



Mail: PO Box 280, Tahoe Vista, CA 96148  
Office: 6944 North Lake Blvd  
Tahoe Vista, CA, 96148

Phone: 530-546-6300  
Fax: 530-546-0348  
E-mail: FranciscanHOA@Hotmail.com

## **Architectural Guidelines And Improvement Application**

(Produced by the Committee, approved by the Board))

### **Preamble**

The Architectural Committee ("AC") of the *Franciscan Owners Association* exists to maintain and enhance the monetary and esthetic value of the Franciscan property. In addition, the AC seeks to insure compliance with local and regional laws/requirements. It is the goal of the committee members to work in harmony and consensus with all unit owners to continue to make the Franciscan property a unique and wonderful experience for everyone.

Pursuant to the Association's Covenants, Conditions and Restrictions, *Article IV (Pages 14-16)* the Architectural Committee ("AC") has been appointed by the Board of Directors to implement the provisions of the CC&Rs related to *Architectural Review*. In addition specific supplemental *Architectural Guidelines* have been established and approved by the Board to ensure uniform application and adherence to the CC&Rs. Pertinent excerpts of the CC&Rs are attached to this document.

In order to insure that all of our owners and guests enjoy their time spent at the Franciscan Lakeside Lodge, the following basic *Architectural Guidelines* have been adopted by the Board of Directors.

### **General Guidelines**

1. The goal of the AC is to maintain the "Tahoe Mountain" exterior in accordance with the TRPA, and other regulatory agencies asking that Tahoe properties blend in with the Tahoe basin architecture and landscape.
2. Improvements, alterations, repairs, or other work which in any way alters the interior, exterior or common property governed by the Franciscan Owners' Association shall be made or done only with prior written approval of the AC as stated in these AC Requirements and Guidelines with noted exceptions. (see below)
3. Approval is needed for replacement of exterior doors and windows, changing of interior window coverings. Exterior chairs, tables, etc. must be the same type as being used by the Franciscan rental program. (For exceptions see #4 below)
4. Changes in exterior chairs, tables or outside décor are acceptable while the owner is staying in his or her unit. When an owner vacates the unit, the exterior of the unit should be returned to its original state, uniform with the rest of the Franciscan property.

### **Specific Guidelines**

1. Owner shall agree to obtain all necessary licenses and/or building permits and to meet all legal requirements for building construction or common property modification.
2. Any improvement requiring a building permit, including, but not limited to structural, electrical, plumbing, gas modifications or changes shall be done or supervised by a California licensed contractor.
3. Application and plans must be submitted in duplicate (8-1/2" x 11" if possible - for faxing, scanning & photocopying purposes). Plans shall show all construction components and size, dimensions, product description, color choices, cabinet materials, counter top material, carpet type and color, etc. of all proposed improvements.
4. Upon receipt of the plans/application, the AC may visit the unit to compare the specifications depicted on the plans with the actual unit. The AC will review each improvement request received and render a decision based upon a majority vote of the AC members.

5. Plans should be delivered to the AC at the Franciscan Lakeside Lodge Management Office on the property: PO Box 280, Tahoe Vista, CA 96148
6. Owners will receive written notice from the AC concerning its disposition of the submitted plans within 45 days of the date the AC receives the application and all materials required by the committee.
7. All remodeling projects that have potential to disturb other guests and owners shall be performed at off season times as coordinated with the assistance of the rental manager. Any improvement work disturbing to guests shall be stopped immediately regardless of the time of year.
8. If completion date of an improvement exceeds expected time limit (as stated on the application) and unit has been rented for said time, owner agrees to pay all costs related to renter relocation, including, but not limited to loss of rent, staff expense, and other miscellaneous costs.

#### **Improvements not needing AC approval**

1. Interior paint. (see below exception for units in the rental program)
2. Exterior décor (such as “welcome” signs) if the décor follows the Franciscan “Tahoe Mountain” theme and is not found objectionable by the AC or rental manager. As stated in the *General Guidelines* above, exterior chairs, tables or outside décor are acceptable while the owner is staying in his or her unit. When an owner vacates the unit, the exterior of the unit should be returned to its original state, uniform with the rest of the Franciscan property.

#### Exception for Units in Rental Program:

1. Interior paint. Owners must select from a palette of colors determined by the AC and/or rental program manager. Colors available at the Management Office.
2. Interior carpet. Owners should select an extremely durable (read commercial) carpet in darker tones to help reduce housekeeping maintenance.
3. Participants in the rental program will also be subjected to a review by the rental program manager to insure that all improvements are consistent with motel industry standards (such as AAA).

**Architectural Requirements**  
(excerpts from the CC&Rs)

Declarations of Covenants, Conditions and Restrictions for the Franciscan Condominiums (CC&Rs) *Article IV (Pages 14-16) "Architectural Review"*. "The Committee shall consider and act upon any and all plans and specifications submitted for its approval pursuant to these CC&Rs and perform such other duties as from time to time shall be assigned to it by the Board including inspection of construction in progress to assure its conformance with plans approved by the Committee. "No construction, alteration, removal, relocation, repainting, demolishing, addition, installation, modification, decoration, redecoration or reconstruction of the interior or exterior of an Improvement, including landscaping, on the property shall be commenced or maintained until the plans and specifications showing the nature, kind, shape, height, width, color, materials and location of the proposed Improvement shall have been submitted to the Committee and approved in writing by the Board."

"The Committee may also issue rules or guidelines setting forth procedures for the submission of plans for approval, requiring of a fee to accompany each application for approval, or stating additional factors which it will take into consideration in reviewing submissions....."

"The Committee may require such detail in plans and specification submitted for its review as it deems proper, including without limitation, floor plans, site plans, drainage plans, elevations, drawings, and descriptions or samples of exterior material and colors...."

"Decision of the Committee and the reasons therefore shall be transmitted by the Committee to the applicant at the address set forth in the application for approval, within forty-five (45) days after receipt by the Committee of all materials required by the Committee. Any application submitted pursuant to this Article 4.2 shall be deemed approved, unless written disapproval of a request for additional information or materials by the Committee shall have been transmitted to the applicant within forty-five (45) days after the date of receipt by the Committee of all required materials."

"Applicant shall meet any review or permit requirements of the local governmental authorities prior to making any alterations or Improvements permitted hereunder."

**FRANCISCAN OWNERS ASSOCIATION  
IMPROVEMENT APPLICATION**

(Please use additional sheets as necessary)

**WHEN DO YOU FILE AN IMPROVEMENT APPLICATION?**

An application form must be submitted for any construction or improvement of your unit or other common property as outlined in the attached Franciscan Architectural Guidelines. If in doubt about your particular project, contact the Franciscan Board, Architectural Committee, or the Franciscan Lakeside Lodge property manager for advice.

**WHAT IS THE OBJECT OF THIS FORM?**

The object of requiring an owner to file an improvement application with the Board is two-fold:

1. To insure that your planned improvement conforms to the Association's CC&Rs, enhances the beauty of the Franciscan Lakeside Lodge, maintains the architectural harmony of the Franciscan property and in no way inconveniences fellow owners or guests.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of planned improvement.

**Date:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Additional Phone #** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Type & Nature of Requested Improvement:** \_\_\_\_\_

\_\_\_\_\_ **Rental**

**Program:** Y N **Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

**Licensed Contractor Hired?** Y N **If "Yes" Name and License #** \_\_\_\_\_

**Permit Required?** Y N **If "Yes" Permit #** \_\_\_\_\_

Application and plans must be submitted in duplicate (8-1/2" x 11" if possible - for faxing, scanning & photocopying purposes). Plans shall show all construction components, size, dimensions, product description, and colors of all improvements proposed.

I have read and understand the *CC&Rs* and *Architectural Guidelines* concerning the proposed improvement. I further agree to abide by these rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and to meet all legal requirements for building codes.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Date received by management office: \_\_\_\_\_ Received by \_\_\_\_\_

Date received by Architectural Committee: \_\_\_\_\_ Received by \_\_\_\_\_

Architectural Committee has 45 days from receipt of application to respond to applicant before work can begin.

Date Approved: \_\_\_\_\_ Date Disapproved: \_\_\_\_\_

Date Letter Sent: \_\_\_\_\_

Special Details or provisions for approval: \_\_\_\_\_

The Franciscan Owners' Association management office, **PO Box 280, Tahoe Vista, CA 96148**, Phone **530/546-6300 FAX 530/546-0348**