or power installation

No new pipes for plumbing are allowed to be installed on top of the siding on the exterior walls. New wiring within conduit is allowed to be installed on top of the siding on the exterior walls. It should be placed so as to be as unobtrusive as possible but also so as to not impede removal of the siding. Where possible, conduit shall be placed next to trim boards into the grooves of the siding. For a horizontal run, for instance, placing the conduit on top of the plat line divide between the first and second floors is often unobtrusive. Where concealment is not possible, all conduit, wiring and equipment must be located so as to have minimal visibility.

These installations might include additional electrical circuits, or wiring or conduit for backyard exterior lamps, backyard decorative features or garden installations like lighting or irrigation systems.

### Communications wiring

Wiring for electricity, telephone, other electronic communication wires, fiber optics, etc. is allowed to be installed on the exterior. Where possible, wires shall be placed next to trim boards or inserted into the grooves of the siding. Where concealment is not possible, all wiring and equipment must be located so as to have minimal visibility.

Wiring cannot be run or stretched on top of the shingles of the roof. All such installations shall be securely attached to the building without sags in the wires or loosely hanging or extra lengths and are to be maintained for its duration. It is the homeowner's responsibility to see that these installations are painted the exact color of the home's exterior.

Should the installation and its wiring or conduit be removed, homeowners are responsible for restoring the exterior location where the improvement was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with equipment.

## **29. Antennas; Satellite Dishes** *Adopted by Board of Directors July 5, 2017*

Depending upon the location and their visibility, satellite dishes and antennas can impact the look and character of our neighborhood, ultimately impacting desirability and home values. One of the primary charges of the Architectural Review Committee (ARC) is to provide guidance to homeowners and to

take appropriate steps to preserve and maximize our neighborhood and home values. The Board has approved this Guideline in order to implement the specific terms of Section 3.11 of our CC&Rs.

Approval:

Prior to installation of a satellite dish or antenna, residents (owner of property) are required to submit an application to the Management Office for review and approval. Residents are encouraged to consult with and work with the Office in order to determine the best location. In the event the installation requested does not meet the current guidelines under the CC&Rs, the application may be referred to the ARC for further review.

Type and Size:

Only satellite dishes and antennas that are permitted under the Telecommunications Act of 1986 and regulations promulgated by the Federal Communications Commission as a result of this Act may be installed.

Acceptable satellite dishes and antennas include: (i) an antenna designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter (i.e. 3.28 ft.) or less in diameter, (ii) an antenna designed to receive video programming service, including multichannel multipoint distribution service, instructional television fixed service, including multichannel multipoint distribution service, and which is one (1) meter (i.e. 3.28 ft.) or less in diameter or diagonal measurement, (iii) an antenna designed to receive television broadcast signals, and (iv) a mast supporting an antenna described in items (i), (ii), (iii) above.

Location:

The location of a satellite dish or antenna should be unobtrusive and not overhang a neighbor's property or the Association's Common Areas. This requirement, however, is not intended to unreasonably delay installation, unreasonably increase the cost of installation, maintenance or use, or prevent the reception of an acceptable quality signal. We are all neighbors here and must recognize that the actions we take regarding our own property may impact a neighbor and the enjoyment of their property. Homeowners are encouraged to speak to one another and Association Management about the appropriate location before installing a satellite dish or antenna.

Installation:

The Association requests that residents consult with the installer(s) to determine the best location on the owner's property that will conform to these guidelines per the application submitted.

The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment guidelines) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.

If owners have questions about the proper location of their satellite dishes, the Management Office should be contacted for guidance before the dish is installed.

Any permitted satellite dish or antenna must be installed within the boundaries of the owner's property and may not be installed on or extend into Common Area or adjacent property.

It is recommended that antennas or dishes be securely installed on the rear sides of residences or garages to minimize visual impact and mitigate overhanging Common Areas or neighboring property. Dishes are not to be attached to roofs or chimneys.

All wiring and materials associated with the dish or antenna should be concealed and as unobtrusive as possible. All wiring and materials associated with the satellite dish or antenna shall be painted to match the buildings along which they run. Dishes, masts, and antennas need not be painted over.

All installations must be in accordance with all applicable building, fire, electrical and related codes. All installations shall be in accordance with the manufacturer's installation specifications.

A satellite dish or antenna may be attached to free-standing yard post so long as the height of both post and dish/antenna is below the fence line.

Maintenance and Removal:

Homeowners are wholly responsible for any maintenance associated with the antenna or satellite dish and are responsible for its removal.

Upon removal, homeowners are responsible for restoring the location where the satellite dish or antenna was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with the dish or antenna.

### **30. Awnings and Shade Sails**

Installing exterior retractable patio awnings and structurally anchored shade sails are considered architectural alterations to a home's exterior and therefore require prior approval of the Architectural Review Committee and Board of Directors.

#### **Retractable patio awnings**

Retractable awnings allow residents to have shade and enjoy sun when they wish.

#### *General specifications:*

- Awning style – Lateral arms open and close horizontally under the awning canopy
  - Retraction – manual or motorized
- Widths – 8 feet to 20 feet
- Projection – 7 feet to 11 feet 8 inches
- Fabric Selections
  - Solid lighter colored earth tones which are complementary to the residence exterior paint
  - Vertical striped with lighter colored earth tones which are complementary to the residence exterior paint

#### *Installation*

Retractable awnings may be mounted on residences in the area above patio windows and doors and below the horizontal flashing between panels on two story residences. Awning installation must allow for future removal for maintenance (painting and replacement) of exterior siding.

## **Shade Sails**

Shade Sails (aka Sun Sails) with the right design provide shade to patio areas. The sail is typically anchored to a residence, garage, or wood posts no more than 8½ feet in height which are embedded in concrete footings. Shade sails are considered temporary tension structures which may be taken down seasonally.

The perimeter of each sail is designed with a catenary curve inwards towards the center of the sail to control the fabric tension. Shade sails have reinforced webbing around the edges and marine stainless-steel Delta or D-Rings at each corner. When properly anchored and tensioned, this curve or gore helps eliminate fabric wrinkles, sagging and flapping in the heaviest of winds.

### *General specifications:*

- Style – Triangle or rectangle
- Widths – Variable depending on location of installation
- Fabric Selections
  - Solid color lighter colored earth tones which are complementary to the residence exterior paint

### *Installation*

Shade sails may be mounted on residences in the area above patio windows and doors and below the horizontal flashing between panels on two story residences. Sail installation must allow for future removal for maintenance (painting and replacement) of exterior siding. Sails may not be anchored above horizontal flashing between panels on two story residences. Mounting anchors must be securely installed, and sealed to prevent moisture intrusion, through exterior paneling into structure framing.

## **Applications**

Applications for retractable awnings and shade sails must include a full description of the proposed installation as well as samples of the selected awning or sail fabric.



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

## HOME IMPROVEMENT APPLICATION

Date:	Phone:
Name:	Email:
Address:	House Model:

**What improvement are you applying for? One improvement per application, please.**

These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Antenna/Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
<b>If you have an improvement not listed, describe it here:</b>	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

**Attach the following items to your application:**

1. Floor Plan (available at clubhouse or [www.NepentheHOA.com](http://www.NepentheHOA.com)) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

**Please read and sign below:**

I have read the Architectural Guidelines (available at clubhouse or [www.NepentheHOA.com](http://www.NepentheHOA.com)) and understand that the approval timeline can take up to 90 days.

\_\_\_\_\_  
Signature Date

**The Architectural Review Committee recommends:**

___ Approval	___ Approval with Conditions	___ Disapproval
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Chair: \_\_\_\_\_ Date: \_\_\_\_\_

The Board of Directors will review for final approval at their next open session on \_\_\_\_\_.



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

## HOME IMPROVEMENT NOTICE OF COMPLETION

***Homeowner: Submit this completed form to the Nepenthe Office within 2 weeks of completing the changes you have requested. Your application is not final until the office receives this form and the work has been approved.***

Name	
Address	
City	
Phone	
Email	

The work for this property that was submitted to the Architectural Committee (ARC) and approved by the board was completed on: \_\_\_\_\_.

We followed the work plan submitted and any restrictions or changes indicated by the ARC or Board of Directors of Nepenthe Homeowners Association.

### **PICTURES OF THE COMPLETED IMPROVEMENT ARE ENCLOSED**

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_