

CHAC

Crestwood
Hills

CRESTWOOD HILLS ARCHITECTURAL COMMITTEE

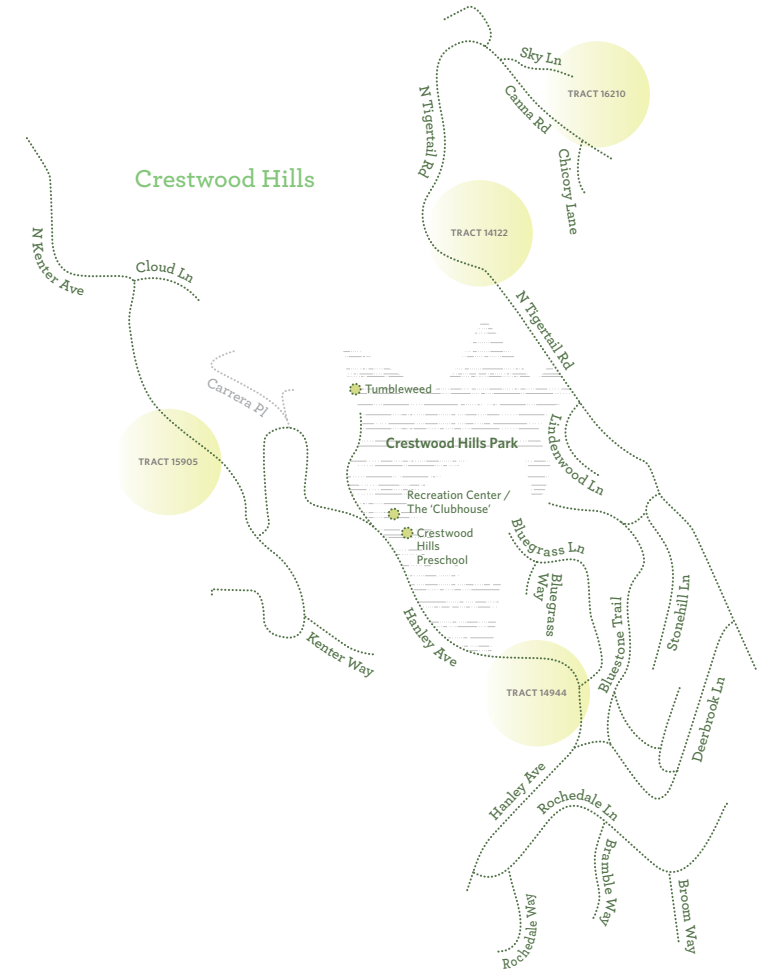
Architectural Guidelines and Standards 2022

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1. Preface

Crestwood Hills is a historic community of mid-century modern and Modernist homes. Developed more than 70 years ago by Mutual Housing Association, Inc., the general plan has always been, and still is, to encourage homes that take advantage of the spectacular views, and are in harmony with each other and with the rustic hillside environment. In Crestwood Hills, the subject of architectural control is taken very seriously as we strive to preserve the uniqueness of our community and the original vision of those who created it.

The Crestwood Hills Architectural Committee (CHAC) was established in 1949 when the Declaration of Restrictions (“CC&Rs”) was recorded for Tracts 14944, 14122, and 15905. The authority of CHAC was extended by amendments to the CC&Rs recorded in December 1974, December 1975 and December 1976, respectively. CHAC exercises rigorous architectural control over all improvements built, erected or installed on any lot within the community in order to preserve, for the mutual benefit of all property owners, the concept of a harmonious, planned community.



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In exercising architectural control, CHAC works independently with support from the Crestwood Hills Association, (“Association”), the successor-in-interest to Mutual Housing Association, Inc. The CHAC is empowered to exercise its good faith discretion in deciding whether plans are (or are not) consistent with the architectural goals of Crestwood Hills. The Association is empowered to enforce the CC&Rs, these Architectural Guidelines (“Guidelines”), and the decisions of the CHAC. In some cases, the Guidelines may be more stringent than the municipal code requirements of the City of Los Angeles.

To maintain the high standards of the community, it is mandatory that all site preparation (demolition, grading, landscaping, construction) and/or improvements of any kind to the exterior on any lot in Crestwood Hills, other than remodeling inside the home itself, must be approved in writing and in advance by CHAC. It is the duty of each owner to apply for such approval in advance of starting any work. Working without approval or exceeding the scope of the approval given by CHAC is a very serious violation of the CC&Rs which can result in rescission of the Committee’s approval, other sanctions, and possible legal action.

In order to complete the review process in a timely and efficient manner, it is essential that each property owner, and his or her architect and contractor, be fully familiar with and follow the basic requirements of these Guidelines and the CC&Rs.

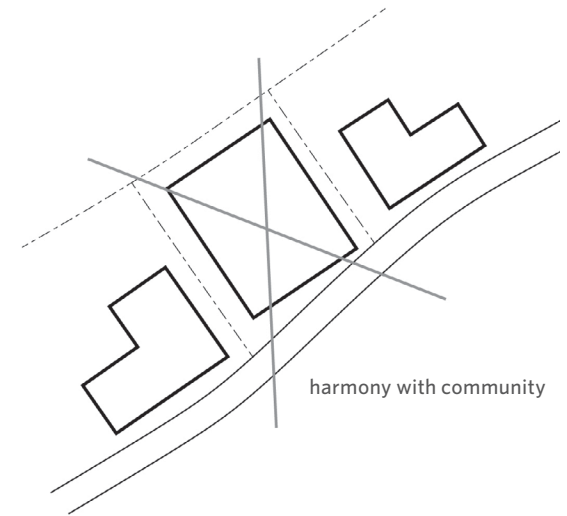
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2. Size and Height of Homes

Lifestyles have changed since Crestwood Hills was first developed. CHAC recognizes that today there is a desire to build larger homes than were ordinarily constructed a generation ago. CHAC strives to maintain the character and viability of the original "Statement of Policy" created when CHAC was first formed while recognizing that 1,800 to 2,500 square foot homes will not always suit the modern demand for more living space. Thus, while homes today in Crestwood Hills are usually between 2,500 sq.ft. and 4,500 sq.ft., CHAC may approve a home up to 7,000 sq.ft. (gross building area) subject to the specific rules listed in Section 2.1. Homes that are larger than 7,000 sq.ft. will not ordinarily be approved as they are deemed to be not in harmony and character with the rest of the community.

2.1 RELATIONSHIP BETWEEN LOT SIZE AND SIZE OF HOME

- a) The ratio of the size of the home to the size of the Lot will ordinarily not be allowed to exceed 50% for Lots (or parcels) that are 8,000 sq.ft. or less, up to 4,000 sq.ft. of gross building area;
- b) Homes that are built on Lots (or parcels) that are 8,000 to 16,000 sq.ft. are allowed an additional 20% of lot area above 8,000 sq.ft. to a maximum additional building area of 1,600 sq.ft. and total gross building area of 5,600 sq.ft.;
- c) Homes that are built on Lots (or parcels) that are over 16,000 sq.ft. are allowed an additional 15% of lot area over 16,000 sq.ft. to a maximum additional building area of 1,400 sq.ft. and a total gross building area of 7,000 sq.ft.; and
- d) The gross building area can be reduced, at the CHAC's discretion based on site conditions, topography, views and context. Please also note that the City of Los Angeles' Hillside Ordinance includes restrictions on home size based on lot square footage and slope analysis.



Example of Lot Area of 20,000 sq.ft.:

5,600 sq.ft. plus 15% of 4,000 sq.ft. = 6,200 sq.ft.

Related Definitions

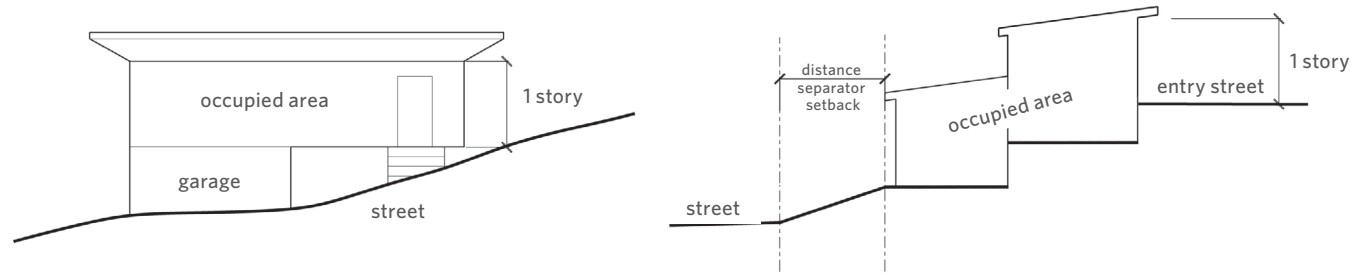
Gross Building Area — All occupied space, including basement, storage and stairs. (Not including mechanical, electrical and garage.)

Lot Area — Gross area of property, including required set-backs, easements, etc.

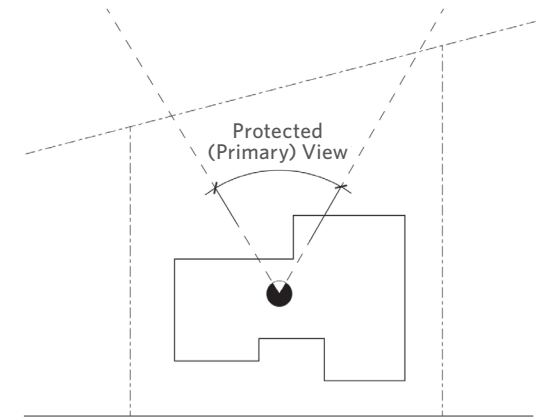
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2.2 HEIGHT OF HOMES AND PROTECTION OF VIEWS

- a) In approving the size, bulk scale, and location of a house or auxiliary dwelling unit on a Lot, CHAC will consider the characteristics of the site itself, the nature of the terrain, and the location and elevation of neighboring homes.
- b) Homes must be designed so that only one story of occupied space will show above the high point of the site at the street or entry side. A house or other structure with more than one story will only be approved if it is in scale with adjacent homes and does not substantially impact the protected (primary) views or the privacy of neighbors in the subjective, good faith determination of CHAC. **Three stories of occupied space will not be allowed.** Roof top decks of any kind are strictly prohibited.



- c) The Protected (Primary) View of neighboring homes, as determined by CHAC, must be considered in deciding whether to approve an application. Houses, other structures, fencing, trees, and other landscape or hardscape must be designed and maintained in consideration of the manner in which a Protected View of another owner is affected.
- d) A "Protected View" will be determined by the good faith decision of the CHAC. It will ordinarily be a 60 degree cone of vision perpendicular to the side of a house determined by the CHAC to be that of the house's Protected View. Since there is an element of subjectivity in determining what constitutes a Protected View, the decision of the CHAC will be final. The CHAC will attempt to preserve the Protected View of the hillside homeowners and realistically optimize the view of each site.



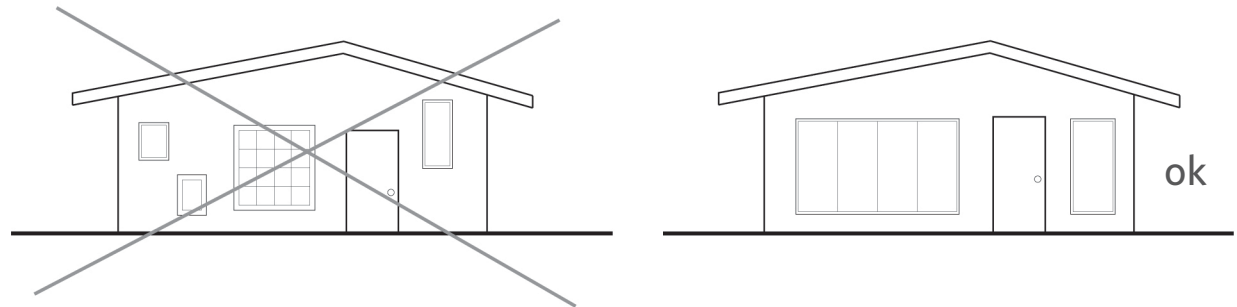
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3. Colors and Materials

In approving colors and materials, CHAC looks for harmony with existing homes in the neighborhood and favors clean, simple lines with a low profile to blend with natural terrain.

4. Windows and Other Glass

Glass areas shall be organized with respect to exterior appearance, not scattered or random. They shall be simple and undivided. The use of double-hung windows, stained glass, or what is commercially known as "reflective glass," is not acceptable. Louvered windows are allowed only where permitted by Los Angeles City code.



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5. Walls and Fencing

5.1 EXTERIOR WALLS

Exterior walls shall be wood, cement plaster or masonry. Stain or paint shall be earth-tones such as beiges, tans, brown-tones, umbers, siennas, and the like. Bright white, dark black and blue colors will not be approved. Off-white and dark gray colors are permissible.

5.2 TROMPE L'OEIL AND EXTERIOR DECORATION

Trompe L'oeil (tricks of the eye, such as murals, etc.) and decorative items (elaborate railings, shutters, etc.) are not permitted.

5.3 SERVICES AREAS

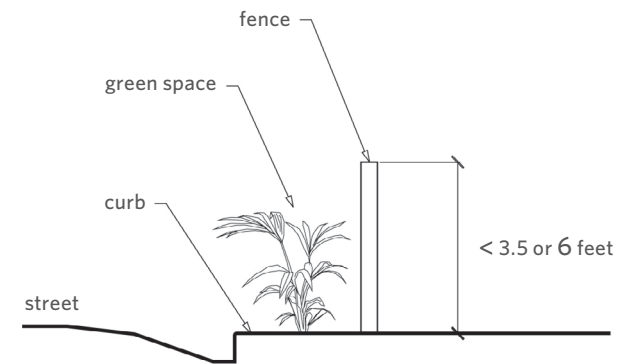
Service areas shall be screened for visual and audio concerns both from the street and from adjoining neighbors.

5.4 FENCES

Fences shall be of wood where facing the street. "Picket," chain link or wire fences in front and side yards are not permitted. Fence and wall heights shall not exceed the lesser of six (6) feet or Los Angeles Municipal Code restrictions (which limit fences to 3.5 feet under some circumstances).

5.5 STREET-FACING FENCES

Street-facing fences should be set back from the property line by at least two (2) feet in order to provide "green space" to the community.



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6. Roofs

6.1 PITCH

Roofs should be simple and low pitch. Wide, overhanging eaves are encouraged for visual effect as well as for energy conservation.

6.2 MATERIALS

Roofing material must be non-reflective or of a subdued color and shall be non-imitative of other materials. White roofs will not be allowed.

6.3 EQUIPMENT AND DUCTS

Visible roof top duct work and equipment will only be permitted if it is covered or enclosed in a manner consistent with the design and color (painted the same color as on the roof) of the house.

6.4 SOLAR PANELS

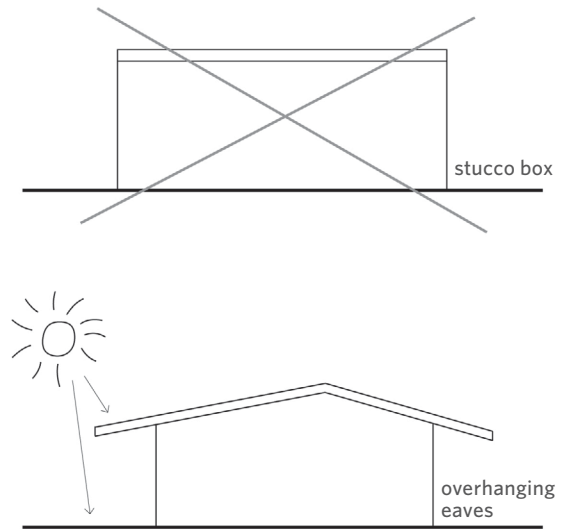
Non-reflective solar panels will be allowed as long as they are as low lying as possible on the roof, with a height no greater than 12 inches at the highest end above the roof.

6.5 SATELLITE DISHES

Satellite dishes are allowed as long as they do not exceed 36 inches in diameter and are placed discreetly in such a way as to not be visible from the front of the house or are not in a homeowner's protected view unless there is no other reasonable alternative.

6.6 COMPOSITION

Wood shingles, corrugated roofing, Spanish clay tiles or other stylized materials are not permitted.



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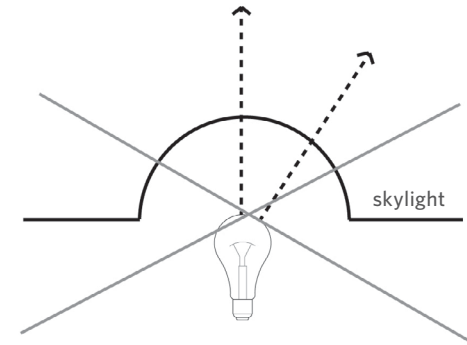
7. Skylights

7.1 APPROVAL REQUIRED

Controlled skylights will be considered. Approval will depend on the location in respect to the effect of sun reflection during the day and interior lighting at night.

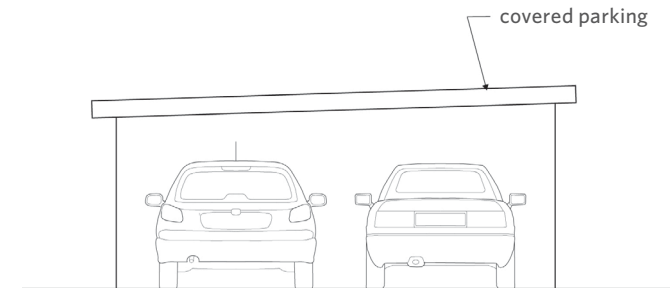
7.2 LIGHTING

Interior lights shall not be directed up into the skylights. Roof-mounted lighting directed down through the skylights is not acceptable.



8. Parking

Each lot must have covered, on-site parking for a minimum of two (2) cars.



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9. Landscaping

9.1 HEIGHT/IMPACT ON VIEWS

Trees may not materially interfere with a homeowner's Protected View (2.2) in the subjective, good faith opinion of the Crestwood Hills Tree Committee. Trees generally should be kept to a homeowner's first story roof height or 14 feet, whichever is lower. When a landscape plan is submitted, the applicant should specify the species of plants or trees, which are included in the plan. A maintenance plan should be included, which ensure that trees do not interfere with the view of other homeowners or create a significant fire risk. The CHAC will seek the input of the Crestwood Hills Tree Committee on the applicant's landscape plan, where appropriate.

For more information, please see the [Crestwood Hills Tree Committee Guidelines](#).

9.2 COMPLETION OF LANDSCAPING

Landscape work shall commence, wherever possible, at the same time that construction begins and, in every case, shall be completed no later than six (6) months after the home has been substantially completed.

9.3 MITIGATION MEASURES

Owners must take all reasonable mitigation measures during and after any construction or landscaping project to minimize erosion, dust and fire hazards. All roof and surface water shall be directed to the street in a non-erosive manner to comply with Los Angeles City codes.

9.4 RETAINING WALLS

Retaining walls must be scaled to be as unobtrusive as reasonably possible.

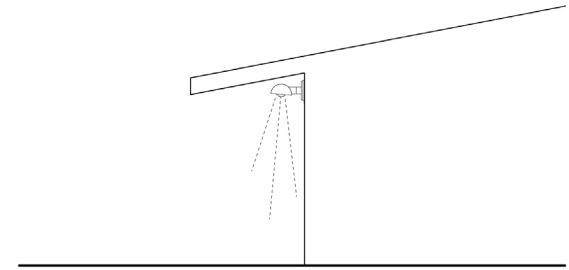
10. Pools, Jacuzzis, Tennis Courts and Other Recreational Facilities

All site preparation, construction, and other alterations for swimming pools, spas, tennis courts and other recreational facilities must be approved in advance by CHAC. The decision of CHAC will take into consideration the restraints of site accommodation, visibility, fencing, lighting, placement, noise, shielding of mechanical equipment, and potential effect on neighboring property owners.

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11. Exterior Lighting

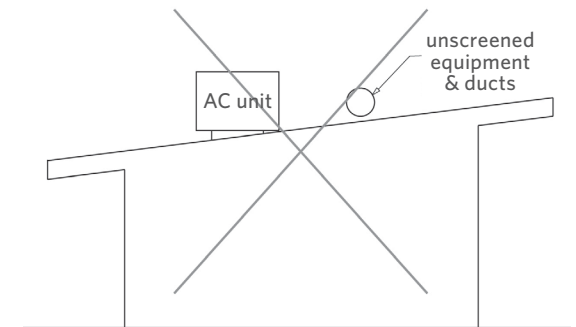
All exterior lighting shall be designed and installed so that the light source of any exterior lighting fixture shall not be visible from neighboring properties. Details should accompany all applications including "cut-sheets" showing light pattern and fixture configuration. All exterior lighting shall be soft and subtle. Colored lighting, such as blue, is not allowed.



12. Mechanical Equipment

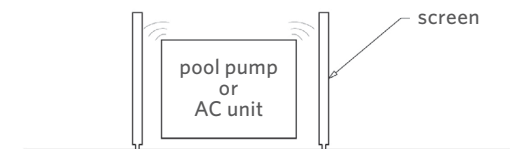
12.1 MOUNTING ON ROOF

Roof-top air conditioning or heating units are disfavored. If they are allowed, they must be screened from neighbors' view and any noise must be mitigated.



12.2 POOL AND JACUZZI EQUIPMENT

Pool or jacuzzi mechanical equipment shall be placed underground or shielded from sight and sound.



12.3 NOISE

All exterior mechanical equipment must be baffled for noise reduction in conformance with City of Los Angeles Noise Reduction Ordinance and shall not be operated at such a level as may disturb neighbors. Owners must submit noise emission information from the manufacturer at the time of requesting Final Approval.

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13. Drainage

It is imperative that any new watercourses formed by excavation and grading be designed to prevent any erosion of the hillside or damage to neighboring properties in accordance with Los Angeles City Codes or as otherwise directed by CHAC.

14. ADU Units

Accessory Dwelling Units (ADUs) shall comply with these Guidelines, the CC&Rs and governing codes.

15. Maintenance

All Lots and improvements on the Lots must be kept in attractive condition and good repair at all times. Hillside must be kept clear of debris and fire-hazardous brush in accordance with Los Angeles City Fire Department requirements and Utilities, including Los Angeles Department of Water and Power.

Trash receptacles shall be located off the street per city requirement and screened from view.

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16. Dispute Resolution Process

16.1 RIGHT TO APPEAL

If CHAC denies in whole or in part an application for improvement, the Owner may appeal the denial to the Association Board of Directors Dispute Resolution Committee, whose decision shall be final and binding.

16.2 TIMING OF APPEAL

To preserve the right to appeal, the Owner must notify the Board in writing of the intent to appeal, with a copy to CHAC, within 15 days of the date of the written notice from CHAC denying the improvement. Property Owner must indicate the reason for the appeal and why they disagree with the CHAC decision.

16.3 HEARING

The Board or a designated committee of the Board will endeavor to hear the appeal within 30 days of receiving the written request from the Owner unless another time frame is mutually agreed. The Owner will be notified in writing of the date, time and location of the hearing which shall be heard if reasonably possible within 30 days of the date the Owner has submitted his or her request for the appeal. The Owner has a right to attend the hearing and may be accompanied by an architect, contractor, and/or attorney. Generally, as a policy matter, the Board will defer to the decision of CHAC unless it determines that the decision violated a provision of the CC&Rs or these Guidelines, was arbitrary or capricious, or could in the good faith opinion of the Board result in harm to the Association.

16.4 MEDIATION

When there is a dispute which arises from or is related to these Guidelines, the architectural provisions of the CC&Rs, or any decision made by CHAC, which cannot be resolved by informal negotiations, the parties shall attempt to settle their differences by mediation before any lawsuit or suit can be commenced. In such event, the parties shall mutually select a mediator and jointly pay for the cost of the mediation. Notwithstanding the foregoing, no mediation is required if any party faces immediate irreparable harm and thus needs to promptly seek a temporary restraining order or preliminary injunction.

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16.5 ARBITRATION OF ALL DISPUTES

All disputes arising from or related to these Guidelines, the architectural provisions of the CC&Rs, or any decision made by CHAC, that cannot be settled by mediation or otherwise, shall be decided by binding arbitration. The arbitrator will be a retired judge chosen by mutual agreement of the parties, or if they cannot agree, by a court of competent jurisdiction upon the petition of any party to the dispute. The parties will be entitled to take such reasonable discovery as is mutually agreed or as allowed by the arbitrator. The initial cost of the arbitration will be split evenly by the two sides to the dispute. If any party needs to obtain a temporary restraining order or preliminary injunction, such relief may be obtained in court, but then the suit must be stayed and balance of the dispute must be determined in arbitration. Notwithstanding the foregoing, claims within the jurisdiction of small claims court may be brought to small claims court.

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17. General Provisions

17.1 DOCUMENT RETENTION

A set of the final approved plans and the written notification of approval shall be retained by CHAC after review and approval.

17.2 SITE INSPECTION

CHAC reserves the right, in its discretion, to inspect the project during construction for conformance with the approved plans.

17.3 HARDSHIP EXCEPTIONS

Exceptions from the Guidelines will rarely be granted regardless of circumstances. CHAC and the Board must mutually agree on any exception in their sole and absolute discretion. An exception will only be granted in the most extreme circumstances.

17.4 NOTIFICATION AND INPUT OF NEIGHBORS

Owner/Applicant shall inform neighbors abutting the property of the proposed new work to be done and shall attempt to resolve problems, if any.

17.5 COMPLIANCE WITH ALL LAWS

All improvements made on a Lot shall conform to the requirements of the City of Los Angeles and all other governmental bodies that have jurisdiction over the improvements. However, governmental approvals and compliance with the law shall neither constitute nor take precedence over the separate need for approval by CHAC. It is understood that CHAC has the power to impose stricter conditions than does the City of Los Angeles.

17.6 TIME TO COMMENCE CONSTRUCTION

If construction does not commence within one (1) year of the date of the written notice of final approval from CHAC, such approval shall be deemed to have lapsed and the plans must be re-submitted together with a re-submittal fee of \$250 or a new fee of \$500 when substantial changes to the original submission are noted by CHAC.

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6. ROOFS
7. SKYLIGHTS
8. PARKING
9. LANDSCAPING
10. POOLS, JACUZZIS, TENNIS COURTS AND OTHER RECREATIONAL FACILITIES
11. EXTERIOR LIGHTING
12. MECHANICAL EQUIPMENT
13. DRAINAGE
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18. PROCEDURE FOR SEEKING APPROVAL FROM THE ARCHITECTURAL COMMITTEE

17.7 NO WAIVER

Any failure on the part of CHAC to apply or enforce the Guidelines previously was inadvertent and shall not constitute a waiver of any provisions thereof or a waiver of the right to enforce the Guidelines against any owner in Crestwood Hills in the future.

17.8 VIOLATIONS

Except as provided in these Guidelines, CHAC has the sole and full authority to approve new construction and any future modification to the exterior of homes or Lots in Crestwood Hills. Any failure to obtain prior approval, and any construction or alteration which exceeds the scope of the approval given by CHAC, is a very serious violation of these Guidelines.

17.9 WARNING

Upon discovering a violation, CHAC will generally issue a warning letter to the Owner with directions on what the Owner is required to do.

17.10 FAILURE TO COMPLY

Should the Owner not immediately comply with the request, CHAC will refer the matter to the Board of Directors for enforcement by the Association.

17.11 FUTURE CHANGES AND IMPROVEMENTS

Once a home has been successfully completed per the plans approved by CHAC, any future change to the exterior of the home (or ADU) or the Lot will require a new application and submission for approval.

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18. Procedure for Seeking Approval from the Architectural Committee

No construction, renovation, improvement, site preparation, grading, demolition, or alteration of existing conditions or structures on the exterior of a home or on the lot itself may commence until detailed plans and specifications have been submitted to and approved in writing by CHAC. Following are the procedures for submitting an application for approval.

Approval must be sought and obtained by means of a two-step process as follows:

18.1 CONCEPT APPROVAL

To apply for Concept Approval, an application form provided by CHAC (Section 18.7) must be completed and submitted with two (2) sets of full size hard copies of the following documents:

- a) Site Plan with date, tract and lot number, name and address of Owner, and name and address of Architect. Also, provide proof of ownership of property.
- b) Site Plan must include topography, dimensions and relation of proposed house to other houses in the area.
- c) The lot area and building gross area, as well as, the ratio of building area to lot area stated as percentage, must be noted.
- d) Concept Sections, Elevations, Floor Plans, Roof Plan
- e) Conceptual Landscape Plan indicating size and type of plants
- f) Proposed plan for storage of trash receptacles
- g) Proposed Exterior Materials and Colors
- h) **NOTE:** Scaled, free-hand or conceptual drawings are encouraged to be submitted for Concept Approval, provided that all the above information is included.
- i) One (1) set will be returned to the Owner/Applicant with comments; one set will be retained by CHAC for future reference.
- j) A submission fee, as described in Section 18.6, must be included with the Application Form (Section 18.7).

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18.2 FINAL APPROVAL

To obtain Final Approval, the Owner/Applicant must submit two (2) sets (full size, hard copies) of the following documents to confirm that the Concept as specified in Section 18.1 will be realized as approved:

- a) Final, dated Working Drawings, consisting of: Site Plan, Sections, Elevations, Floor Plans, Details and Roof Plan. Lot area and building gross area, as well as, the ratio of building area to lot area stated as a percentage, must be noted.
- b) Landscape Plan with description of proposed planting, proposed phasing schedule and plan for tree maintenance
- c) Samples of final Exterior Materials and Colors
- d) **NOTE:** One (1) set will be returned to Owner/Applicant; one (1) set will be retained in the CHA Archive.

18.3 INCOMPLETE SUBMISSIONS

Submissions that do not comply with these Guidelines will be returned for additional information.

No Application will be reviewed or approved unless it has been submitted and signed by a Member of the Association in good standing (current in payment of annual dues).

18.4 TIME FOR DECISION

CHAC will give its approval or disapproval within 30 days of the date it receives a Request for Approval, provided all of the supporting materials specified in Sections 18.1 and 18.2, or otherwise requested by CHAC to fully evaluate the application, are received.

18.5 COMMITTEE MEETINGS

CHAC normally meets on the first Sunday of each month. The application and supporting documents must be received by CHAC at least five (5) days prior to the date of the meeting. Late submissions will ordinarily be reviewed at the next regular Committee meeting the following month.

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18.6 FEES

Submission fees are as follows:

Up to 500 sq.ft.	Exterior Improvements and/or Additions	\$100
500 - 1000 sq.ft.	Exterior Improvements and/or Additions	\$300
1000 - 4000 sq.ft.	Exterior Improvements and/or Additions or New Homes	\$1,000
4000 sq.ft. or larger	Exterior Improvements and/or Additions or New Homes	\$2,000

The above fees shall be paid at the time the Application for Concept Approval is submitted by the Owner/Applicant. These fees cover two (2) reviews of the project submission—Concept Approval and Final Approval. Should more than two (2) reviews be required to reach CHAC Sign Off, a fee of \$250 will be charged for each additional review. After Sign Off has been received, no additional fee is required for submission of the working drawings for Final Approval, unless significant changes are apparent at the time.

Construction must start within one (1) year after receiving approvals from CHAC or approvals are considered null and void. Approvals are not transferable from one homeowner to another.

A penalty will be applied for any property owner who does not submit plans prior to starting work in the amount of \$500 for any one violation of provisions of the Governing Documents. For on-going violations, additional fines of up to \$100 per day may be imposed.

18.7 FORM

The Crestwood Hills 'New Building and Exterior Remodeling Application' form is available for download on the Crestwood Hills website: www.crestwoodhills.com/resources.

18.8 LOCATION FOR SUBMISSIONS

All applications, supporting information and documentation should be submitted to:

Greg Serrao
 CHAC Chair
 1068 Hanley Avenue
 Los Angeles, CA 90049
 PHONE: 310.471.7517
 EMAIL: gcserraoia@yahoo.com