

**PORTOLA VALLEY RANCH
DESIGN COMMITTEE**

**PROCEDURES
MANUAL**

Board adopted August 20, 2025



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Note: All forms as well as a fee schedule and current versions of the Design Guidelines and Procedure manual are available on Piler, via the web at: <http://www.pvranch.org> or at the Ranch Office.



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Design Committee Procedures Manual

1.0 Scope of this Manual

1.1 Purpose

The purpose of this manual is to describe the procedures of the Design Committee as it interacts with the Portola Valley Ranch (PVR) Board of Directors, Ranch Office, and the PVR membership at large. With its emphasis on "procedures" it complements the "Design Guidelines" to define a complete framework for dealing with the external upkeep of and modifications to PVR structures and some aspects of the landscaping, as discussed in the Design Guidelines.

1.2 Sources

This document is based on a variety of sources, with a hierarchy of documents as follows:

- * "Planned Unit Development" (PUD) statements.
- * The PVR CC&Rs
- * Association rules adopted by the Board
- * The Design Guidelines

1.3 Maintaining Design Concept

Design Guidelines have been in existence at the Ranch since its inception. Adherence to these Design Guidelines assures that the Ranch continues to meet the objectives stated in the PUD statements and the PVR CC&Rs.

2.0 Design Committee

2.1 Definition

The Design Committee is a group of 3 or more homeowners appointed by the PVR Board of Directors. The Board may approve a non-Owner to be a member of the Design Committee and may designate voting or non-voting status to such non-Owner. A quorum comprised of a majority of the members is required for a meeting. In addition to the regular members of the committee, there is an architectural consultant and a liaison member of the PVR Board present, neither of whom is a voting member. If necessary, to satisfy a quorum, the Board liaison may serve as a voting member. The responsibility of the committee is to ensure the appropriate application of the Design Guidelines to all projects.

2.2 Quorum

A quorum shall consist of a majority of the voting members of the Design Committee. If a quorum is not present, the Committee meeting shall be rescheduled. An absent member may submit written comments on any agenda item but shall not be eligible to vote. A quorum is not lost because a committee member must abstain from voting on that issue since the member may remain in attendance to maintain a quorum. At least 3 voting members is the minimum required for any Design Committee action.

2.3 Membership Selection Process

Any qualified homeowner can apply for membership by completing an application. A candidate may be nominated by the Design Committee after a review of his or her application and an interview (Board Liaison to be invited to interview). All candidates' applications will be forwarded to the PVR Board for consideration, with a recommendation from the Design Committee. The PVR Board may also initiate an appointment to the Design Committee.

2.4 Qualifications

- * An understanding and appreciation of design aesthetics and a willingness to express and apply them in a manner consistent with the Design Guidelines.
- * Time available to ensure adequate preparation and participation.
- * The ability to work effectively with committee members in decision-making, and to uphold and interpret PVR Design Guidelines.
- * Training, experience, or familiarity in architecture, landscape, or construction is a plus.
- * Willingness to adhere to and enforce PVR Design Guidelines.

2.5 Terms of Service

Members of the Design Committee will be expected to serve a 4-year term beginning from the date of appointment. After the 4 years the PVR Board may reappoint a member again for additional 1-year terms, based on the recommendation of the Design Committee. This will allow for retention of members with knowledge and experience, while training new members.

The term of office for Chairs and Vice-Chairs is 2 years, with no more than two consecutive terms. However, a majority of committee members may elect to petition to the Board for a waiver of this limitation.

2.6 Conflicts of Interest

- * If a Design Committee member is submitting an application, he or she must move away from the committee table during discussion of this project. A committee member may not vote on applications regarding his or her own property, but may participate in the presentation as an applicant.
- * If a Design Committee member is a notified homeowner or is directly affected by the application or has a conflict of interest as defined by PVR Association Policy, that member must recuse him or herself, move away from the committee table, and may not vote on the application, though the member may give an opinion as a member of the audience. The Design Committee member may ask for a vote to waive the recusal.
- * An alternate architectural consultant is necessary if the Design Committee's architectural consultant is representing an applicant. The architectural consultant or alternate architectural consultant may not participate in committee discussions on projects on which he or she is employed in any capacity, except to act on the applicant's behalf.

2.7 Design Committee Chairperson and Vice-Chairperson

The Design Committee Chairperson and Vice-Chairperson will be proposed by the Design Committee and approved by the PVR Board of Directors

3.0 Categories of Applications to the Design Committee

The application categories are:

- * Notification Application
- * Emergency Situations
- * Fast Track Application
- * Standard Application, including mid-construction changes

Note: Maintenance Items as described in [Section 3.3.5](#) are exempted from the Design Committee process by the CC&Rs.

3.1 Timeline for Filing Applications

Applications can be filed at any time. Emergency and Fast Track applications will be processed promptly but may require impacted neighbor notification. Standard applications shall be submitted to the Ranch Office by the 15th of the month prior to the next scheduled Design Committee meeting in order to get onto the next Design Committee meeting agenda (see [Section 3.2](#) for further details). (Design Committee meetings are usually held on the first Wednesday of the month.)

3.2 The Basic Application Process (valid for all categories)

- * An application is generally submitted by the owner, however, with written authorization from the owner, the application may be submitted by a tenant or the owner's contractor.
- * Application form(s) are deemed "complete" when signed and submitted to the Ranch Office with fee payment, if needed, and all required or requested documentation has been provided.
- * Ranch Office determines the decision path for the specific application.
- * Homeowner notifications, if needed, are distributed to impacted homeowners per CC&R requirements.
- * Selected Application Process pathway is executed.
- * Result is communicated to the applicant and filed in the applicant's file in the Ranch Office; note it is the applicant's responsibility to provide the action letter from the Ranch with any required application to the Town Planning Office.
- * Applicant informs Ranch Office of completion of the project. A final inspection is performed by a Design Committee member, and a letter is issued to the applicant at which time the application will be considered closed.

See Section [10.0 Application Process](#) for additional details.

3.3 Definitions of Application Categories

3.3.1 Notification Application

A Notification Application is a change request that requires NO subjective analysis or discussion. Standard examples are listed below. The requirement for notification is to enable the Ranch Office to track changes to a property and enable compliance validation at time of property sale. There is no fee.

Examples:

- * Removal of dead trees
- * Install hidden/phantom screens
- * Baby-proofing of decks without permanent change to railings
- * Install dog/cat doors

- * Install invisible fence (for pets)

3.3.2 Emergency Situations

This category allows for prompt remediation of situations where there is a significant risk of property damage or a safety condition (pending structural collapse, falling tree, etc.) that cannot wait for standard or Fast Track procedures. These applications are restrictive and require a subsequent retroactive application to maintain compliance with CC&Rs, notification requirements, and provide for final inspection.

Examples:

- * Structural damage requiring immediate repair
- * Emergency roofing with matching materials
- * Fallen live tree removal
- * Replace leaking windows with like material, design, and color
- * Replace leaking skylights with same style and color of skylight frame and glass (provided compliant with current Design Guideline requirements)
- * Wheelchair ramp installation following emergency hospitalization

3.3.3 Fast Track Application

This application category is designed for simple changes that still require some level of design analysis/review and potentially could have adverse impacts on proximate houses. A list is given below. These applications will be reviewed by at least three members of the Design Committee but can be done outside the more extensive full review process that runs on a prescribed monthly schedule. Approvals are confirmed after the 10-day neighbor notification period has expired.

- * Roof replacement (tar and gravel, shingle, torch down, foam, PVC)
- * Repaint exterior (siding, fascia, trellis, railings, front door)
- * Staining new decks or re-staining existing decks with a different stain and/or color
- * Replace sliding glass door/window—same footprint, placement, design, size, color, and material.
- * Replace skylight—same footprint, location, and size
- * Replace air conditioner/generator—same location, required screening, and meets decibel level requirements
- * Install external metal or solar screen rolling shades
- * Replace existing privacy screen or under-deck enclosure
- * Apply gravel/rock in the 0–5' zone around structures
- * Tree removal (>6' and not a Significant Tree)

3.3.4 Standard Application, including mid-construction changes

A Standard Application is designed for projects that require review by the Design Committee architectural consultant and the Design Committee. There are two Standard Application forms: one for Architectural projects and one for Landscaping projects. This process also provides for a public hearing for PVR homeowners on the project during the Design Committee meeting. Examples of this would be major additions, large deck additions, or anything having a significant impact on view corridors.

Section [10.0 Application Process](#) describes in detail the process by which various categories of Design Committee Applications are processed. Links to the application forms may be found in Section [12.0 Application Forms](#), on Pileria, on the Ranch website: <http://www.pvranch.org>, or at the Ranch Office.

3.3.5 Maintenance Actions (no application required)

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

Examples—including but not limited to:

- * Power wash siding, deck
- * Re-staining of existing deck with the same stain color or clear
- * Partial siding/fascia replacement, not to exceed 10% of structure; same material
- * Replace/repair gutter, flashing, downspout; same color—larger capacity acceptable, if same shape
- * Partial repair of roof
- * Patch skylight leaks around frames
- * Replacement of flat or pyramidal skylight lens inside the frame of an existing skylight if the lens is the same material, shape and color as existing. Replacement of white or domed lenses is not allowed as this shape and color are no longer acceptable (see Design Guidelines Section 3.2.3 and Section 3.4.2.7)
 - NOTE: Because of fire safety requirements, the Town requires that any new skylight (replacement or addition) meet the standards for windows and thus be tempered glass. Therefore, please be aware that any replacement of a skylight requires the use of glass (see Design Guidelines Section 3.4.2.7)
- * Replacement of gates or privacy screens; same material, design, and color
- * Replacement of small retaining walls, not to exceed 36” in height; same material, design, height, color, and footprint
- * Replacement of stair fascia and rotting posts; same footprint, size of the post or fascia, material, and color
- * Replacement of glazing only in glass doors/windows
- * Partial replacements of aggregate surface private walkways and/or wood separators disturbed by tree roots or damaged from rot; same material, design and footprint
- * Landscape replacements as defined in Design Guidelines
- * Removal of dead trees as defined in Design Guidelines

3.4 Paperwork, Fees, and Review Process for Standard Applications

- * The Ranch Office staff will be available to answer questions regarding the application process, to assist in locating pertinent information in the Design Guidelines, and to respond to non-technical inquiries. Should a question be beyond the Office staff's expertise, the applicant would be referred to the Design Committee Chair or designate.
- * Two hard copies (original plus 1 copy) of the application and supporting documents plus the appropriate fee are due in the Ranch Office no later than the 15th of the month to be considered at the next month's meeting. In addition, any documentation 11”x17” or larger must be provided in PDF to the Ranch Office. The Office staff will provide preliminary guidance to the applicant as to whether all required documentation is submitted, and will confirm that the application is in the proper category.
 - **Standard Application: Architectural:** The Office staff will forward the application to the architectural consultant or the alternate architectural consultant within three working days after the filing deadline to determine if the application is “complete” and to identify any missing documentation required for review. The applicant will be notified within a few days of what revisions or additions are required to constitute a “complete” application. Such

information must be submitted in time for distribution to Design Committee members seven days prior to the next meeting.

- **Standard Application: Landscaping:** The Office staff (working with members of the Landscape Committee if necessary) will determine if the application is “complete” and identify any missing documentation required for review. The applicant will be notified within a few days of submission what revisions or additions are required to constitute a “complete” application. Such information must be submitted in time for distribution to the Landscape Committee and Design Committee no later than 12 days prior to the next meeting.
- * An application will be deemed “complete” only when all reasonably required or requested documentation has been provided by the specified date and fees paid. Only “complete” applications are guaranteed review at the next meeting. Incomplete applications will be continued until such time that the required documentation is submitted.

3.5 Notification of Neighbors & Correspondence from Neighbors

At least seven working days prior to the Design Committee meeting, new applications and mid-construction change applications to be reviewed will be posted in the Ranch House and residents within 250 feet of the applicant's house will be notified. Notification to all other residents will appear under the Design Committee Agenda in the monthly newsletter. Due to the visibility of solar installations from greater distances, a star will be placed on the monthly application reminder in the PVR newsletter to alert homeowners that such an application is being considered. Neighbors within 250 feet of the applicant’s house are also notified for Fast Track applications when received by the Office.

Any homeowner who wishes to submit written comments on any Design Committee agenda item, including a pending application, may do so by providing the written comments, with the homeowner's printed name and signature, to the Office. The Ranch Office will distribute the comments to the Design Committee members and the architectural consultant. If the written comments are not received in the Office by close of business on the second working day before the meeting, they may not be considered if all parties have not had sufficient time to review and consider the correspondence.

3.6 Preparation of Meeting Agenda

The Ranch Office will publish the Design Committee meeting agenda based on continued or old applications, new applications, and the current correspondence of record.

Applications may be heard out of agenda order as a courtesy to residents who are present, at the discretion of the Design Committee.

3.7 Publishing in the Newsletter

A list of actions taken by the Design Committee at the previous meeting (as well as the current agenda) will be posted in the monthly newsletter.

3.8 Design Committee Actions and Time Frames:

Approval of an application requires a majority of the voting Design Committee members and a minimum of 3 votes. If there is a tie vote by those in attendance, the motion fails.

After discussion of each “complete” application, Design Committee members will take action in the form of a motion as follows:

* **Approved as Submitted:**

- An approval letter will be sent no later than 60 calendar days after an application is deemed “complete” (or 45 calendar days for a solar energy application) provided the application was not continued and a new 60 (or 45) calendar day period initiated or a mutually agreed upon date was established.
 - This letter will be forwarded to the applicant no later than 10 calendar days following the Design Committee decision.
- After the applicant receives this letter, the project can proceed. (Note that Design Committee approval does not eliminate any requirements to obtain building permits or other Town approvals.)

* **Approved with Conditions:**

- An approval letter will be sent no later than 60 calendar days after an application was deemed “complete” (or 45 calendar days for a solar energy application) provided the application was not continued and a new 60 (or 45) calendar day period initiated or a mutually agreed upon date was established.
 - This letter will itemize all required conditions including an explanation of the reasons for the conditions, and will be forwarded to the applicant no later than 10 calendar days of the Design Committee decision.
- The applicant is required to provide written acknowledgment within 30 calendar days accepting the conditions of approval or the application will be considered denied and a letter so indicating will be sent to the applicant.

* **Application Continued:**

- For applications other than a solar energy, electric vehicle charging station, or EV dedicated TOU meter applications:
 - If the Design Committee provides a written request for additional information reasonably deemed necessary to consider and rule on the application, a new 60 calendar day period will begin starting on the date the requested information is provided.
 - Upon mutual agreement between the applicant and the Design Committee, an application may be continued to an agreed upon date.
- For a solar energy, electric vehicle charging station, or EV dedicated TOU meter applications:
 - If documentation as required by the Design Guidelines or specifications for components that meet the conditions specified in the Design Guidelines have not been provided, the application will be deemed “incomplete” and the 45-calendar day period (or 60 calendar days for EV charging station or dedicated TOU meter) will not begin until such date that the required information is provided.
 - Upon mutual agreement between the applicant and the Design Committee, an application may be continued to an agreed upon date.

* **Application Withdrawn:**

- If applicant chooses to withdraw the application, any re-submittal will be classified as a new application.

* **Application Denied:**

- A letter will be sent no later than 60 calendar days after an application was deemed “complete” (or 45 calendar days for a solar energy application) provided the application was not continued and a new 60 (or 45) calendar day period initiated or a mutually agreed upon date was established.
 - This letter will explain the reasons for the disapproval, and will be forwarded to the applicant no later than 10 calendar days of the Design Committee decision.

- Applicant may submit a new application, including fees, for a subsequent Design Committee meeting or may appeal the Design Committee decision to the Board. (See [Section 7.0](#) Appeal Process of Design Committee Decisions.)

* **Recommend Approval or Denial to the Board:**

- For applications regarding: (1) landscaping on Association property; (2) landscaping on homeowner's E-2 property; (3) Significant View remediation.

Consequences if required time frames for action are not met:

- An applicant may proceed and the required approval process will be deemed met if:
 - The Design Committee fails to act within 60 calendar days of an application (other than solar) being deemed "complete."
 - The Design Committee fails to act within 60 days of receipt of additional requested documentation for an application (other than solar) that was continued.
 - The Design Committee fails to act within 45 calendar days of a solar application being deemed "complete."
- An application will be considered denied and a letter so indicating will be sent to the applicant if:
 - The applicant fails to submit information as requested by the Design Committee within 60 calendar days of the request (45 calendar days for solar applications) or by a mutually agreed upon date.
 - The applicant fails to provide written acknowledgment within 30 calendar days accepting any conditions of approval.
 - In such cases, a new application will be required.

3.9 Additions/Changes to the Agenda

Emergency and Fast Track Applications may be placed on the agenda at the beginning of the Design Committee meeting by the Office staff upon approval by a majority vote of members present. Any provisional approvals granted to an application so placed on the agenda are pending until a) the required notification letters have been distributed and b) ten (10) days have elapsed without any issues raised by homeowners. If issues are raised, the provisional approval must be reconsidered at the next Design Committee meeting.

3.10 Evaluation Criteria

- * All applications will be considered based on compliance with the Design Guidelines and the overall design concept of the Portola Valley Ranch development as outlined in the Design Guidelines. All applications will be considered first based on their compliance with the Design Guidelines, and second on their compatibility with the overall design of Portola Valley Ranch.
- * Design Committee members will make every effort to be open to applicants' reasonable requests while applying the Guidelines.
- * The Design Committee will carefully consider input from neighbors, (notified or not), who express their concerns in person at the meeting or by correspondence. These concerns may include items not explicitly covered in the Design Guidelines. The goal is to identify homeowners' concerns and find a way to mitigate those concerns.
- * New products may be considered by the Design Committee to minimize maintenance, add value to residents' properties, improve fire safety, and promote environmentally "green" practices.
- * If, during the review of an application, the Design Committee becomes aware of a safety concern, the Committee may consult with the Board of Directors or experts.

- * If for any reason the Design Committee refuses to act on an application or the Board decides to act on an application instead of the Design Committee, the Board shall act as the Design Committee with respect to that specific application. [See CC&R Section 10.02(c)]

3.11 Notification to Applicant

- * When the Design Committee takes action on an application, a letter describing that action (approval, approval with conditions, denial) along with any pertinent comments will be sent to the applicant. It is the applicant's responsibility to provide the action letter from the Ranch with any required application to the Town Planning Office.

3.12 Attendance of Applicants and Impacted Neighbors

The Design Committee meeting is open to all residents of PVR. Applicants and/or their designer/architect are strongly advised to attend the meeting in which their applications will be heard because issues often arise that only they can address. **Non-attendance may cause a continuance of an otherwise "complete" application and unnecessary delays.** Should an applicant be unable to attend the meeting, he may call the Office the day after the meeting to ascertain the findings of the Committee.

3.13 Approvals other than Design Committee

Design Committee approval does not eliminate the requirements for permits (*e.g.* a building permit or a permit to remove a significant tree), ASCC approvals or Town inspections. Check with the Portola Valley Planning/Building Department for specific requirements for a project. To obtain a building permit, a copy of the Design Committee's letter of approval is needed at the Town Planning/Building Department.

3.14 Approval Expiration and Final Inspections

Design Committee approval extends for 24 months from the date of approval. If the Project is not completed within 24 months of approval, the homeowner must apply for and obtain approval for an extension or the original approval will be considered expired and a new application required.

Once a project is completed, the homeowner is requested to notify the Ranch Office and the Committee will conduct a final inspection of the project to ensure that it has been completed according to the approved plan. If, however, no notification is received, a final inspection will be conducted 24 months after the approval date. The Ranch Office will determine whether the work will be reviewed by an assigned Design Committee member or referred to the architectural consultant for final review. If the project involved landscaping, then the Land Manager and/or a representative from the Landscape Committee may attend the final inspection as needed.

A letter is issued following the final inspection that will then close the Design Committee application. Any deviations from the approved plan that were not approved by the Design Committee as a mid-construction change could require a new application that the Design Committee may approve or disapprove. It is the homeowner's responsibility to bring the project into compliance. If a building permit had been obtained from the Town, a final inspection by the Town will also be required.

4.0 Preparation for Selling

The Design Committee recommends that a homeowner notify the Ranch Office staff when a house is to be sold. The Office will check the file to see if all Design Committee applications have been approved and final

inspections completed. A letter will then be sent to the homeowner and also filed in the Office noting any violations, action in progress by the PVR Board, or incomplete or unapproved applications. The Board strongly urges homeowners to obtain an external visual inspection by a member of the Design Committee to confirm that no obvious corrections need to be made in order for it to be compliant with Design Guidelines and CC&Rs.

5.0 Role of the Architectural and Alternate Architectural Consultant

The Design Committee shall retain the services of an independent architectural consultant with the approval of the Board. The alternate will be consulted when the regular architectural consultant is unavailable or has a conflict of interest, or when the Committee may need specialized consultation services. The alternate architectural consultant must also be approved by the Board. (See [Section 6.0.](#))

The duties of the Architectural Consultant and Alternate Architectural Consultant shall be as follows:

- * Review all standard applications to verify drawings and conditions.
- * Review all Architectural Standard Applications to make a determination if the application is “complete” as submitted, or to identify the documentation required by the Design Guidelines for the application to be deemed “complete” if so provided.
- * Receive any phone calls referred by the Ranch Office staff concerning design issues.
- * Speak with the applicant, neighbors, or Committee members, as deemed necessary in evaluating applications.
- * Communicate with homeowners, architects, or designers when technical questions regarding the interpretation of the Guidelines make it necessary.
- * Attend Design Committee meetings and participate in discussions concerning design issues. Provide guidance in interpreting Design Guidelines and advise on issues relating to the Town of Portola Valley.
- * Alert the Committee to aspects of an application that may not be consistent with the Guidelines.
- * Complete final inspections of the applicants' projects as assigned.
- * The architectural consultant may be asked to act in an advisory capacity to the Board of Directors.
- * Review field violations as requested.

6.0 Alternate Architectural Consultant

The alternate architectural consultant will be chosen after an interview process determined by the Design Committee. The Ranch Office will be the contact source with the alternate architectural consultant and have the authority to ask for his/her attendance at any Design Committee meetings. The alternate architectural consultant will assume the duties of the regular architectural consultant for any designated project where the regular architectural consultant is unavailable or has a conflict of interest in specific projects or issues.

7.0 Appeal Process of Design Committee Decisions

The primary focus of any appeal to the Board will be on whether the Design Guidelines and Design Committee Procedures were followed. Any aesthetic issues may be referred back to the Design Committee for further evaluation, should the Board deem it necessary.

- * The Design Committee is responsible for the consistent implementation of the Design Guidelines for all building exteriors and landscaping projects. The homeowner has the right to appeal a Design Committee decision for reconsideration at an open meeting of the Board.
- * A request for review must be made in writing and delivered to the Office staff or the President of the Association within 30-calendar days of the date the applicant received written notice of the Design Committee decision. The statement must include the specific decision being appealed and the reason for the appeal.
- * The appeal will be reviewed at a regularly scheduled meeting of the Board of Directors, and within 60 calendar days of receipt of the request for reconsideration. (The President can call a special meeting to avoid undue delay in the process.) The applicant may request a postponement of the review for an additional maximum of 60 calendar days. At least 15-calendar days' notice will be given to the applicant and impacted neighbors.
- * The Board will request a written recommendation of the Design Committee and a member of the Design Committee will attend the Board of Directors meeting when the appeal is being heard.
- * The Ranch Office will provide the Board with copies of the original application provided to the Design Committee, including all written communications as well as relevant minutes of the Design Committee meeting. The neighbors of applicants may submit additional information in writing.
- * The Board's options include: affirming the Design Committee decision, reversing the Design Committee decision, and requesting Design Committee re-review of the issues with special consideration given to specific new information or additional direction from the Board. The Board may modify its decision at its discretion.
- * A letter stating the Board's decision will be sent to the applicant within 15 calendar days of the Board meeting. The letter will include an explanation of why the application was disapproved or approved with conditions. If the approval was with specified conditions, the applicant must provide written acknowledgment accepting those conditions within 30 calendar days or the application will be deemed denied and a letter so indicating will be sent to the applicant.

8.0 PVR Board Charter—Landscape Committee

The Landscape Committee works directly under the direction of the Board. The Landscape Committee will review and make recommendations to the Design Committee on the landscaping elements of the homeowner's application. For landscaping changes in the E-2 area of a homeowner's lot, the Design Committee will make a recommendation to the Board as any change in E-2 areas must have Board approval. The Landscape Committee will submit applications for non-maintenance landscaping changes on Association property to the Design Committee and the Design Committee will make a recommendation to the Board as any change on Association property must have Board approval.

9.0 Construction Access

The CC&Rs define an access easement for each lot for access by owners, their contractors and employees. If access to an adjoining or non-adjoining property is necessary to respond to an emergency or make necessary repairs when there is no other feasible way of accessing the site, the Ranch Manager and the affected lot owner must be notified. The resident who requests access is responsible for restoring the accessed property to its previous condition.

If access to an adjoining, non-adjoining or common area property is necessary for an improvement project, the Homeowner is responsible for working with the Ranch Manager to obtain Board of Directors approval for such access.

10.0 Application Process

This section describes the various applications processes.

Notification Only—(No Fee)

- * Homeowner comes to Office and signs notification form (2 copies—they keep one, Office keeps one).
- * Homeowner notifies Office upon completion.

Emergency Application

- * Applicant notifies Office as soon as situation arises.
- * Office validates that situation falls within defined criteria for emergency approval (calls Design Committee Chair if advice needed).
- * Office grants approval to proceed and notifies Applicant of requirement to file retroactive application within ten (10) days.
- * Applicant files retroactive application within required timeframe, Office processes it through standard Design Committee process. Homeowner notifies Office of completion.
- * Final Inspection and Final Inspection Approval letter sent, as appropriate.

Fast Track Application

- * Homeowner submits a signed application either electronically or in hard copy (1 copy), pays fee, and Office then notifies neighbors and starts ten-day clock.
- * Office notifies Design Committee members; Design Committee members review application as soon as possible (3 approvals required)
- * If approved, Office notifies homeowner that they can proceed after the ten-day notification period has expired. Approvals are confirmed after the ten-day notification period has expired.
 - If any negative feedback is received during the ten-day period,
 - Office forwards the feedback to Design Committee members and the application goes on the next regular Design Committee agenda.
 - Office notifies homeowner that full Design Committee review is required before they are allowed to proceed.
- * If denied, Office notifies Homeowner of status and any reason for denial.
 - If denied, Homeowner has three options:
 - Modify application and re-submit—no incremental fee but process restarts
 - Request full Design Committee review
 - Withdraw application
- * Homeowner notifies Office upon completion.
- * Final Inspection and Final Inspection Approval letter sent, as appropriate.

Standard Application

- * Applicant fills out application and provides 2 hard copies (the original plus 1 copy), including 2 sets of any supporting documentation. Any documentation 11"x17" or larger must also be provided in PDF to Office.
- * Submission is required by the 15th of each month to be on the agenda for the next scheduled meeting if the application is deemed "complete". Regular Design Committee review process is followed.

11.0 Design Application Review Fees

Fees paid for Design Committee review are used to pay the expenses of the architectural consultant and are determined by a schedule of flat fees based on the type and scope of a project. This fee schedule may also be found:

on Piler at <https://app.pilera.com/index.php/resident/documentlibrary>,
on the Ranch website at <http://www.pvranch.org>,
or at the Ranch Office.

If a project is withdrawn at least one week prior to initial review, the applicant may request a refund in writing, but after that time there are no refunds, since a substantial portion of the cost of review is incurred prior to the meeting. The same applies to projects that are denied.

If the scope of a project is significantly increased after the application has been approved, the application must be amended or a new application may be required and incremental fees will be charged according to the schedule.

Design Application Review Fee Schedule

Note: Applicant to circle the appropriate fee(s) in the column on the left below

Siding, Decks, Patios, Railings, Trellises, Hardscape, Driveways	
\$0	Railing upgrade for code compliance
\$0	Fast Track: replace existing privacy screen/under-deck enclosure
\$50	Fast Track: stain deck a new or different approved color (no additional fee if combined with Fast Track exterior paint)
\$50	Fast Track: partial siding replacement (≤ 10% of structure); same material
\$50	Deck/trellis related replacement: No change in footprint, design, or dimensions of any component of the structure (support posts, deck boards, trellis members, fascia, gate*, privacy screen*, stairs, railings). Railing adjustments solely to meet code requirements are acceptable. Applications may include new materials or stain colors.
\$90	Small or simple deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings, pathways)
\$180	Medium or large deck/trellis related addition/change: Any addition/change modifying the footprint, design, or dimension of any structural component (support posts, deck boards, trellis members, fascia, gate, privacy screen, stairs, railings)
\$90	Patio or walkway add, change, or replace (if contiguous to related deck change, no additional fee)
Door/Sidelight; Window	
\$50	Fast Track: replace sliding glass door/window-same footprint, placement, design, size, color, material
\$90	Window addition or replace with different design, size, and/or material
\$90	Sliding glass door—new placement, size, or material
\$90	Front door and/or sidelight change
\$90	Other door add, change, or replace—garage entry door, under house access door, etc.
Skylight	
\$50	Fast Track: replace skylight—same footprint, location, size (no additional fee if combined with Fast Track roofing)
\$90	Skylight addition
Lighting	
\$90	Includes all lighting, <i>e.g.</i> , deck, entry door, walkway, carport/garage, etc.
Shades & Screening	
\$50	Fast Track: install external metal or solar screen rolling shades—manual or motorized
\$90	Other shades or screens (exception: hidden door screens require notification only)
Other Applications	
\$0	Satellite dish or antenna location
\$0	Fast Track: installation of gravel/rock in the 0–5' zone around structures
\$0	Fast Track: tree removal (>6' and not a Significant Tree)
\$50	Fast Track: exterior paint (no additional fee if combined with Fast Track deck stain)
\$50	Fast Track: stain deck a new or different approved color (no additional fee if combined with Fast Track exterior paint)
\$50	Fast Track: roofs—replace roof (tar and gravel, shingles, torch down, foam, PVC) (no additional fee if combined with Fast Track skylight)
\$50	Fast Track: replace air conditioner/generator—same location, required screening and decibel rating
\$90	Landscaping, <i>e.g.</i> , rocks/boulders, on ground plant structures, tree planting, etc.
\$50	Trees: Removal or topping of live tree; planting of up to 2 trees
	Shrubs: Planting of up to 2 shrubs that have the potential to block a Significant View or View Corridor
\$90	Retaining wall

\$90	New air conditioner, heat pump, generator for electricity, tank, or pump (including screening),	
\$90	Electric car charging station or TOU Meter, rechargeable solar home battery (no additional fee if part of a solar panel system)	
\$90	Hot tub including privacy screen	
\$90	Play Equipment	
\$180	Solar panel system installation	
\$180	Carport conversion, garage remodel, addition of trellis, etc.	
\$480	Significant view restoration	
\$480	House remodel—small and simple	<i>NOTE: remodel application has an initial fee of \$480. The consulting architect will decide the final fee.</i>
\$720	House remodel—medium and moderate complexity	
\$1,440	House remodel—large and more complex	
\$90	Mid-construction change order	
\$2,400	New home construction by a builder/developer other than Portola Associates—any size	
\$50 each	Everything else, e.g., dog run, fireplace related add or change, garbage can enclosure, roof fan, glass in carport, security system, weather monitoring equipment over 24", storage shed, etc.	
\$50	Retroactive applications: additional fee added other than those submitted as a result of an emergency situation	
_____	Total Fees	

**NOTE: replacement of a gate or privacy screen using the same material, footprint, design and dimension is considered maintenance and does not require an application.*

12.0 Application Forms

Application forms are a part of the Procedures Manual and are hereby incorporated by reference. These forms are listed below and are available on Pilerá (in fill-in-the-blank pdf format) or at the Ranch Office. (Click on the links below to access the forms on Pilerá.)

[Standard Application: Architectural](#)

[Standard Application: Landscaping](#)

[Fast Track: AC Compressor/Generator/Heat Pump Replacement](#)

[Fast Track: Deck/Trellis/Railing Staining](#)

[Fast Track: Exterior Painting](#)

[Fast Track: Gravel/Rock Landscaping in 0–5' Zone](#)

[Fast Track: Privacy Screen/Under-Deck Enclosure Replacement](#)

[Fast Track: Rolling Shades](#)

[Fast Track: Roofing](#)

[Fast Track: Skylight](#)

[Fast Track: Sliding Door/Window & Frame Replacement](#)

[Fast Track: Tree Removal \(Non-Significant Tree Only\)](#)