

## **Hello Fellow Portola Valley Ranch Homeowner,**

We want to make it as easy as possible for you to determine what, if anything is required by our Homeowners' Association prior to making changes to any exterior structure or, in some cases landscaping on your property.

The defining documents for these decisions are our ***Design Guidelines*** and ***Procedures Manual***. In some cases, approval from the Design Committee is required before you can take action. In addition, you should be aware that in some cases approval by the Town of Portola Valley ASCC (Architectural and Site Control Commission) may also be required.

Depending on what your project plans include, you may just need to notify the Ranch Office of any action you are taking. But your plans may require that you submit an application to the Design Committee for approval, in which case, please review a summary of the process below. Please refer to the ***Design Guidelines*** and ***Procedures Manual*** for more thorough guidance.

Please let us know if we can help clarify or assist you in any way.

*Your Neighbors on the Design Committee*

### **NOTIFICATION ONLY**

Notification is a change request where no Design Committee review and approval is necessary, but is important to allow the Ranch Office to track changes to a property and enable compliance validation at the time of a property sale. There is no fee and may be done by completing the form on the Ranch website or sending an email/letter to the Office.

Examples:

- Removal of dead trees
- Install hidden or phantom screens
- Baby-proofing of decks without permanent change to railings
- Install dog/cat doors
- Install invisible fence for pets

### **EMERGENCY SITUATIONS**

In some cases, prompt action is required because there is a significant risk of property damage or a safety condition that cannot wait for a Standard or Fast Track application. In these cases, you should take whatever action is required for your safety, but you are still required to submit a subsequent retroactive application to maintain compliance with our CC&Rs.

Examples:

- Structural damage requiring immediate repair
- Emergency roofing with matching materials
- Replace leaking windows with like material, design and color
- Replace leaking skylights with same style, color of frame and glass
- Wheelchair ramp following emergency hospitalization

## **FAST TRACK APPLICATIONS**

This category is designed for simple and the most common changes that still require some level of Design Committee review and could potentially have an adverse impact on neighboring homes. These applications benefit from an expedited approval and require review by only three members of the Design Committee. These applications carry a fixed fee of \$50.

Types of Fast Track Applications:

- **Roofing** – partial or full replacement using tar and gravel, shingles, torch down, foam or PVC
- **Exterior Painting** – House, carport/garage, front door, trellis, fascia, garage door, or carport interior with an approved color approved (See Color Book and sample in Office)
- **Deck/Trellis/Railing Staining** – Re-staining existing decks/trellises/railings with a new or different approved color. (See Color Book in Office)
- **Skylights** – Replacing existing skylights without any changes to footprint, location or size
- **Sliding Glass Doors/Windows** – Replace existing door/windows without any changes to footprint, location, size, design, color, material
- **Air Conditioner** – Replace existing air conditioner in same location
- **Rolling Shades** – Install external metal or solar screen rolling shades

## **STANDARD APPLICATION**

There is one Standard Application designed for construction or landscape project that require Design Committee review and are not covered by a Fast Track application. These applications provide for participation of any Ranch resident as part of the Design Committee meeting during which the application is reviewed. The actions covered by Fast Track applications are incorporated in a Standard Application and thus separate Fast Track applications are not required.

This application has a fee schedule based upon the scope of what changes are included in the project. You can find the fee schedule attached to any application form.

## **MAINTENANCE ACTIONS**

Maintenance includes those small projects that do not require Design Committee review (although may require notification to the Ranch Office). The key words defining “maintenance” are small, partial, and like-for-like; so be aware that the extent of the work may change a project from maintenance to one requiring approval.

Examples:

- Power wash siding, deck
- Re-staining existing deck with same color or clear stain
- Partial replacement of siding/fascia with same material and color (maximum 25% linear feet of the involved wall)
- Replace/repair gutter, flashing, downspout with same color
- Patch skylight leaks or repair roof
- Replacement of gates or privacy screens with same material, design and color
- Replacement of small retaining wall (maximum 36” in height) with same material, design, height, color and footprint
- Replacement of stair fascia and rotting posts with same footprint, size of post/fascia, material and color
- Partial replacement of aggregate surface and/or wood separators with same material, design, footprint
- Landscape replacements as defined in the Design Guidelines
- Removal of dead trees as defined in the Design Guidelines