

**CLIPPER COVE**

**ARCHITECTURAL GUIDELINES**

**AND**

**RULES AND STANDARDS**

**ADOPTED: NOVEMBER 1997**

**REVISED: AUGUST 2003**

**ADDITIONS through NOVEMBER 2007**

**CLIPPER COVE OWNERS' ASSOCIATION  
ARCHITECTURAL AND LANDSCAPE GUIDELINES  
ADOPTED NOVEMBER 1997  
REVISED AUGUST 2003**

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# **CLIPPER COVE OWNERS' ASSOCIATION ARCHITECTURAL AND LANDSCAPE GUIDELINES**

These revised Guidelines were first adopted by the Clipper Cove Owners' Association Board of Directors on November 16, 1987 (Resolution #87-04), and amended November 1997. These Guidelines were developed to maintain Clipper Cove's harmonious design and to preserve the original concepts of the development.

## **SECTION 1- AUTHORITY GIVEN BY THE CC&RS**

When you purchased your home, you took title to your Lot subject to all of the provisions set forth in the CC&Rs recorded on your property as set forth by the Community of Harbor Bay Isle Owners' Association (Community) and the Clipper Cove Owners' Association (Association.)

The Community and Association CC&Rs require **that no additions to homes or property are allowed, nor may any alterations or improvements of any kind be made until approved in writing by the Architectural Committee and/or Board of Directors.** Architectural applications and plans must be submitted and approved by the Architectural Committee prior to commencing property improvement work. Architectural applications are available through the Community's offices at 3195 Mecartney Road, Alameda. The Architectural Administrator is available at (510) 865-3363 to help you complete the application and plans review process as easily and quickly as possible.

**What is Included:** Property improvements include all improvements to the exterior surfaces of the house, including repainting, any building modifications, and all improvements to the land, including landscape, or any structural additions to the land.

**General Concept:** Proposed improvements must be appropriate to their immediate surroundings, and must be compatible with the architectural and landscape characteristics of the applicant's house, adjoining houses, and the Clipper Cove Association as a whole.

## **SECTION 2- RULES AND STANDARDS**

Owners should review the Community's Architectural Rules and Standards and Landscape Guidelines for the specific requirements that apply to proposed property improvements. The Association has created these more specific Guidelines for use by Clipper Cove homeowners. The term "Guidelines" shall have the same force and effect as the term "Rules and Regulations." This document covers those subjects not included in the Community's document, or requirements the Clipper Cove Association wishes to be more restrictive than the Community's rules and standards.

**Final Inspections Required:** Applications approved by the Architectural Committee have a one-year life. Owners must complete the work and call or write the Architectural Administrator to request a final inspection of their installations before the application approval expires.

**CLIPPER COVE ASSOCIATION'S SPECIFIC GUIDELINES:**

**In addition to the provisions of the Community's documents, the following rules and standards apply:**

**Air Conditioners** are permitted only in rear, non-window locations and must be concealed from neighboring property. The sound level shall not unreasonably intrude into neighboring property.

**Awnings** or sun-control devices shall be compatible with the architectural character of the house, and shall not adversely affect views, light, winter sun or natural ventilation of adjacent properties. Only solid color awnings are permitted. Plastic, fiberglass or metal awnings are prohibited.

**Balconies** will be considered on a case-by-case basis. The proposed balcony must comply with City of Alameda ordinances, and be compatible in scale, material and color with the owner's house and adjacent properties. The addition shall not impair the views or sunlight or natural ventilation of adjacent properties. Pitched roofs must match the slope of the existing roof.

**Barbecues or Firepits** for permanent installation must be placed in the rear yard of the property and shall not be located within five feet of the side and rear yard property lines.

**Basketball Standards** - Permanent basketball standards are not permitted on private lots. Temporary portable basketball standards are permitted on private property when they comply with all of the following conditions.

**Temporary portable basketball standards shall be:**

1. Free-standing from any residential building, fence or other permanent structure;
2. Temporary in their location;
3. Stored out of view from public ways or neighboring properties;
4. Used only during daylight hours;
5. Used only in driveways, auto courts, or on the auto side of the house; except standards no higher than five feet may be used in backyards;
6. Used without any additional artificial lights;
7. Used so as not to create a nuisance for any neighbor or other resident.

**Chimneys, Stove Pipes And Metal Flues, Vents And Exhaust** must be compatible in material and color with the existing structure. If interior stoves are installed, the stove pipe protruding above the roof must be enclosed and painted in a manner conforming to the original design and construction within the Clipper Cove Association (Resolution #90-04.)

**Decks:** In addition to the requirements of the Community's document and City of Alameda ordinances, ground level decks generally shall not exceed the height of the door threshold.

**Dog Houses:** In addition to the Community's document regarding "Animal Shelters", doghouses shall be compatible with the applicant's house in color and material, and shall be located where they will be visually unobtrusive.

**Drainage** must be appropriately maintained as originally installed by the developer to avoid impacting on neighboring property and common areas.

**Driveway Extensions** into landscape areas for additional parking are prohibited. Colored coatings or painting of driveways is prohibited except for clear sealers. Excessive oil or rust stains must be promptly removed.

**Entry Doors** - Owners are encouraged to maintain the original design. Replacement hardware shall be similar or compatible in design to the original door. Alternate designs will be considered on a case-by-case basis. Front entrance screen or storm doors are permitted provided they are of solid wood construction. The screen material shall match the existing window screening. The door color shall match the color of the installed front entry door and the door design and hardware must be compatible with the front door and the overall appearance of the house.

**Fast Track** - Should the need arise, the Architectural Administrator shall have the Board's approval to fast track (3 day turnaround) the following architectural items:

- House repainting to match the existing approved colors
- Urgent tree removal
- Urgent garage door replacement
- Utility wires or lines following the CAC and Project guidelines for installation
- Satellite TV Dishes
- Urgent Fence Replacement, following CAC and Project guidelines for installation
- Windows – like for like
- Roof Replacement with approved materials

**Fences** shall not be painted. Fences may be treated with a clear wood preservative/clear sealer.

**Firewood Storage** is permitted in rear and side yards only and shall be stacked in an orderly manner. Firewood shall not come in contact with fences or houses and shall be kept out of neighboring views as much as possible.

**Flagpoles and Flags** are permitted if mounted in wall brackets in the rear or front yard. On appropriate national or state-designated occasions, temporary flagpole installations are permitted.

**Garage** attic storage areas may be constructed without prior approval, except for any necessary City of Alameda permits, if structural members are not altered. Installations of windows or vents in garages require application and plan submission and approval by the Community and Clipper Cove Architectural Committees. Garages shall not be remodeled or used for purposes that will interfere with the accommodation of the family vehicles. Residents shall keep their garage doors closed except during entering and leaving the garage and while washing vehicles or performing landscape maintenance, to maintain the attractive appearance of the neighborhood and to reduce the possibility of unlawful entry and theft.

**Garage Doors** - In addition to the Community's document, garage doors, including roll-up doors, shall match or be compatible with the developer-installed doors in all design and finish details. Metal doors will be considered provided the metal has a wood-grained surface. Garage doors shall be painted the color designated in the Clipper Cove paint palette. Owners are encouraged to paint garage doors with one color. However, two color garage doors will be considered on a case-by-case basis depending on the setback from the sidewalk, the door's decorative design, the color scheme chosen by the homeowner, and the appropriateness for the immediate neighborhood.

**Garbage And Recycling Containers** may be left at the street curb for pickup on the day scheduled in the area by the City. At all other times, containers must be stored inside the garage or side yard. Garbage containers must be covered at all times to avoid odor and loose trash. Residents are responsible for removing litter from their property.

**Gates** shall be constructed of fence material matching the existing developer-installed fence in design, material and finish. Hinges must not be visible from the outside.

**Gutters and Downspouts:** The new gutters and downspouts shall match the original developer installation in design and size. Galvanized or aluminum may be used. Plastic, vinyl, or fiberglass gutters/downspouts are not permitted. Drainage from the replacement gutters/downspouts shall not adversely impact neighboring property owners.

**Mailboxes** shall be black standard rural post office-certified style to match the original developer-installed mailboxes. (Also approved is the Postmaster General Approved-locking mailbox.) Readable house street numbers shall be maintained on each mailbox. (\*\*Adopted July 8 2003, the Solar Group Curbside Mailsafe Lockable Mailbox.)

The repair, replacement and maintenance of the mailbox are each owner's responsibility. Maintenance and replacement of the mailbox post is a shared responsibility of the owners whose boxes are mounted on the post.

**Painting:** The Community of Clipper Cove values the richness and diversity of its visual architecture, as expressed through landscaping and home painting. Homeowners are strongly encouraged to select a paint scheme from the Paint Palette. **However, homeowners may submit alternative paint schemes in their architectural applications, which will be subject to approval of the Project Architecture Committee, comprised of neighbors in the community.**

You are also encouraged to consider the visual texture of your entire neighborhood when making a paint selection and attempt to maintain both continuity and diversity on your street as a whole. By maintaining high community standards for the appearance of our homes, every property owner's investment is protected and enhanced.

Prior to commencing work, you must submit an Architectural Application to the Community and specify the color scheme number, the paint color name and number for each color to be used. If Sherwin Williams' paint will be used, paint chips will be provided by the Architectural Administrator.

***You may use any brand of paint provided the other paint brand colors match the Sherwin William Paint Palette colors.*** All full-service paint brand stores can custom mix colors to match the Paint Palette's colors. ***If another brand of paint is to be used, you must provide two paint chips for each color proposed, designating which is for siding, trim, and accent, and stating the paint brand name. Please state on your Architectural Application that color scheme you propose to use on your home.*** The Clipper Cove Architectural Committee (PAC) and the Community of Harbor Bay Isle Architectural Committee (CAC) must approve your Architectural Application ***before*** painting your home.

The Clipper Cove Board of Directors approved the Exterior House Paint Palette in January 1997. Each color scheme has at least 4 choices of colors for siding and trim. In most color schemes, an additional color, Paris White 2088, is included making a total of 5 colors from which to chose your siding and trim colors. You may choose one accent color from among the 5 colors in each color scheme. There should be adequate contrast between the siding and trim colors.

**You must use at least 2 but not more than 3 colors on your home. All 3 colors must be selected from a single paint palette color scheme.** You also may apply to repaint the same color scheme as originally applied to the dwelling by the developer. The Developer did not provide us with complete and accurate original exterior paint colors. If the original color scheme is not in our color palette, you must supply paint chips, the paint brand, color name/number with the architectural application. When submitting your architectural application, you may submit a proposal for Board and architectural committee consideration of a desired change from Clipper Cove's approved Paint Palette.

***The following categories of colors are defined for the various elements of your home:***

- |                              |   |
|------------------------------|---|
| <b><u>Siding Colors:</u></b> | The siding or largest surface area of your home; including downspouts.  |
| <b><u>Trim Colors:</u></b>   | The trim such as eaves, gutters, shutters, mock-louvers, and trim around doors and windows, chimneys. Front doors may be painted with the trim or the accent color. |
| <b><u>Accent Colors:</u></b> | The optional colors intended for the front doors, shutters, and plantons (1 inch wide strip on the fascia along the roof cave.)                                     |

*Areas of color use:*

1. You may paint your home using two or three colors from a scheme.
2. Except for entry doors, flat, low sheen or satin finish paint shall be used.
3. Front entry doors may be painted or stained. If painted, front doors shall be painted with eggshell or semi-gloss enamel using one color. You must use the Siding, Trim, or the Accent color.
4. Homeowners are encouraged to paint garage doors with only one color.
5. All vents, diverters, meter boxes, utility doors, trellises, or additions to exteriors (if painted) shall be painted to match the adjacent surface. The gutters and downspouts on houses with wood shingle siding may be painted the trim color. Pipes and sheet metal vents that protrude through the roof and other miscellaneous metal elements on the roof shall be painted to match the weathered roofing material color as required by the Community Architectural Committee for all homes in Harbor Bay Isle.
6. For houses having wood shingle siding, please refer to the Paint Palette section covering compatible trim and accent colors for use on these homes.
7. Wrought iron gates and other exterior miscellaneous metals, such as wrought iron fences, shall be painted black, or another color approved by the architectural committee.
8. Pipes, sheet metal vents, and other miscellaneous metal elements on the roof should be painted with a rust-retardant undercoat with a final paint coat in a color to match the roof color. Owners are urged to paint the raw metal of security alarm boxes (leaving only the decal area unpainted) to match the surface to which it is attached.

**Patios:** In addition to the Community's document, patio material may be natural gray or light earth-tone tinted concrete or other appropriate paving materials: e.g. brick, tiles, flagstone, etc. After-installation surface applied pigmented stains or paint is not permitted.

**Planter and Window Boxes** shall be compatible with the house and overall neighborhood design. They shall be constructed of redwood, cedar or terra cotta. The redwood/cedar shall be finished with a clear sealer, be unfinished, or painted to match the house siding, trim, or accent color.

**Roofs:** In addition to the Community's document, the Clipper Cove Board's Resolution #92-04 requires that the new roof material shall look similar to the weathered wood shingles or shakes on the existing roof, or with a roofing material approved by the Community and Clipper Cove Architectural Committees.

**Storage Sheds:** Sheds of composite material (Rubbermaid-type) may be installed provided the shed's height shall not exceed that of the adjacent fence's height, excluding lattice, and the shed/roof color shall be compatible with the house color and the neighborhood.

**Class A Rated Factory Pressure Treated Cedar Shake/Shingle Roofing System:**

**Two Products: Cedar Plus Or Meeker Cedar FTX Products - Chemco Treated Cedar Shake Roofing System:** Cedar shakes (owner to choose one of three thickness) installed over 72

pound mineral coated felt cap sheet ~1/4-inch Georgia Pacific's "Dens-Deck" and 15/32-inch plywood sheathing or nominally spaced (strip) sheathing, to achieve a Class A rated roofing system approved by the City of Alameda. Those houses originally roofed by the developer with shingles instead of shakes may install either shakes or shingles.

**Class A Rated Cementious Fiberglass:**

**HardiShake Fiber Cement Roofing in the following colors:** #110 Pewter Gray; #120 New Cedar; #130 Dark Gray; #140 Deep Brown; #150 Earth Brown; #160 Dark Cedar. Additional roofing material options will be announced when approved.

**Class A Rated Asphalt Fiberglass:**

**GAF Grand Sequoia Asphalt Fiberglass Roofing Material:** colors approved are: Mesa Brown Blend, Cedar Blend, Charcoal Blend, Slate Blend, and Weathered Wood Blend.

**Celotex Presidential and Ambassador** in all colors except Augusta Green.

The homeowner is responsible for all architectural and/or engineering necessary for assurance that the dwelling's structural and functional integrity will support the new roofs dry and wet weight. Replacement roofs are to be installed and maintained in good condition in accordance with all applicable City of Alameda Codes and requirements.

**Siding** replacement materials must be compatible with the existing and/or developer installation. The Clipper Cove Board's Resolution #90-04 requires siding materials must be of natural products and that those manufactured from vinyl or aluminum are prohibited.

**Street Address Numbers:** The City of Alameda ordinance requires that street address numbers be clearly visible from the street during both day and night for assistance to emergency vehicles (police, fire, ambulance, and Harbor Bay Security, when responding to an owner's call.) Replacement street numbers require approval by the Architectural Committee if they are significantly different from those originally installed by the developer. If the house is on a corner lot, a street number must be installed on the house (preferably next to the garage door) facing the street of the house's address street name. Curb street painting is prohibited in the Clipper Cove Association.

**Swimming Pools:** In addition to the Community's documents, in-the-ground rear yard swimming pools will be considered on a case-by-case basis. Pools and related pool equipment, if approved, must be completely surrounded by a four-foot high fence compatible with the house design.

An application for a swimming pool must include the approval signatures of all property owners in the area affected by the proposed pool installation. In addition to detailed drawings, the proposal must provide details of all ancillary and landscape installations, including water supply system, drainage and water disposal systems.

**Vehicle Storage** of motorized boats, trailers, campers, mobile homes, recreational vehicles, and large trucks in open view on residential property is not permitted.

**View Protection Guidelines:** The Clipper Cove Board of Directors recognizes the need for the preservation of views of common area amenities from residential lots and from public ways. However, this need to preserve such views must be balanced with other needs of property owners. Any obstruction to the view of a common area amenity created by a property owner must be justifiable by a clearly demonstrated need for privacy, adequate use of property or other substantial need of the party creating the obstruction. All such matters shall be judge on a case-by-case basis without creating or being affected by precedent.

**Windows:** New or replacement windows and screens, including dormers, must match or be compatible with the dwelling's existing architectural details, exterior colors, and the overall appearance of the neighborhood. Neighbor privacy will be considered in any application or a new window.

On a case-by-case basis, the Clipper Cove Architectural Committee will consider the use of a good quality vinyl-clad frame windows as a replacement for the developer-installed bronze anodized aluminum window frames. The color of the vinyl (white, light tan, dark brown) may be approved as appropriate to the dwelling's architectural details and exterior colors. As a condition of approval, the owner may be required to replace all of the dwelling's windows, or all windows on a dwelling's side elevation to create consistency with the new window's design and materials.

Reflective-type window film is not permitted. Window tinting of non-reflective, dark charcoal color materials will be considered on a case-by-case basis.

### **SECTION 3- LANDSCAPE GUIDELINES**

**Prior Approval Required:** No landscaping may be installed nor any existing landscaping modified without the prior approval of the Architectural Committee. An architectural application and plans must be submitted for approval prior to commencing landscape installations. Owners should review the Community's Landscape Guidelines for the specific requirements that apply to proposed property improvements. The Association created these more specific Guidelines for use by Clipper Cove homeowners.

**Landscape Completion Deadlines:** After the Architectural Committee has approved a homeowner's application and plans for front yard re-landscaping; the owner must complete the re-landscaping installation within thirty (30) days of the removal of turf or plant materials.

**Front Yard Landscape Maintenance** is the responsibility of the Clipper Cove Association. A landscape contractor hired by the Board of Directors performs the work. Owners may submit applications and plans to the Community Architectural Committee for proposed changes, at their own expense, to their front yard landscape, but the approval of the Clipper Cove Board of Directors and Architectural Committee is required to determine whether any increased maintenance costs to the Association will be created.

The duties and responsibilities of the Clipper Cove Owners' Association regarding front yard landscape maintenance and plant replacement are contained in Resolution #86-01, as follows:

1. Each homeowner owns and is responsible for replacing plants and trees in his/her front yard.
2. The Clipper Cove Owners' Association is responsible for maintaining the landscaping of the front yard for each Lot.
3. The Association has the right and responsibility to require the homeowner to meet general standards of appearance as specified in the original landscape plans, and to require the homeowner to replace plants or trees that die or are removed by the homeowner.